ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

Dear Prospective Member:

Thank you for your interest in the Estes Valley Fire Protection District. Our organization has proudly served the Estes Valley for over a century with the help of volunteers just like yourself.

Each year, the EVFPD conducts a new membership test series for prospective volunteer members. After submission of this application, the following will be completed:

1. Driving record and criminal background check
2. Physical agility test (required to attend the Fire Academy)
3. Oral interview
4. Verification of residency within the boundaries of the Estes Valley Fire Protection District

Applicants who successfully complete all portions will become probationary members with the organization.

Please look over the attached information and complete it accurately for consideration at our next testing session. After completion of this application, please return it to the Fire Chief or Administrative Specialist. It may also be mailed to: **EVFPD Membership Committee, 901 North Saint Vrain Avenue, Estes Park, CO 80517.** You will receive confirmation when the driving record and criminal background check have been completed to schedule your physical agility test and interview.

Thank you again for your interest, and Good Luck!

Sincerely,

Estes Valley Fire Protection District

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# Volunteer Firefighter Application Information Packet

## Recruitment Calendar

**Applications Due:** For inclusion in the Fall Fire Academy, applications must be submitted no later than June 1

**Physical Ability Testing and Interview:** Candidates will be contacted within one week of completion of driving and background check

## Packet Contents

- Letter From Chief
- Calendar, Contents, Returned Item Check List
- Job Description and Essential Functions Notice
- “Do you have what it takes?”
- Probationary Year Requirements
- Candidate Physical Ability Test Description and Waiver

## Submission Checklist

***All of the following must be turned in together with the Application.***

- Completed Membership Application
- Criminal Background Check Authorization
- Permission for Release of Driver's License History Check
- Candidate Physical Ability Test Description and Waiver

# Job Description and Essential Functions

## General Statement of Duties

1. ALL firefighters shall respond to fires, rescues, hazardous materials incidents, and medical emergencies as released to do so
2. ALL firefighters shall attend meetings, trainings, and make themselves available for special events whenever possible.
3. ALL firefighters shall perform truck inspections as assigned and assist in ensuring all apparatus are in a ready condition at all times.
4. ALL firefighters shall assist in providing fire safety education to the public.

## Supervision Received

All firefighters shall work under the supervision of an assigned lieutenant and the chain of command as stated in the Estes Valley Fire Protection District Personnel & Policy Manual.

## Supervision Exercised

Firefighters will take a leadership role with newly appointed members and be mentors if assigned by a higher-ranking member.

## Membership Requirements

- Minimum 18 years of age.
- Must be able to speak, write, and comprehend the English language.
- Must PASS a driving/criminal background check.
- Must have and maintain a current, valid Colorado Driver's license.
- Must have and maintain minimum insurance coverage on their personal response vehicle.
- Must reside within the boundaries of the Estes Valley Fire Protection District.

## Essential Functions

- ALL firefighters shall be able to perform all physical skills related to firefighting and associated duties.

- ALL firefighters shall perform firefighting procedures in accordance with all state and national protocols, department policies, and standard operating procedures or guidelines (SOPs, SOGs).

- ALL firefighters shall respond to no less than five (5) percent of dispatched calls

- ALL firefighters shall attend no less than 18 hours of training per quarter

- ALL firefighters shall assist with public education per state certification and fire department requirements.

- ALL firefighters shall perform truck and station duty as assigned by their lieutenant. They will also be available to assist with preparing trucks for special events, severe weather (i.e., chains for snow), and ensuring all apparatus are in the ready condition after incidents.

- ALL firefighters shall fill out necessary reports and sign their name for attendance within five (5) days of an incident.

- ALL firefighters will have the ability and availability to attend optional education/training throughout their volunteer career.

- ALL firefighters shall maintain their issued personal protective equipment per the EVFPD SOG's/SOP's.

## Minimum Mandatory Qualifications

- Completion of New Member Task book (within 3 months of acceptance)

- CPR / AED

- Exterior Firefighter qualifications (within 12 months of acceptance)

## Desired Education

- DFPC Firefighter I / Hazardous Materials-Operations certifications

- NWCG S130/190 Wildland Fire certification

## Optional Educational / Certification Opportunities

- Firefighter II
- Hazardous Materials-Technician
- EMT-Basic
- Driver Operator/Engineer
- Rapid Intervention/ Rapid Response team
- Officer preparation classes

## Communication

ALL firefighters will follow the chain of command stated in the EVFPD Personnel & Policy Manual.

(e.g. Firefighter> Lieutenant> Captain> Assistant Chief> Chief)

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# Do you have what it takes to be a Volunteer Firefighter?

**Some things that you may not have thought about:**

- **No leave of absence** for the first year
- **Studying at home**
- **Accidents** that may involve people you know, and things you've never thought of.
- **Fires –** every type imaginable & in every kind of weather condition (-30° in the winter to +90° in the summer)
- **Meetings and trainings –** expect to spend *every* Tuesday evening at the station
- **Work Detail Nights –** in addition to meetings and trainings
- **Extra Training –** in addition to meetings and regular training
- **Equipment upkeep –** regular maintenance that everyone helps with (truck duty)
- **Hazardous Materials cleanup**
- **Fire Extinguisher training for the public**
- **Emergency Medical Calls**
- **Learn CPR**
- **Assist the D.O.W.**
- **Wildland Fires**
- **Body Recoveries**
- **Pages in the middle of the night.**
- **Traffic Control**
- **Extra Meetings** anytime something important comes up.
- **24 hours a day /365 days a year / No holidays off.**
- **Mutual aid** to surrounding departments anytime they need us.
- **Extreme physical and mental demands.**
- **Fire Prevention Week –** every October
- **Suicide Calls**
- **Standbys**
- **Hose Washing**
- **Flood Control**
- **Whatever the public needs –** if we can help, we do

# Probationary Green Helmet Task Book

To start riding on emergency apparatus and claiming the title of "firefighter" with the Estes Valley Fire Protection District, a probationary member must complete all the following criteria within their first three months:

**Apparatus Familiarization**
- Engine 71 Familiarization
- Engine 72 Familiarization
- Ladder 71 Familiarization
- Tender 71 Familiarization
- Tender 72 Familiarization
- Engine 723 Familiarization
- Engine 713 Familiarization
- Engine 716 Familiarization
- Squad 79 Familiarization
- UTV Familiarization

**Candidate Physical Ability Test (C.P.A.T.)**
- Candidate Physical Ability Test

**Communications (Radio) and Dispatch Class**
- Communications/Radio Hands-On Class
- NFPA 1001 Fire Department Communications
- NFPA 1021 Fire Department Communications
- NFPA 1021 Incident Scene Communications

**Completion of Annual OSHA Training**
- Alcohol-Free Workplace
- Drug-Free Workplace
- EMS HIPAA Awareness
- NFPA 1500 Bloodborne Pathogens Safety
- Sexual Harassment Awareness

**Courage to be Safe (Online)**
- Courage to be Safe

**CPR Card**
- CPR/BLS Healthcare Provider Card

**Medical Call Response**
- Medical Call Understanding

**Driver's License Update**
- Driver's License Tracking

**Hazmat Awareness**
- NFPA 1500 HAZMAT Spill Prevention & Control
- NFPA 1500 HAZMAT Transportation

**NIMS 100, 200, 700, 800 (Online)**
- NIMS ICS 100
- NIMS ICS 200
- NIMS ICS 700
- NIMS ICS 800

Completion of the probationary task book will permit members to ride on department apparatus and participate in more advanced training, such as the Firefighter Academy.


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# Candidate Physical Ability Test

## Instructions

- Complete all of the following events within a time-frame of 10 minutes and 30 seconds (10:30).
- This is a pass/fail test. Failure to complete any event or within the allotted time will result in a failure of the test.
- You will be given two warnings not to run between events. Running a third time will be a failure of the test.
- Clothing: 50-pound weight vest (provided), appropriate clothing, appropriate shoes.

## 1. Stair Step

Warm-up time: 20 seconds at a rate of 50 steps per minute. Test time 2:00 minutes at a rate of 60 steps per minute. (Total stair time: 2:20) Candidate may touch or grab the side or rail or dismount the stair stepper twice during the warm-up time. The 20-second time will restart after such actions. Ability test time will start immediately at the end of the warm-up time (with no break). If the candidate touches or grabs the side or rail or the stair stepper during the test time, he/she will be given a warning. A second such action will be a failure of the test, and the test will be concluded. If the candidate dismounts the stair stepper during the test time, such action will be a failure of the test, and the test will be concluded.

Walk 85 feet to ---

## 2. Hose Drag

Drag a 1 ¾ inch dry hose 75 feet to a drum, go around the drum and take a 90-degree right turn, drag the hose an additional 75 feet to a marked area, turn and face the hose, then on one knee pull 50 feet of hose past the marked finish line. You will be given 1 warning for grabbing the drum for support. Grabbing the drum a second time, failing to drag the hose around the drum while staying within the marked area, not pulling the hose properly, or not completing the event will constitute a failure, and the test will be concluded. This is the only event in which you may run. The hose must be placed over your shoulder or across the chest.

Walk 85 feet to ---

## 3. Equipment Carry

Remove both saws, one at a time, from the compartment and place them on the ground: pick up both saws simultaneously and carry them 75 feet to and around the marker, then back to the compartment. Place both saws on the ground and replace each saw individually back in its respective compartment. You will be given one warning for running. Dropping a saw or running a second time will be considered a failure, and the test will be concluded.

Walk 85 feet to ---

## 4. Ladder Raise / Extension

Grasp the top rung of a 24-foot aluminum extension ladder and walk your hands down the rungs, raising the ladder. After the ladder is raised, extend the ladder fly to the pre-marked point, then lower the fly back to the ground. Use a hand-over-hand raising and lowering motion. You will be given one warning for missing a rung. Missing a second rung, dropping the ladder, or having an uncontrolled lowering of the fly will constitute a failure, and the test will be concluded.

Walk 85 ft to ---

## 5. Forcible Entry

Using a 10-pound sledgehammer, strike a target plate that is 36 inches off the ground 6 times. You will be given one warning for stepping outside of the box. Losing your grip on the sledgehammer or stepping outside of the toe box a second time will constitute a failure, and the test will be concluded.

Walk 85 feet to ---

## 6. Search Event

Crawl on your hands and knees through a tunnel that is 64 feet long, 3 feet high, and 4 feet wide. The tunnel will have two narrow points and obstacles to crawl over, under, and around. The tunnel will be dark. Exiting the tunnel through an escape hatch will constitute a failure, and the test will be concluded.

Walk 85 feet to ---

## 7. Rescue Event

Grab a 145-pound mannequin by the straps and drag it 35 feet around the marker, then back to the finish line. You may let go of the straps to get a better grip, but you must grasp both straps when pulling. Not completing the drag or not going around the marker will be considered a failure, and the test will be concluded.

Walk 85 feet to ---


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## 8. Ceiling Breach / Pull

Using a pike pole, push up on a weight system 3 times, then move to the pull-down counterbalance. Pull down 5 times; this completes one set. Proceed back to the platform; repeat the procedure until 4 sets have been completed. You are given one warning for dropping the pike pole and one warning for stepping outside the marked area. Dropping the pike pole or stepping out of the marked area a second time will constitute a failure, and the test will be concluded. Losing your grip on the pike pole but not dropping the pole to the ground will not count as a warning.

You have 10 minutes and 30 seconds (10:30) to complete the entire course. Failure to complete any event or within the allotted time will result in a failure of the test, and the test will be concluded at that time.

**Please sign and return this form with your *Application for Membership***

*I _____, have read and understand the standards for the physical ability test. I also understand that I am taking the test at my own risk.*

Signature:

Date:

# ESTES VALLEY FIRE PROTECTION DISTRICT

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## Application for Membership

Date:_____

## Personal Information

Name:_____
Last First MI

Address (mailing):_____
Street City State Zip

Address (physical):_____
Street City State Zip

Phone:_____
Home Work Cell Cell Phone Carrier

Email Address: _____

Spouse's name: _____

Emergency Contact:_____
Name Relationship Home Phone

_____
Address Work Phone Cell Phone

Known Allergies? Please list:_____

## Fire Fighting Experience - Please attach current certifications

Organization:_____ Position: _____

Address:_____ Service Dates: _____ to _____

Phone:_____ Supervisor: _____

Duties/ skills: _____ Reason for leaving:_____

## Employment

Employer:_____ Position: _____

Address:_____ Supervisor: _____

Phone:_____ Employment Dates: _____ to _____

Duties:

May we contact them? ◯ Yes ◯ No

Are you able to leave work in the event of a call? ◯ Yes ◯ No

Comments:

## References

Please list 2 people who are not related to you and whom you have known for at least 1 year. Do not repeat the names of supervisors.

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Relationship: _____ Relationship: _____

## Driving Record / Background

Do you have a valid Colorado driver's license? ◯ Yes ◯ No

License #: _____ State: _____ Class: _____

Have you ever had your license suspended or revoked? ◯ Yes ◯ No
If yes, explain: _____

May we check your motor vehicle report (driver's history)? ◯ Yes ◯ No

Have you been convicted of any misdemeanor or felony offenses? ◯ Yes ◯ No
If yes, explain: _____

May we check your criminal history report? ◯ Yes ◯ No

## Applicant Statement of Understanding

I certify that all the statements on this application are true and complete. I understand that false statements on this application shall be considered sufficient reason for rejection of my application or termination of a volunteer agreement. The Estes Valley Fire Protection District is authorized to make any investigation regarding past employment or volunteer history. I understand that firefighting activities are inherently dangerous. I accept the responsibility for my own safety. I also understand that as a volunteer firefighter, there will be a considerable time commitment required from me. In the event that I am placed as a volunteer with the Estes Valley Fire Protection District (EVFPD), I agree to comply with all of its orders, rules, and regulations as outlined in the Standard Operating Procedures and Bylaws. I understand that I am insured by Worker's Compensation Insurance while performing duties as a volunteer firefighter. I hereby release the Estes Valley Fire Protection District, its officers, employees, and agents from any and all claims, damages, and liability, including any claims of personal injury and property damage arising from my participation in the EVFPD.

Signature: _____ Print Name: _____ Date: _____



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## Spouse's Statement of Understanding

I understand that firefighting activities are inherently dangerous. I also understand that, as a volunteer firefighter, there will be a considerable time commitment required from my spouse. I support my spouse's decision to become a member of the Estes Valley Fire Protection District.

Signature: _____ Print Name: _____ Date: _____


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# Criminal Background Check

## Please complete the following information:

I _____ authorize the Estes Valley Fire Protection District to perform a criminal background check.

Name:_____
First Middle Last Maiden

Driver's License#:_____

Social Security #:_____

Date of Birth:_____

I authorize the Estes Valley Fire Protection District to conduct a criminal background investigation with the understanding that any felony convictions found will become a matter of public record. I further understand and acknowledge my rights under federal privacy laws, including the Privacy Act of 1974, with respect to access and disclosure of information, and hereby waive such rights with the understanding that any and all information furnished will only be used in connection with the consideration of this application.

Signature:_____ Date: _____

## *For internal staff use*

CBI check performed by:

Date CBI check performed:

Results of check:

DR 2559 (07/16/26)
**COLORADO DEPARTMENT OF REVENUE**
Division of Motor Vehicles
PO Box 173345
Denver CO 80217-3345
*DMV.Colorado.gov*

**PUBLISHED**
**(07/31/25)**

**Non-Certified Search Fee - $9.25**
**Certified Search Fee - $10.25**

☐ Certified Record

# Permission to Release Driver Records to Self or Another Person

**Driver License Offices provide only personal driving record information.**
**Records and/or other requests are available in person only at**
**3265 S. Wadsworth Blvd. #31, Lakewood, CO 80027,**
**or by mail at**
**Colorado Department of Revenue, Division of Motor Vehicles, PO Box 173345 Denver CO 80217**

Pursuant to § 42-1-206(1)(b)(II) (7)(a) and (7)(b)(XIII), C.R.S.

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◉ 7 Year Driver Record ○ Full Driver Record ○ Commercial Driver Record

○ Other

If you are requesting a copy of a confidential crash (counter) report (Pursuant to § 42-4-1610, C.R.S.), fill out the following.

Confirmation Number

Date of Crash (MM/DD/YY)

## Driver

Last Name (Please print)

First Name

Driver Date of Birth

Driver License Number

Signature of Driver

Date (MM/DD/YY)

Signature of Parent or Guardian if Driver is a Minor

Date (MM/DD/YY)

☐ Check if to self

Pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (§ 24-72-204, § 42-1-206 (1)(b)(I)).

## Person Receiving Record

I hereby authorize the release of personal information contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to:

Release Records to: Last Name

First Name

Driver License Number

State

Company (if applicable)

Mailing Street Address

City

State

ZIP Code

Email Address

Phone Number

If your check is returned for insufficient funds or a closed account, you may not be issued or renew any type of driver license or identification card until the original check is redeemed and an administrative and short check fee are paid.

Under penalty of perjury, I attest that I shall not obtain, resell, transfer, or use the information in any manner prohibited by law. I understand that motor vehicle or driver records that are obtained, resold, or transferred for purposes prohibited by law may subject me to civil or criminal penalties under federal and state law. All of the information provided is true and accurate to the best of my knowledge.

Signature of Person Receiving Record

Date (MM/DD/YY)