

## Paid-Per-Call Firefighter Employment:

**Make sure you're ready to commit.** Making the decision to become a paid-per-call firefighter should not be taken lightly. It requires hundreds of hours of training and a strong commitment to service.

The Windsor Heights Fire Department employs full-time and paid-per-call fire fighters. The paid-per-call positions are normally filled late summer through early fall each year before the annual fire academy begins for new recruits. **We are always interested in additional paid-per-call applicants who are physically fit and have time to devote to training and emergency responses.** The following steps are necessary to move forward with your interest:

1. Complete the printable employment application found on the City of Windsor Heights web site at [http://www.windsorheights.org/Forms/WHFD\\_AppComplete.pdf](http://www.windsorheights.org/Forms/WHFD_AppComplete.pdf) and submit the application to the Fire Department. If you are unable to print the application, one may be picked up at Windsor Heights City Hall.

2. Some qualifications that MUST be met include:

- a. **MUST live within the City of Windsor Heights municipal boundaries or within 4 minutes normal drive time to city hall, located at 1133 66<sup>th</sup> Street, Windsor Heights. (Any address outside of the municipal boundaries of Windsor Heights must be approved by the Fire Chief.)**
- b. High School Graduate, at a minimum
- c. Pass a criminal background Check
- d. Pass an oral interview with the Fire Chief
- e. Pass a medical/physical examination, including drug tests
- f. Participate in evening training, twice a week for four months to obtain State of Iowa fire fighter I (one) and II (two), and Haz-mat Operations certifications.
- g. Continue on in the Spring semester at DMACC and pass EMT-B certification training.

**\*\*\*Failure to successfully complete any of the above qualifications or training WILL result in dismissal from the Fire Department.\*\*\***

3. Upon completion of training in one or more areas, some minimum expectations of members include:

- a. Responding to all calls for service every third night from 6:00pm to 6:00 am. (Including holidays and weekends.)
- b. Respond to all calls for service when the member is available.
- c. Be assigned at least one weekend day shift, per month, to staff the ambulance from 6:00a.m. - 6:00 p.m. (This may be on call from home or staffed in station upon completing ambulance driver training.)
- d. Attending scheduled training events, normally held every Wednesday night from 7:00pm-10:00p.m.
- e. Assist in public events where the Fire Department is present. (fireworks, parades, Pancake Day, ect.)
- f. Continue to seek personal improvement through continued training opportunities.
- g. Above all, uphold the values, traditions, and brotherhood of the fire service.

4. The following are some frequently asked questions:

### 1. Who pays for the training?

The City of Windsor Heights will invest the time and money required for the initial training of any recruit accepted onto the department.

### 2. Who supplies clothing and fire department equipment?

The City of Windsor Heights will provide the standard clothing issue and equipment required at no cost to the employee.

### 3. How much compensation do I receive?

An hourly wage is determined by establishing a wage and incremental increases according to the amount of training and certification above and beyond the department minimum. For example, Recruits attending training receive \$10.00 per hour. Firefighter II/EMT-B earn \$11.75 per hour. A Firefighter II/Fire Officer/Instructor/Engineer/Paramedic earns \$15.75 per hour.

**4. How am I notified of calls?**

All members are issued a pager that will alert members of a call for service. When the pager activates, dispatch information will be heard and members are then required to respond to the station for orders.

**5. How often am I paid?**

Paid-per-call employees will be paid for night responses quarterly. Quarterly payroll will be processed on the 2<sup>nd</sup> payroll period of the corresponding city payroll cycle. The quarterly payday will be the 2<sup>nd</sup> payday at the end of the corresponding quarter.

**6. How far away can I live and still respond?**

You MUST live within the City of Windsor Heights municipal boundaries or within 4 minutes normal drive time to city hall, located at 1133 66<sup>th</sup> Street, Windsor Heights. (Any address outside of the municipal boundaries of Windsor Heights must be approved by the Fire Chief.)

**7. Can I work in station during the week?**

The station is staffed with full-time staff during the weekdays from 6am-6pm. However, the department does supplement paid-per-call members to help staff the station during the daytime hours. These are called FTE (Full-Time equivalent) shifts. The hours for FTE shifts are 7:00am-5:00pm. FTE shifts are available to paid-per-call employees who have passed all initial training, are in good standing, and cleared to operate independently as an EMT-B. Priority is given to members trained to higher levels.

**8. What if I can't respond every third night?**

Every third night is the minimum requirement. It is the member's job to plan work, school, and vacation accordingly. The department understands if situations arise that require your absence. During those times, it is the member's responsibility to find coverage for your absence from the shift. Members that cover a shift must be trained to the level or greater of the member requesting the coverage.

**9. How many full time employees are at the station?**

The City of Windsor Heights employees one full-time Fire Chief and two full-time Career Lieutenant/Paramedics. Their vital functions include the overall operations of the department, and enforcement of the City Code as it pertains to fire department operations. Members of the full-time staff are available to respond to emergencies Monday-Friday from 6:00am – 6:00pm.

**10. How many calls per year do you average?**

The city of Windsor Heights currently averages about 590 calls per year. Over 60% of these calls require the ambulance to respond. That is why it is imperative that recruits obtain EMT-B certification to maximize the usefulness of members.

**11. Do you respond outside of Windsor Heights?**

The fire department does respond to incidents outside of Windsor Heights. Under a 28E agreement, any public agency of this state may enter into an agreement with one or more public or private agencies for joint or co-operative action and shared resources. Windsor Heights has established 28E agreements with many neighboring cities to provide Fire Department resources as needed.

**12. I am already certified, do I need to attend the academy?**

Any recruit already having obtained the minimum training and documentation will be exempt from attending another training academy. A formal introduction and training to our operations and equipment will still be required prior to being released to respond to calls. You will still be considered a probationary firefighter for one year after hire.

**13. Can I get a tour of the station?**

You may call 515-279-9450 to schedule a tour. Remember, even when tours are scheduled, the tour may be cut short or cancelled due to personnel being dispatched to an emergency and having to leave.

**14. Why does the fire truck respond with the ambulance on medical calls?**

Firefighters assist ambulance crews on calls for several reasons. Certain types of medical calls require additional personnel. Some medical emergencies such as heart attacks, strokes, gun shot wounds, major accidents may require additional personnel. Also, the fire truck carries much of the equipment that you would find on the ambulance. This is why all our new recruits are required to obtain EMT-B certification. Firefighters can secure the scene, provide an assessment of your medical condition and begin treating most conditions if required.

**15. If I have additional questions?**

You may call the fire station at 515-279-9450. If your application is accepted for consideration as a recruit, a member of the Fire Department will contact you. All applications will remain on file for one year.