



## PALMER FIRE & RESCUE

**Chad Cameron**

Fire Chief

645 E. Cope Industrial Way

Phone: 907-745-3709

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# MEMORANDUM

TO: Palmer Explorer Post Applicant

FROM: Chad Cameron

SUBJECT: Required Paperwork

Attached is the membership application for Palmer Fire & Rescue Explorer Post. Please fill it out as completely as possible and return to our offices 8:00 a.m. to 5:00 p.m. Monday through Friday. Interviews are scheduled at the beginning of each quarter throughout the year.

The following information should be submitted with the application:

1. **Must have completed 8<sup>th</sup> grade.** Please submit a copy of your promotion certificate or most current report card.
2. **Must be at least 14 years of age.** Submit a copy of your birth certificate.
3. A copy of your immunization record.
4. A copy of your State of Alaska learner's permit or driver's license.

**PALMER FIRE & RESCUE**  
**645 E. COPE INDUSTRIAL WAY**  
**PALMER, AK 99645-6748**  
**PHONE: 907-745-3709 FAX: 907-745-5443**

**PALMER EXPLORER POST - MEMBERSHIP APPLICATION**

**Personal Information**

Name (Last, First MI): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

**Health History** (To be filled out by parent or guardian)

Check all items that apply, past or present, to this individual's health history.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Asthma               | <input type="checkbox"/> Heart Trouble       | <input type="checkbox"/> Diabetes                                      |
| <input type="checkbox"/> Cancer/Leukemia      | <input type="checkbox"/> Hemophilia          | <input type="checkbox"/> Kidney Disease                                |
| <input type="checkbox"/> Convulsions/Seizures | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> ADHD (Attention Deficit Hyperactive Disorder) |

List all allergies (food, medicines, etc.): \_\_\_\_\_

List any physical or behavioral conditions that may affect or limit participation in Palmer Fire & Rescue: \_\_\_\_\_

IMMUNIZATIONS (Give date of last inoculation or provide copy of immunization record):

Tetanus toxoid\* \_\_\_\_\_ Diphtheria \_\_\_\_\_ Pertussis \_\_\_\_\_

Measles \_\_\_\_\_ Mumps \_\_\_\_\_ Rubella \_\_\_\_\_ Polio \_\_\_\_\_

Name/Phone # of Personal Physician: \_\_\_\_\_

Personal Health/Accident Insurance Carrier: \_\_\_\_\_

Policy No.: \_\_\_\_\_

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted by me. In the event of illness or accident in the course of such activity, I request all measures be instituted without delay as the judgment of medical personnel dictates.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Tetanus immunization is required and must have been received within the last 10 years. Please provide documentation of this immunization.

## Medical Evaluation

Are you able to perform the necessary functions of this job\* with or without reasonable accommodations?

Yes\_\_\_\_\_ No\_\_\_\_\_

\* See the attached Explorer Job Description/Specifications.

## References (At least two references should be a teacher, coach and/or tutor)

1.

2.

3.

- The information provided in this membership application is true, correct and complete. If offered membership with Palmer Fire & Rescue, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application as may be necessary in arriving at a decision to offer membership. This authorization includes permission to check references.
- If necessary for membership you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or drug test, or to sign a conflict of interest agreement and abide by its terms.
- I understand that acceptance of an offer of membership does not create a contractual obligation or permanent membership upon Palmer Fire & Rescue. Membership may be terminated at any time at the option of the member or Palmer Fire & Rescue.

I understand and agree to the information shown above.

Applicant Signature:

Date:

APPROVED BY:

Date:

\_\_\_\_\_  
Signature of Explorer Post Leader

**Palmer Fire & Rescue is an equal employment opportunity employer.**

**Applicants will receive consideration without regard to race, color, religion, creed, gender, national origin, age, disability, or marital or veteran status.**

Revised 03/28/2019

## Job Description/Specifications

**JOB TITLE: Explorer**

**SALARY GRADE: N/A**

**BRANCH: Fire**

**REPORTS TO: Assigned Fire Officer**

**SUPERVISES: None**

**1. GENERAL FUNCTION:**

- a. Under direct supervision, responds to fires or fire related emergencies within the Palmer response area to protect life, property and environment; carry out the full range of exterior zone fire-ground tasks and supports tasks and functions of the interior zone; fire prevention activities, station and equipment maintenance activities, and continual training activities; and to do other work as related.

**2. DUTIES AND RESPONSIBILITIES:**

- a. Don and doff personal protective clothing.
- b. Respond on apparatus to emergency scenes.
- c. Assist Engineers in spotting and backing apparatus.
- d. Select ropes and tie correct knots for hoisting tools and equipment.
- e. Set up ground ladders for various tasks.
- f. Extinguish fires from exterior at safe distance.
- g. Combat urban-wildland interface fires.
- h. Connect fire department apparatus to a water supply.
- i. Deploy water supply hose for forward and reverse hose lays.
- j. Load and off-load mobile water supply apparatus.
- k. Illuminate the emergency scene.
- l. Clean, check and maintain ladders, ropes and hand tools.
- m. Clean, inspect and return fire hose to service.

**3. EDUCATION AND TRAINING:**

- a. Must be at least 14 years of age.
- b. Must have completed the 8<sup>th</sup> grade, with documentation.

**4. KNOWLEDGE AND EXPERIENCE:**

- a. No previous experience required. Skills and knowledge will be acquired through departmental training.

**5. INITIATIVE AND JUDGMENT:**

- a. Requires initiative in preparing for emergencies with training and maintenance activities. Should use his/her good judgment in performing all tasks and assignments following the Palmer Standard Operating Guidelines.

6. SUPERVISION:

- a. None. Work is performed under direct supervision.

7. PROPERTY AND RESOURCES:

- a. Expected to be familiar with the approved Standard Operating Guidelines for their level of training and role as a member within the department.
- b. Expected to carry out, with supervision, a full range of exterior zone fire-ground tasks using a variety of resources and equipment.
- c. Responsible for maintaining stations, protective gear and all equipment needed to carry out assigned tasks.

8. CONTACTS:

- a. Regular contact with personnel, supervisors and the public requires effective oral and written communication, tact and courtesy. Must establish and maintain effective working relationships with personnel, public and private officials and the community members.

9. WORKING CONDITIONS:

- a. Work is on-call for emergencies and pre-scheduled for training. Work is performed in classrooms and out-of-doors involving essential firefighting functions as follows:
  - i. Operate as a team member at incidents of uncertain duration.
  - ii. Spend extensive time outside exposed to the elements.
  - iii. Work in wet, icy or muddy areas. Perform a variety of tasks on slippery, hazardous surfaces.
  - iv. Work in areas where sustaining traumatic or thermal injuries is possible.
  - v. Face exposure to infectious agents such as hepatitis B or HIV.
  - vi. Be exposed to grotesque sights and smells associated with major trauma and burn victims.
  - vii. Operate in environments of high noise and poor visibility.
  - viii. Use manual tools in the performance of duties.
  - ix. Rely on senses of sight, hearing, smell and touch to help maintain personal safety, and make critical decisions in a confused, chaotic and potentially life-threatening environment throughout the duration of the operation.

10. PHYSICAL EFFORT:

- a. Moderate physical exertion required in standing, walking, traveling between locations and performing explorer/support firefighter duties. Wear personal protective equipment that weighs approximately 30 lbs. while performing firefighting tasks. Work for long periods of time, requiring sustained physical activity and intense concentration.

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John McNutt  
Fire Chief

# YOUTH PARTICIPANT

This form is read by machine. Please print the numbers and letters as shown on the sample application.

Post number:

If applicant has an unexpired participant certificate, participation may be accomplished in this unit by paying \$1 for processing the transfer. Mark and attach certificate. It will be returned by the council.

Transfer application      Transfer from council number:      Post number:

E-mail:

Name and address information (Please print one letter in each space—press hard, you are making a copy.)  
First name (No initials or nicknames)      Middle name      Last name      Suffix

Country      Mailing address      City      State      Zip code

Home phone      Date of birth (mm/dd/yyyy)      Grade      Ethnic background:      African American      Native American      Alaska Native      Asian

School      Gender:      Male      Female      Caucasian/White      Hispanic/Latino      Pacific Islander      Other

Parent/guardian information      Mark here if address is same as above.

Mark here if the adult parent/guardian is not living at the same address; complete and attach a Learning for Life adult application.

Select relationship:

First name (No initials or nicknames)      Parent      Guardian      Grandparent      Other (specify)      Last name      Suffix

Country      Mailing address      City      State      Zip code

Home phone      Date of birth (mm/dd/yyyy)      Occupation      Employer      Gender:      M      F

Business phone      Ext.      Previous Exploring experience      Cell phone

Parent/guardian e-mail address      I have read the attached information sheet and approve the application (signature of parent/guardian required if applicant is under 18 years of age).

Signature of post leader      Date      Signature of parent/guardian

6001      Registration fee \$      Signature of Explorer