



# GGRFD Volunteer Application

## MINIMUM REQUIREMENTS & JOB DESCRIPTION FOR VOLUNTEER MEMBERSHIP

- Be at least 18 years of age
  - High School Diploma or equivalent
  - Reside within Gallatin Gateway Rural Fire District or be close enough to be able to respond to emergency calls within 15 minutes, obeying all traffic regulations and laws.
  - Must have a valid driver's license
  - Satisfactorily complete the Cadet Training
  - Agree to become certified as a Montana licensed First Responder or EMT within 6 months of acceptance
  - Agree to attend a minimum of 75% of in-house trainings quarterly
  - Agree to respond to a minimum of 10% of calls quarterly
  - Agree to keep EMS certifications current
  - Agree to abide by all other policies, rules and regulations and SOPs as set forth by the Gallatin Gateway Rural Fire District Board of Trustees
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### Objective

To provide a fair, equitable and objective volunteer fire fighter job description requirement. These are to compliment the duties of the various personnel as is set forth by the Fire Department Bylaws and said duties and responsibilities are to be all inclusive.

### Job Summary

Under the general supervision of a Fire Officer, a fire fighter may be required to efficiently perform, at some bodily risk, duties involving the protection of life and property from fires or other emergencies. The fire fighter may be required to conduct pre-fire planning surveys and present findings; maintain the fire station, fire apparatuses and fire protection systems; act as fire apparatus operator; perform independent operations when situations dictate; and perform other duties as directed.

### Distinguishing Features of the Class

A firefighter is responsible for the efficient, accurate and rapid completion of all tasks assigned by the Fire Officer and may perform duties in fire ground activities. Fire fighters work closely with other personnel in the normal performance of duties, although frequently decisions and actions affecting life and property may be required. These duties require a knowledge and understanding of the fire suppression and fire prevention principles, practices and methods used in the operation of a modern fire department. A fire fighter may be expected to direct and assist small personnel units at selected times during emergencies and may assume other duties as situations dictate.

A firefighter in the Gallatin Gateway Rural Fire District must be at least 18 years of age and be of good, respectable character. A fire fighter shall be required to have a high school diploma or equivalent or such experience and education as shall be deemed, on a case-by-case basis by the Board of Trustees, to be acceptable. He/she is required to be in good physical condition and be able to withstand the rigors of firefighting. A physical exam may be required and paid for by the Board.

The Cadet Training and First Responder or Emergency Medical Technician course must be satisfactorily completed within one year of acceptance. During such time, the recruit will be on probation, with limited participation.

The firefighter is considered probationary until he/she has satisfactorily completed the Cadet Training and participated satisfactorily for three months. The probationary period will be for at least three months and for no longer than one year. The Review Committee will evaluate the probationary firefighter's performance, abilities and dedication. They will then recommend to the Chief either full acceptance, acceptance with limitations, extenuation of probationary period, or denial of the firefighter.

Formal firefighter education at various levels of expertise and in all areas of interest are encouraged by the Chief and Board of Trustees. It is required that all firefighters maintain CPR and First Responder certifications and recertification, paid for by the Department, and minimum training requirements as his/her position within the department demands.

All Firefighters must reside within a geographical location so as to allow them to respond to their duty fire station within 15 minutes, obeying all speed laws and highway regulations. This requirement is met by many people residing within Bozeman, Belgrade and surrounding areas.



## **Gallatin Gateway Rural Fire District**

**P.O. Box 238**

**Gallatin Gateway, MT 59730**

**(406) 763-4318 Office & Fax**

### **REPRESENTATIVE DUTIES**

- Respond to fire and medical alarms and assist in all operations necessary to insure the confinement and extinguishment of fire or the elimination of other hazardous conditions
- Assist in the evacuation of endangered persons from hazardous conditions
- Connect and lay hose lines
- Operate hose nozzles and other fire extinguishing appliances in an efficient manner to reduce water and other damage
- Raise, lower and climb ladders
- Use hand and power tools
- Make forcible entry into buildings, vehicles and other properties
- Open walls and other structures
- Enter burning buildings and other locations
- Protect property through salvage and clean-up operations by using salvage covers, brooms, mops, shovels and similar equipment
- Operate rescue equipment, extricate patients/victims from vehicles and machinery, and administer first aid and CPR
- Assist Chief Officers at the scene of a fire or other emergency by delivering messages, receiving reports and transmitting orders
- Assist in getting equipment and apparatus prepared for further alarms after a fire or other emergency
- Assist as needed in investigation of a fire to determine its origin
- Conduct fire prevention education programs in schools or give talks and demonstrations to various adult groups
- Give information and assist visitors at the fire stations
- Attend instruction classes, trainings sessions and drills
- Study technical periodicals and publications
- Study conditions and factors affecting all areas of operation of the department
- Assist in maintenance of fire apparatus, equipment, station house and grounds
- Perform routine housekeeping duties
- Wash, polish, service and repair equipment
- Assist in hydrant maintenance
- Under direction, perform simple administrative duties such as research, report writing, record keeping, and other duties as may be assigned
- Perform any other duties that may be asked of him/her by the Chief Officers



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### APPLICATION FOR VOLUNTEER FIREFIGHTER/EMS PROVIDER

It is the policy and intent of the Gallatin Gateway Rural Fire Department to provide equality in opportunity for all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliations, disabilities, marital status, sex or age in all aspects of our personnel policies, programs, practices and operations. This policy applies to all phases of volunteers.

It is suggested that the applicant read the overview that follows before proceeding to fill out the application form.

We welcome you as a volunteer applicant. We look forward to receiving your application. We are strongly committed to obtaining and retaining active members of the community who desire to make a difference. Being a volunteer firefighter can be time consuming and demanding, but it is also extremely rewarding and your participation is greatly appreciated. If you have any questions, concerns, and/or comments, please feel free to contact Chief Jeremiah Hillier by calling Station 1 at 763-4318 and leaving a message. Again, thank you for your interest and time. We hope you will join us in this very exciting field.

### OVERVIEW

The Gallatin Gateway Rural Fire District provides fire protection, public education, fire prevention, and emergency medical services to the citizens of Gallatin Gateway. We cover the surrounding 100 square miles including Highway 191 from Four Corners and south of Norris Road, into the Gallatin Canyon, and from Cottonwood Canyon and part of Gooch Hill Road west to Axtel-Anceney Road. This emergency service is provided by approximately twenty volunteer fire fighters/EMS providers. We respond to between 250 and 300 calls per year, an average of 55% are medical in nature and 39% are fire related.

The District operates from two Fire Stations (Gallatin Gateway and Four Corners) with two structural engines, two wildland engines, two water tenders and two quick response units.

As a volunteer, you can develop technical skills in the use of complicated firefighting and rescue equipment as well as life-saving techniques. It is an opportunity to gain valuable work experience and to make a significant difference within the community through the protection of lives and property.

We train every Wednesday night from 7-10pm. Occasionally, we hold trainings on Saturdays and Sundays. We require members to attend at least 75% of the trainings and 10% of the calls per quarter. Excused absences will be allowed for work conflicts, illness and vacations.



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### LETTER OF REFERENCE

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ is currently applying for a position as a Volunteer Fire Fighter with Gallatin Gateway Rural Fire Department. The candidate has placed your name on the application as a reference. Enclosed is a copy of the "Authorization to Release Information" sheet. Please answer the questions below and return in the self-addressed, stamped envelope. I would ask that you return this information as soon as possible. Thank you for your time to complete this reference check. If you have any questions, please contact Jeremiah Hillier at 406-451-3937.

1. How long have you known the candidate?

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2. Do you feel that he/she is a self-starter? (Please provide an example).

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3. How do you believe that the candidate interacts with others? (Please provide an example).

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4. In your own words, please describe strengths and weaknesses of the candidate as they relate to being a volunteer fire fighter.

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APPLICATION FOR VOLUNTEER FIRE FIGHTER/EMS PROVIDER



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All information contained in or connected to this application will be considered personal and confidential and used only in conjunction with your application to become a Volunteer Fire Fighter for the Gallatin Gateway Rural Fire District. Please provide complete information; failure to provide complete information will disqualify you from further consideration. You are encouraged to attach any additional information that you believe qualifies you for the position for which you are applying.

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
Last First MI

CURRENT ADDRESS \_\_\_\_\_  
Address APT #  
City State Zip Code

TELEPHONE NUMBER \_\_\_\_\_  
Cell Home or Business

EMAIL ADDRESS \_\_\_\_\_

CURRENT DRIVERS LICENSE?  
Yes No Driver's License # \_\_\_\_\_ Exp Date \_\_\_\_\_

WHY ARE YOU INTERESTED IN JOINING GALLATIN GATEWAY RURAL FIRE DISTRICT?  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU WILLING TO DONATE THE REQUIRED HOURS? YES NO  
ARE YOU ABLE TO RESPOND WITHIN 15 MINUTES TO: FOUR CORNERS \_\_\_\_\_ GALLATIN GATEWAY \_\_\_\_\_

## EDUCATIONAL INFORMATION

Do you have a Diploma of Graduation from an accredited High School or GED equivalency? YES NO  
Do you have any post High School or Vocational experience that would benefit you as a volunteer fire fighter?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER EXPERIENCE

Volunteer Organization Street City, State Phone  
Position Held Duties Performed  
Supervisor Hours per Week Dates of Participation



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## EXPERIENCE AND ABILITIES

Are you available for Fire/Medical/Rescue Responses: (circle one) DAY NIGHT ALL TIMES

List any previous First Aid/ Medical Experience:

List any Radio/Communications Experience:

List any Specialized Skills you have (Computer, Welding, Construction, Commercial DL, etc.)

## CERTIFICATIONS

List any certifications you may have and attach a copy of Certificate or License to application packet:

Certification/License	Number	Expiration

Certification/License	Number	Expiration

## ADDITIONAL INFORMATION

List any other Training, Certifications or Desires you believe would make you an asset to GGRFD:

## REFERENCES

Please complete the following information in its entirety. Failure to provide complete information may exclude you from further consideration.

Name	Address	City,State,Zip	Phone

Name	Address	City,State,Zip	Phone

Name	Address	City,State,Zip	Phone

Name	Address	City,State,Zip	Phone

I certify that this application is true and complete to the best of my knowledge. I am aware that any falsification or misrepresentation may disqualify me from volunteering with the Gallatin Gateway Rural Fire District.

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

## SUPPLEMENTAL APPLICATION FOR VOLUNTEER FIRE FIGHTER/EMS PROVIDER



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EMERGENCY CONTACT:

Name

Relationship to Applicant

Address

Home Phone/Cell Phone

Work Phone

There are certain events, specifically the conviction of a felony offense, which may disqualify you as a volunteer fire fighter per the regulations of the State of Montana. For insurance purposes, you may be disqualified to operate fire apparatus if you have ever been convicted of a DUI, reckless driving, evading an officer, or other major driving infractions. If you have had more than two moving violations within the last three years, you may be ineligible to operate fire apparatus.

Have you ever been convicted of a felony? If so, explain:

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Have you ever been convicted of a DUI? If so, explain:

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Have you had more than two moving violations within the last three years? If so, explain:

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I certify that this application is true and complete to the best of my knowledge. I am aware that any falsification or misrepresentation may disqualify me from volunteering with the Gallatin Gateway Rural Fire District.

Applicant Signature

Date



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**AUTHORIZATION TO RELEASE INFORMATION**

TO:

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I am an applicant for a volunteer fire fighter position with Gallatin Gateway Rural Fire District. In this connection, I hereby expressly authorize the release of any and all information which you may have concerning me, including information of a confidential or privileged nature. A copy of any written material received by the District shall be given to me.

I hereby release the agency with which I am seeking this position and any organization, company, institution or person from furnishing information to that agency as expressly authorized above, from any information requested.

A photostatic copy of the Authorization document is considered to be valid as the original.

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Signature

Date

Please Print the below information legibly:

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First Name

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Last Name

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Street Address

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City, State, Zip

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Date of Birth

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Social Security Number





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**CONFIDENTIAL EEO FILE INFORMATION  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The following information is not essential to be considered for your request as a volunteer fire fighter. It is asked in order to monitor our affirmative action program and to ensure equal opportunity for all. This portion is separated from your application form and given to the EEO Officer. The information contained herein will not have discriminatory bearing upon your selection.

**ETHNIC BACKGROUND:**

- Caucasian
- African American
- Alaskan Native
- Asian American
- Native American
- Hispanic
- Other

**DATE OF BIRTH:**

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Month                      Day                      Year

**GENDER:**

- Male
- Female

Where did you hear about the Gallatin Gateway Rural Fire District and the Volunteer Fire Fighter Position?

- Newspaper
- Friend
- Employment Office
- Flyer
- Other \_\_\_\_\_



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### HEPATITIS B VACCINATION

The Gallatin Gateway Rural Fire Department has allocated funds for vaccinations of HEPATITIS B, to which you may be exposed in our daily operations.

This is a three-shot series with blood being drawn after the series to show whether the shots were successful.

The Gallatin Gateway Rural Fire District encourages each of you to take the series. Please check the appropriate box and sign and date.

- YES, I wish to take the Vaccination

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Signature

Date

- YES, I have received (3) Hepatitis B vouchers from the Gallatin Gateway Rural Fire District, and I understand that each voucher is redeemable for one (1) dose of Hepatitis B Vaccine from the Gallatin County Health Department. Furthermore, I understand that it is MY RESPONSIBILITY to make appointments for, and complete the series of vaccinations and blood work.

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Signature

Date

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Witness Signature

Date

### DECLINE TO ACCEPT

I have read the preceding statement about Hepatitis B and the Hepatitis B Vaccine. I have asked for and read the information about the aforementioned vaccine "Engerix-B". I have had the opportunity to ask questions and understand the benefits and risks of the Hepatitis B Vaccine and do not wish to receive this vaccine. I request that it not be given to me.

- NO, I do not wish to participate at this time

---

Signature

Date

**Please Note:** By marking and signing this box I understand that I cannot hold the Gallatin Gateway Rural Fire District responsible if I CONTRACT HEPATITIS B while on an emergency call with the Gallatin Gateway Rural Fire District.

- YES, I have received my Hepatitis B Vaccinations and Bloodwork while in the employment of:

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Employer/Organization Name

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Signature

Date



# Gallatin Gateway Rural Fire District Volunteer Approval and Information Dates

Volunteer Full Name: \_\_\_\_\_,

Volunteer Starting Date: \_\_\_\_\_

Probation Date: \_\_\_\_\_

Chief or Officer's Signature of Approval: \_\_\_\_\_

Officer Issuing Equipment: \_\_\_\_\_

Leave of Absence Date and Reason:

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Training Achievements:

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Officer Checking Equipment: \_\_\_\_\_

Date of Departure and Reason: \_\_\_\_\_