

New Emergency Responder Information and Checklist

Department of Emergency Services/Recruitment and Retention
Station 6-5, 680 N Seward Meridian Parkway
Wasilla, AK 99654
joinemergencyservices@matsugov.us * (907) 861-8007



Thank you for your interest in joining Mat-Su Borough Emergency Services. This information sheet has been provided to help you through the application process. Our emergency responders are on-call, paid responders, earning an hourly wage for emergency calls, scheduled shifts, and training time. It is not a full-time position. Responders are allowed to work up to 29.9 hours per week. The department can typically work with your schedule if you have a regular, full time job or second job. If you have any questions, please call, e-mail, or stop by!

Before you get started, some Frequently Asked Questions

- 1. How old are borough responders?** Borough responders must be at least 18 years old. No matter the age of the applicant, applicants must be mentally and physically capable of performing the duties they are assigned. Responders are required to deal with situations that test mental coping skills and physical demands. We have explorer posts in the borough for youth 14-18, in most service areas.
- 2. What if I have firefighter or EMT certification from a different state?** You will need to gain certification with the state of Alaska. For EMT or paramedic certification and license, go to <http://dhss.alaska.gov/dph/Emergency/Pages/ems/outofstate.aspx>, for information. For firefighter certifications, go to <http://www.dps.state.ak.us/AFSC/>, for information. Fire responders may be considered for hire as a trainee until state certification is obtained.
- 3. How many speeding tickets or moving violations can I have and still be eligible to become a responder?** Emergency responders are trusted by the public to be safe during emergency situations. Multiple moving violations may show a pattern of behavior that is unacceptable when driving emergency response vehicles. If you have more than two (2) moving violations within three (3) years you will not be able to drive borough vehicles, including, but not limited to: cars, trucks, fire engines, ambulances, 4-wheelers, snow machines and other motorized borough equipment. This may disqualify you from consideration.
- 4. I am under 21, can I drive an ambulance or fire truck?** Persons under the age of 21 are not eligible to drive fire apparatus due to insurance prices and liability, but may be eligible to drive support vehicles or ambulances after required emergency vehicle driver training.

I just moved to Alaska. How long before I have to have an Alaska driver's license? You have **90** days to obtain a State of Alaska driver's license, but you have only ten (10) days to obtain your license once you have found employment. For Commercial driver licenses, you must obtain an Alaska CDL within **30** days of becoming a resident. This information is subject to change. Sec. 28.10.121. Vehicles of nonresidents. (a) A nonresident owner of a noncommercial vehicle registered outside the state is exempt from the registration provisions of this chapter for 60 days after entry into the state if the vehicle at all times when driven in this state is registered in and has displayed upon it a currently valid registration plate issued for it by another jurisdiction. However, if the person becomes gainfully employed in the state or takes action that indicates an intention to acquire residence in the state, the person shall comply with the licensing and registration provisions of this chapter within 10 days of commencement of employment or of taking action that indicates the person's intention to acquire residence. If the vehicle is a commercial vehicle, the vehicle must be registered when its commercial use begins except as provided in [AS 28.10.011](#), 28.10.131(c), and 28.10.152. <http://state.ak.us/dmv/faq/faq.htm>

5. **Someone told me the borough will pay for my EMT class, is that true?** Emergency Services staff believes engaged, capable responders are important to our communities. Applying for a responder position does not guarantee acceptance or automatic payment for training. EMT tuition and fees are deducted from department budgets and the service chief will determine availability of funds. If you are already enrolled in a course before you apply to become a responder, we will not pay for tuition or any previously incurred expenses.
6. **what is active service?** Active service is determined by each service area, but minimally it will include attendance of 50% of meetings per month and required annual trainings. Communicate with your chief or supervising officer if you will be unavailable for training. You must submit a Leave of Absence form for extended absences (30 days or longer).
7. **I have joined with one service, but I want to respond with another, what do I do?** First, you must complete your orientation and/or probation with your primary department. Then you must let your chief know that you would like to join another service as a secondary or to transfer. A job posting must be posted on the MSB Job Opportunities website for the department you would like to transfer to. There is an on-line application process to follow. Your chief will let you know the process or contact Stephanie or Angelina. If you have concerns that cannot be worked out within your department, please contact the Emergency Services Admin office at 861-8000 or HR at 861-8404.
8. **How often do responders get paid?** Responders get paid every 28 days and start at \$11.22 per hour as a trainee. Pay rate upgrades occur based on certification level or the level you are practicing.
9. **Do responders work full-time?** Less than 10% are full-time responding positions with Fire and EMS. Most of our emergency responders are part-time/on-call, paid responders, earning an hourly wage for emergency calls, scheduled shifts, and training time. An on-call responder is not a full-time position. Responders are allowed to work up to 29.9 hours per week, not to exceed 1554 hours per 12 month period. The service areas can typically work with your schedule if you have a regular, full time job or second job.
10. **Training questions:** For specific training questions, always ask your local chief. If you wish to take any classes your service will be paying for, you must have your chief's approval **before** signing up for the class. You can check for scheduled training classes at <http://www.matsugov.us/des>. On the left-side menu, click on "Training" and select EMS, Fire, or Rescue.

Other Requirements and Information -

Responder applicants will have their driving record and criminal background check processed upon acceptance. A consent form will be emailed to you. Major criminal infractions, multiple minor criminal infractions, and/or more than two (2) moving traffic violations within three (3) years may disqualify you from consideration. Responders are expected to abide by the law and are entrusted with the protection of life and property.

Responder applicants must complete a medical respiratory questionnaire as part of the application process. This questionnaire helps identify potential areas of concern when wearing personnel protective equipment (PPE), such as self-contained breathing apparatus (SCBA) or N-95 respirator masks. If you have had previous episodes or are at risk for heart or breathing conditions, including, but not limited to: a history of heart disease, high blood pressure, asthma, tuberculosis, emphysema, this may not be the career for you.

We require all responders have annual tuberculosis (TB/PPD) tests and comply with hepatitis B vaccination and MMR (Measles, Mumps, Rubella) requirements, once you have been accepted as a member. Hep B and MMR is recommended, but not required at this time.

TB: If you previously had a positive Tuberculin test, request a copy of our medical questionnaire. This questionnaire will be filled out with your primary care provider.

If you have the test administered, but do not get your TB test read, the Mat-Su Borough may deduct expenses for secondary testing from your paycheck. Compliance with immunization standards is not voluntary, it is mandatory. If you do not comply with vaccination standards, you will be suspended and/or separated from service.

Hepatitis B: You can choose one of three ways to comply with this requirement

1. Start the series (Shot 1, shot 2 - 60 days later, shot 3 – within six months of shot 1)
2. Provide proof that you have had the series in the past (vaccination record)
3. Sign a declination. You can sign a declination if you want to refuse the series, or if you have had the series in the past but cannot find documentation.

Mandatory prerequisite classes (required before you can respond to an emergency call):

IS-100.b (ICS-100), Introduction to Incident Command System (ICS)

IS-700.a, Introduction to National Incident Management System (NIMS)

IS-200.b, ICS for Single Resources and Initial Action Incidents

IS-800.b, National Response Framework, An Introduction

New Homeland Security requirements mandate that all emergency responders take the above FEMA courses. You can take any of the courses online at <http://training.fema.gov/IS/crslist.asp>.

- **Blood borne Pathogens (BBP), HIPAA, & Hazardous Materials Awareness (HMA) classes:** Initial classes are 4 hours long and are scheduled at least 10 times per year. To find out the dates or sign up for classes, please contact the DES Admin office at 861-8000 or check the training calendars at <http://www.matsugov.us/ems#firetraining>. If you already have a job that requires mandatory certifications for BBP, HIPAA, and HMA, upon review and approval by the Borough HR or the Borough Safety and Health Manager certificates of training from other organizations or agencies may be accepted to meet the requirements.

Chief Contact Information

AMBULANCE SERVICES

Butte EMS

Chief, Jalan Van Nice, 861-8385
jalan.vannice@matsugov.us

Core Area (Wasilla, Palmer, Big Lake/Meadow Lakes)

Chief of Operations – Glenn Stevens
Contact Recruitment at 861-8000

Sutton EMS

Chief Cheri Day, 861-8111
cheri.day@matsugov.us

Talkeetna EMS

Chief Terry Mangione, 861-8114
terry.mangione@matsugov.us

Trapper Creek EMS

Carol Starbuck, 861-8142
carol.starbuck@matsugov.us

Willow EMS

Chief Ashley Cunnington, 861-8123
ashley.cunnington@matsugov.us

WATER RESCUE TEAM

Chief Gary Klink, 861-8000
gary.klink@matsugov.us

FIRE & RESCUE SERVICES

Butte Fire & Rescue

Chief Eric Van Dusen, 861-8397
eric.vandusen@matsugov.us

Central Mat-Su Fire & Rescue, Wasilla

Chief James Steele, 861-8030
james.steele@matsugov.us

Houston Fire Department

Not a borough department
Call Station 9-1 at 892-6457

Palmer Fire & Rescue

Not a borough department
Call Chief Russell at 745-3854
trussell@palmerak.org

Sutton Fire & Rescue

Chief Chuck Carver, 861-8102
charles.carver@matsugov.us

Talkeetna Fire & Rescue

Acting Chief Eric Denkewalter, 861-8334
eric.denkewalter@matsugov.us

West Lakes Fire & Rescue (Big Lake/Meadow Lakes)

Captain Laurel Keel, 861-8087
Laurel.Keel@matsugov.us

Willow and Caswell Fire & Rescue

Chief Mahlon Greene, 861-8339
Mahlon.greene@matsugov.us

SUPPORT & ADMINISTRATION

Benefits (SBS)

Cindy Loyer, 861-8504
cindy.loyer@matsugov.us

Deputy Director, EMS/Rescue Liaison

Lisa Behrens, 861-8002
Lisa.Behrens@matsugov.us

Deputy Director, Fire Liaison

Ken Barkley, 861-8003
ken.barkley@matsugov.us

Emergency Manager

Casey Cook, 861-8004
casey.cook@matsugov.us

Health & Safety Manager

Johan Jarrard, 354-4197
johan.jarrard@matsugov.us

Responder Pay

Becci Lange, 861-8013
becci.lange@matsugov.us

Retention & Recruitment

Stephanie Vitt
861-8000
joinemergencyservices@matsugov.us

APPLICATION PROCESS:

NOTE: Some service areas are not accepting applications until closer to the time that a basic firefighter course or EMS Orientation is scheduled. Please check out this web link - <http://www.matsugov.us/jobopp> or contact us at 907-861-8000 to find out if the service area you would like to join is accepting applications. To apply through online system, you will need to have an account through NeoGov which you will find when you click to apply for a posted position. You will be required to have a valid email address, and select a Username and Password. You will be contacted if selected for an interview.

- Complete Borough Application for Employment** through the NeoGov on-line system; <http://www.matsugov.us/jobopp> (select position)
- If you are selected for an interview**, you will receive a call to set up an interview time. After your interview, the chief and/or hiring committee will meet to determine eligibility and complete reference checks.
- Complete consent form** through Sterling, our on-line background screening service. We require a criminal background check and driving record check for all applicants who are approved after the interview process. Please follow the instructions in the email we send you and go to the link provided in the email message to fill out the on-line consent form. Emergency Services will be notified automatically when the consent form is completed and your background check and driving record will be processed. There is no charge to you. It typically takes 3-5 business days to receive results.

After review of your application packet, based on specific qualification criteria, the hiring committee will choose to accept or decline your request for membership. It may take some time for references to be checked. If you are found ineligible, you will receive a letter or call from Human Resources or the hiring chief.

- If you are offered a position on the team, Human Resources or DES staff will set up a time with you to fill out additional new hire paperwork.**
- At your new hire paperwork appointment, **please come prepared** with proper identification for your I-9 form/Employment Eligibility. The following are the forms you will need to fill out:
 - **Supplemental Information:** *Emergency contact addresses and information, vehicle info*
 - **HR policies signature confirmation form and Confidentiality form**
 - **Outside Employment and Conflict of Interest Disclosure form**
 - **Self-Identify form for Veterans** (as required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974/Jobs for Veterans Act of 2002)

(New Hire Paperwork Con't)

- **Voluntary Self-Identification of Disability form** (offered as required by Section 503 of the Rehabilitation Act of 1973)
- **Forestry training record release form:** *Consent to release requested training info to DOF. Does not allow any personal information to be given to DOF personnel.*
- **SBS Enrollment & Beneficiary Form:** *MSB employees do not contribute to Social Security. 6.13% of your wages will be put into this account.*
- **I-9 Form:** *Bring proper identification as listed on the reverse side of the form (Passport, alone or driver's license **and** social security card or birth certificate are the most common) <http://www.uscis.gov/files/form/i-9.pdf>*
- **Medical History Form:** *Your confidential medical history*
- **Respiratory Protection Questionnaire:** *Asks health questions and will be evaluated by the Medical Director to identify any problems that may be encountered during the wear of self-contained breathing apparatus (SCBA).*
- **State of Alaska, Beneficiary Form:** *Borough contributes to SBS instead of Social Security. 6.13% of your wages are withheld and put into your SBS account.*
- **Unpaid Compensation Beneficiary Form:** Designate who your unpaid wages would go to.
- **W-4 Form:** *List mailing address, sign & date*
- **Direct Deposit Enrollment:** *Optional, highly encouraged, responders are paid once (1) every four (4) weeks. Bring in a voided check to attach to the enrollment form.*
- **Current certificates that may be applicable**
- **Shot records (TB Test/PPD, Hepatitis B, MMR)**

We would also like to take a photo of you for your ID badge and for our responder database. You may email a jpeg photo of yourself to stephanie.vitt@matsugov.us instead if you prefer.

You may not respond or attend trainings until you have received your Personnel Action Form (PAF), signed by the Borough Human Resources Manager. We recommend that you bring your PAF to your station to show your chief for verification that you have an official start date as an employee with Mat-Su Borough.

WHAT DO I DO AFTER I HAVE BEEN ACCEPTED?

1. Wait for your PAF (personnel action form) The Mat-Su Borough HR office will send a form, via regular mail, confirming your responder status. Take this form to your chief and start attending their scheduled training.

2. Orientation and internship – Each service will provide an orientation specific to their service area. All new responders must complete this process (including required immunizations and initial classes) before your ID card may be issued proving that you are eligible to respond to emergency calls.

3. Take required classes.

(REMEMBER: You can't respond to a call until the following is completed and passed)

- Blood borne Pathogens, HIPAA & Hazardous Materials classes:**
Initial classes are four (4) hours long and are offered monthly. These courses are required annually.

- IS-100.b (ICS 100)**, Introduction to Incident Command System (ICS) -
- IS-700.a**, Introduction to National Incident Management System (NIMS)
- IS-200.b**, ICS for Single Resources and Initial Action Incidents
- IS-800.b**, National Response Framework, An Introduction

New Homeland Security grant requirements mandate these FEMA courses. Take them online at <http://training.fema.gov/IS/crslist.asp>. After you have completed the courses, please forward your certification e-mails to stephanie.vitt@matsugov.us.

4. Complete immunization requirements: If you have current immunizations, a copy will suffice. If you do not have the required immunizations, we will provide them to you after you have been accepted as a responder.

- TB test**, annual requirement
- Hep B** series, proof of series, start the vaccine, or decline series
- MMR (Measles, Mumps, Rubella)**, recommended

5. Responder ID Card: Once you have completed the minimum requirements for membership (3 & 4 above) you will be eligible for your responder ID badge. Please call 861-8000 to verify that you have met the minimum requirements and to verify that we have a photo of you. Stop by Station 6-5/Cottonwood PSB for a photo (or e-mail your ID photo to stephanie.vitt@matsugov.us). Please allow at least five business days for your ID badge to be created.

CENTRAL MAT-SU FIRE MEMBERS ONLY: Station 5-1 will issue your ID.

6. Health & Safety: Your health matters! If you have questions or concerns about Health & Safety, OSHA, worker's comp or exposures, please contact our Health & Safety Manager, Johan Jarrard, at 907-861-8491.