



**820 Glacier Avenue, Juneau, AK 99801**  
**Telephone (907) 586-5322**  
**Fax (907) 586-8323**

To All Volunteer Applicants:

Thank you for your interest in becoming a volunteer member of Capital City Fire / Rescue (CCF/R).

Enclosed you will find an application, information on the application process, and an information sheet on CCF/R which includes the requirements of a volunteer with CCF/R.

The first step to applying for a position of a volunteer is to complete the following:

1. **Application packet**, including **2 letters of reference**.
2. Bring in **2 pieces of picture identification** with you when you turn in your application. One of these should be your **driver's license**.
3. **Criminal Background check**—you can obtain this through the State of Alaska Records and Identification, 465-4000. If you have lived in Alaska for less than 2 years you must **also** get a background check from the state from which you came.
4. **Driving Record**—you can obtain this through the State of Alaska, Division of Motor Vehicles, 465-4361. If you have lived in Alaska for less than 2 years you must **also** get a driving record from the state from which you came.

Please return the above items to the Juneau Fire Station at 820 Glacier Avenue before applicant screening continues.

If you have questions, please contact Assistant Chief Ed Quinto at 586-0259.

Thank you.

# “Readiness, Dedication, Service”

With the above motto, Capital City Fire / Rescue (CCF/R) serves and protects our community from life and property threatening emergencies in a competent, professional manner.

Capital City Fire / Rescue was formed in 1994 after a city ordinance united the separate volunteer fire departments. CCF/R is a combination fire department which means it has both paid and volunteer personnel. The volunteer personnel are organized into three districts: Juneau/Douglas, Glacier, and Auke Bay/Lynn Canal.

Members of the volunteer staff can be firefighters or EMS personnel or both. The lowest certification is scene support or brown tag. These folks provide scene support for the firefighters at various incidents. New volunteers must reach this certification before they are able to respond to any incidents. Our lowest (EMS) Emergency Medical Services certification is (ETT) Emergency Trauma Technician.

Our types of responses are varied. For firefighting, we respond to structure fires, vehicle fires, boat fires, wildland fires, and aircraft fires. We provide ambulance service for all of the City and Borough of Juneau. We also provide swiftwater, ice, rope, and trail rescue services. We also respond to hazardous materials incidents.

Volunteering for the fire department requires extensive training to obtain certificates and to keep up with the skills, knowledge, and abilities associated with those certificates. The requirements for annual training are for scene support or firefighter 50 hours/year; for EMT I or ETT 24 hours/year; for an apparatus operator 9 hours/year; for an officer 12 hours/year; and special team members range from 12 to 24 hours/year. If you have more than one certificate, the hours are cumulative. For example, if you are a firefighter and an EMT I, you would be required to have 74 hours/year. In addition, all EMS personnel, must go through a preceptorship in order for CCF/R to sponsor them. Annual requirements are obviously extensive.

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In order to meet these requirements, we offer several drills a month. For the firefighter/scene support, we drill on the second, fourth and fifth Thursday. For EMS personnel, we drill on the first and third Thursday. For Special Teams, depending on what team you participate in, we drill on the second, third and fourth Tuesday. All drills usually start at 7 pm. To meet the training requirements, you need to make most of the drills for your certification level. Lack of drill attendance can result in severance from the volunteer program.

Why do people go through all these requirements and training? Simply because most of them love what they do and what CCF/R has to offer. Both firefighting and EMS work can be exciting, fast-paced, and action filled. Firefighting and EMS personnel live for challenges and any incident can provide both mental and physical challenges. If you have the time and commitment to volunteer, you will be rewarded with the opportunity to accomplish personal growth and to work with a team who is ready, dedicated, and provides excellent service.

## **Application Process:**

If you pass the **initial screening**, you will advance to Step 2 of the application process.

Step 2 of the application is an **interview**. A selection committee will conduct the interview. This interview will be similar to an informal job interview. If the selection committee approves your interview, you will move to Step 3 **orientation**.

Orientation consists of 2 classes to introduce you to the fire department and to comply with federal and state regulations. The first class usually occurs on the 1<sup>st</sup> Saturday of the beginning of each quarter. You will also be required to attend our Emergency Vehicle Operations class. If you miss either class, you will have to wait until the next evolution occurs.

If you have no certifications or are interested in the fire side of the department, you will continue with the scene support program. If you have EMS certifications and only want to do EMS, then you will proceed directly to EMS volunteer drills.

You will also be expected to participate in at least two drills that month. Fire drills occur on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Thursdays and EMS drills occur on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month. These drills give you a chance to meet and work with other members of CCF/R.

Once you have completed the orientation classes, you will be released to your assigned district which is usually based on the location of your residence. You will either finish the scene support program with your district or go to EMS drills with your district. Once you have completed the scene support program or equivalent, you will be issued a pager and can respond as appropriate to your level.

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# Capital City Fire / Rescue

## Volunteer Application

Check your area/s of interest: \_\_\_ Fire \_\_\_ EMS \_\_\_ Special Teams (Rope/Water Rescue)

Name: \_\_\_\_\_ Goes By: \_\_\_\_\_

Gender: M F Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

AK Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Occupation: \_\_\_\_\_

Resident of the City and Borough of Juneau since: \_\_\_\_\_

List any prior Fire or EMS service experience: \_\_\_\_\_

Fire or EMS certifications you currently hold: \_\_\_\_\_

\_\_\_\_\_  
(Please submit certificates so we can place them in your training file.)

List any current or former members of CCF/R that know you. \_\_\_\_\_

\_\_\_\_\_  
Please list three references, their phone number and address:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Are you currently in the process of an indictment or court action? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Have you ever been served with a restraining order or any other order to prevent your contact with another person? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse/Partner's Name: \_\_\_\_\_

Dependents:

Name:	Relationship:	Date of Birth:	Gender:
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1	_____	_____	_____
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2	_____	_____	_____
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3	_____	_____	_____
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**Provide two (2) letters of reference.** These references must be either employer, school (i.e., teacher, principal, counselor), or other persons who have known you in a professional capacity.

I, hereby certify, that all of the information made on, or in connection with this application is true and complete to the best of my knowledge and belief, and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of application, removal from eligible lists, and discharge from volunteer status with Capital City Fire / Rescue.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_