

## **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. 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 five (5) 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.
- 3. I am under 21, can I drive an ambulance or fire truck?** Persons under the age of 21 are not eligible to become drivers of borough apparatus due to insurance prices and liability.
- 4. 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. For Commercial driver licenses, you must obtain an Alaska CDL within **30** days of becoming a resident.  
<http://state.ak.us/dmv/faq/faq.htm>
- 5. Someone told me the borough will pay for my EMT class, is that true?** Department of Emergency Services staff believes engaged, capable responders are important to our organization and 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. EMT trainees are not paid wages during EMT classes.
- 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, required annual training and TB testing. Communicate with your chief or officer if you will be unavailable for training. You must submit a Leave of Absence form for extended absences.
- 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 have the approval and a positive recommendation from your primary department chief. **Do not** contact another chief to join their service when you have not met the requirements of your primary department. If you have concerns that cannot be worked out within your department, please contact the Volunteer Coordinator at 373-8813 or the Human Resources department at 746-7404.
- 8. How often do responders get paid?** Responders get paid every four (4) weeks and start at \$ 7.50 per hour.
- 9. 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 will have to have your chief's approval before signing up for the class. You can check for scheduled training classes at <http://ww1.matsugov.us/des>. On the left menu see the training categories.

## ***New Responder Information and Checklist***

Welcome to Mat-Su Emergency Services. This information sheet has been provided to help you through the application process. If you have any questions with this process, please call, e-mail, or stop by!

**Responder applicants must submit an Alaska driving record and criminal background check.** These checks must be no more than 30 days old. Major criminal infractions, multiple minor criminal infractions, and/or more than two (2) moving violations within five (5) 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 medical 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 requirements, once you have been accepted as a member.**

**TB:** If you have previous had a positive 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 a call):**

- **ICS-100**, Introduction to Incident Command System (ICS) - New Homeland Security requirements mandate that all emergency responders take this FEMA course. You can take it online at <http://training.fema.gov/EMIWeb/IS/is100.asp>.
- **IC-700.a**, Introduction to National Incident Management System (NIMS) - New Homeland Security requirements mandate that all emergency responders take this FEMA course. You can take it online at <http://emilms.fema.gov/IS700CM/index.html> .
- **Blood borne Pathogens (BBP) & Hazardous Materials Awareness (HazMat) classes:** Even if you have taken a blood borne pathogens or hazardous materials class with another organization, OSHA requires that a specific orientation be held by each employer. Initial classes are 3-5 hours long and are scheduled at locations throughout the borough 10 times per year. To find out the dates or sign up for classes, please call Stephanie at 373-8800 or check <http://ww1.matsugov.us/des>. On the left menu, find the training categories.

## **AMBULANCE SERVICES**

### **Butte EMS**

Chief John Akers, 745-5757  
[john.akers@matsugov.us](mailto:john.akers@matsugov.us)

### **Central Mat-Su EMS, Wasilla**

Chief Brian Wallace, 373-8829  
[brian.wallace@matsugov.us](mailto:brian.wallace@matsugov.us)

### **Houston & Willow EMS**

Chief Carol Johnston, 892-6716 or 232-8849  
[carol.johnston@matsugov.us](mailto:carol.johnston@matsugov.us)

### **Palmer EMS**

Chief Gene Wiseman, 745-4430  
[gene.wiseman@matsugov.us](mailto:gene.wiseman@matsugov.us)

### **Sutton EMS**

Chief Cheri Day, 745-8440  
[cheri.day@matsugov.us](mailto:cheri.day@matsugov.us)

### **Talkeetna EMS**

Chief Terry Mangione, 733-2478  
[terry.mangione@matsugov.us](mailto:terry.mangione@matsugov.us)

### **Trapper Creek EMS**

Chief Lynn Moore, 733-2684  
[lynn.moore@matsugov.us](mailto:lynn.moore@matsugov.us)

### **West Lakes EMS**

Chief Glori Strickler, 892-7750  
[glori.strickler@matsugov.us](mailto:glori.strickler@matsugov.us)

## **WATER RESCUE TEAM**

Chief Cliff Silvers, 376-0723  
[cliff.silvers@matsugov.us](mailto:cliff.silvers@matsugov.us)

## **FIRE & RESCUE SERVICES**

### **Butte Fire & Rescue**

Chief Charles VonGunten, 745-4221  
[charles.vongunten@matsugov.us](mailto:charles.vongunten@matsugov.us)

### **Central Mat-Su Fire & Rescue, Wasilla**

Chief James Steele, 373-8830  
[james.steele@matsugov.us](mailto:james.steele@matsugov.us)

### **Houston Fire Department**

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

## **Fire & Rescue Continued**

### **Palmer Fire & Rescue**

*Not a borough department*  
Call Todd at 745-3854  
[trussell@palmerak.org](mailto:trussell@palmerak.org)

### **Sutton Fire & Rescue**

Chief Chuck Carver, 745-2738  
[charles.carver@matsugov.us](mailto:charles.carver@matsugov.us)

### **Talkeetna Fire & Rescue**

Chief Ken Farina, 355-1121  
[ken.farina@matsugov.us](mailto:ken.farina@matsugov.us)

### **WLFSA - Big Lake Fire & Rescue**

Chief Bill Gamble, 892-7750  
[william.gamble@matsugov.us](mailto:william.gamble@matsugov.us)

### **WLFSA - Meadow Lakes Fire & Rescue**

Chief Rocky Jones, 376-9790  
[rocky.jones@matsugov.us](mailto:rocky.jones@matsugov.us)

### **Willow Fire & Rescue**

Chief Lance Barve, 495-6728  
[lance.barve@matsugov.us](mailto:lance.barve@matsugov.us)

## **SUPPORT & ADMINISTRATION**

### **Benefits (SBS)**

Lisa Reeves, 745-9504  
[lisa.reeves@matsugov.us](mailto:lisa.reeves@matsugov.us)

### **Deputy Director, EMS Liaison**

Clint Vardeman, 373-8800  
[clint.vardeman@matsugov.us](mailto:clint.vardeman@matsugov.us)

### **Health & Safety Officer**

Mike Gibson, 373-8810  
[mike.Gibson@matsugov.us](mailto:mike.Gibson@matsugov.us)

### **Responder Pay**

Becci Lange, 373-8820  
[becci.Lange@matsugov.us](mailto:becci.Lange@matsugov.us)

### **Retention & Recruitment**

Sally Letherman, 373-8813  
[sally.letherman@matsugov.us](mailto:sally.letherman@matsugov.us)

## APPLICATION PROCESS:

- Complete Borough Application for Employment** – Fill in all the spaces, references are mandatory

[http://ww1.matsugov.us/index2.php?option=com\\_docman&task=doc\\_view&gid=233&Itemid=202](http://ww1.matsugov.us/index2.php?option=com_docman&task=doc_view&gid=233&Itemid=202)

- Arrange an Interview** - Call the District or Service Chief of the department you are interested in joining (see attached list) and set up appointment to meet and discuss your availability and interest.
  - Take your completed application to your interview** (pg 3, 4). Include documentation of previous experience or certification. After your interview the chief and/or hiring committee will meet to determine eligibility and complete reference checks.

After review, based on specific qualification criteria, the chief will choose to accept or decline your request for membership. Upon acceptance he or she will e-mail administration. If you are found ineligible, you will receive a letter from the service or Department of Emergency Services.

- Start mandatory prerequisites: ICS 100, IS 700.a, BBP & HazMat**

- Purchase your Alaska driving record**, reimbursed up to \$10, with receipt, after hire  
Cost: \$10.00 when purchased through State DMV offices, private businesses (such as DMV Express in Wasilla) may charge an additional fee. Ability to acquire an Alaska driver's license within 30 days is a condition of employment for anyone potentially driving borough apparatus.

Responders under the age of 21 are not allowed to drive borough emergency response vehicles. If you do not have an Alaska license, please provide a driving record from the state through which you are licensed.

### Valley DMV offices

- Palmer, Alaska DMV office:** 1800 Glenn Hwy, Suite #1, 745-2185  
Cost: \$10      Hours: 8:30 a.m. - 4:30 p.m., Monday - Friday.
- Trapper Creek, The Other Place:** Mile 114.8 Parks Hwy., 733-3513  
Cost: \$10      Hours: 11 a.m. to 5 p.m., Tuesday - Saturday
- Wasilla, DMV Express:** 224 N Yenlo St. Suite 3E, 373-3681  
Cost: \$20, cash, check or money order ONLY      Open: Monday - Saturday

- Purchase your criminal background check**, reimbursed up to \$20 with original report and receipt after hire. If you moved to Alaska within the past twelve (12) months, you are required to provide a copy of your criminal record from the state or local agency where you were most recently a resident.

- Alaska Troopers, Palmer:** 453 S Valley Way, 745-2131, next to Palmer PD  
Hours: Wed. and Fri., 8a.m. - 4p.m
- Alaska Troopers, Meadow Lakes:** Off of Pittman and Parks near Three Bears  
Hours: Monday through Friday, 8 a.m. – 4 p.m.
- Alaska Troopers, Talkeetna:** Talkeetna Spur Rd., 733-2256  
Hours: Mon through Fri, 8 a.m. – 4 p.m.

❑ **Call to make an appointment with Sally, 373-8813** After your interview, it may take some time for references to be checked. If the chief and/or the hiring committee have accepted you as a member of the service, you will need to complete the rest of the application process. At your appointment we will fill out the following forms, please come prepared. If you do not have proper identification, your background check or your driving record, your application paperwork may not be accepted.

- **Supplemental Information & Payroll beneficiary information:** *Emergency contact addresses and information, vehicle info*
- **HR policies signature confirmation form**
- **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. If you terminate service with the borough at any time*
- **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 Health & Safety Officer 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.*
- **W-4 Form:** *List mailing address, sign & date*
- **Direct Deposit Enrollment:** *Optional, highly encouraged, responders are paid once (1) every four (4) weeks.*
- **Current certificates that may be applicable**
- **Shot records**

## **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 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 an ID card will be issued proving that you are eligible to respond to emergency calls.

**3. Take required classes.**

- Blood borne Pathogens & Hazardous Materials classes:** Even if you have taken a blood borne pathogens or hazardous materials class with another organization, OSHA requires that a specific orientation be held by each employer. Initial classes are four (4) hours long and are included with basic level courses and on an as-needed basis by the fire and EMS services.
- ICS-100**, Introduction to Incident Command System (ICS) - New Homeland Security requirements mandate that all emergency responders take this FEMA course. You can take it online at <http://training.fema.gov/EMIWeb/IS/is100.asp>. After you complete the course, please forward your certificate e-mail to [stephanie.vitt@matsugov.us](mailto:stephanie.vitt@matsugov.us)
- IC-700.a**, Introduction to National Incident Management System (NIMS) - New Homeland Security grant requirements mandate this FEMA course. Take it online at <http://training.fema.gov/EMIWeb/IS/IS700a.asp> . After you have completed the course, please forward your certification e-mail to [stephanie.vitt@matsugov.us](mailto: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

**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 373-8800 to verify that you have met the minimum requirements, according to our records, and stop by Station 6-5 for a photo (or e-mail your ID photo to [stephanie.vitt@matsugov.us](mailto:stephanie.vitt@matsugov.us)).

**CENTRAL MEMBERS ONLY:** Stop by Station 6-1 to have your photo taken and ID issued.

**6. Health & Safety:** Your health matters! If you have questions or concerns about Health & Safety, OSHA, worker's comp or exposures, please contact Mike Gibson at 373-8810 or [mike.gibson@matsugov.us](mailto:mike.gibson@matsugov.us).