



Joey P. Huggins, Fire Chief

KELSEYVILLE FIRE PROTECTION DISTRICT

4020 Main Street

Kelseyville, California 95451

Business Phone: (707) 279-4268

Business Fax: (707) 279-4422

Employment Opportunity

Firefighter-Paramedic

Salary Range: \$5,532.75 - \$7,061.35

Letter of Interest, Application, and Resume Deadline 09/05/25 @ 5:00 pm

District Paid Employee Benefits:

- California Public Employee's Retirement System (Cal PERS) 2% at 50 years of age retirement plan. PEPRAs employees are 2.7% @ 57 years of age retirement plan.
- 100% District paid Medical Health Plan, providing full coverage for the employee, spouse and eligible dependent children. In lieu of insurance up to \$450.00.
- Dental plan- 95% District paid, 5 % employee paid. Includes orthodontia per eligible patient.
- Vision plan- 95% District paid, 5% employee paid.
- \$50,000.00 District paid Life insurance for employee and \$5,000 life insurance for spouse.
- PTO leave, 288 hrs per year.
- Sick leave accrual at 24 hours per month.
- District shift schedule is 48 hrs on, 96 hrs off.
- Uniform allotment every year provided to employee
- Incentive pay for Certified Fire Officer, education pay, and longevity.
- Generous allowance for training.
- Merit increases.

Optional Benefits available to and paid by the employee: Credit Union (Mendo-Lake or Redwood Credit Union) membership, Valic Deferred Compensation, AFLAC supplemental insurance, additional life insurance for employee and dependents.

Summary: This position description is broadly written and shall be interpreted to include, rather than exclude, duties and responsibilities that are reasonable like those written herein. This person will function as an integral member of a team of firefighting/EMS personnel to accomplish a series of tasks associated with the position and will be supervised by higher classified personnel.

Distinguishing Characteristics: This is considered an entry level position with the District. Personnel in this classification are expected to perform at a high level of competency in all emergency and non-emergency activities. This includes, but is not limited to firefighting, fire apparatus operation and emergency medical responses. Personnel in this classification are also expected to acquire requisite skills and knowledge of the district's operations, policies and apparatus while performing their job duties satisfactorily.

Duties & Responsibilities: 1. The knowledge and skills necessary to safely perform the tasks required of entry level and lateral firefighters. 2. Respond to rescue and medical aid calls, provide

emergency medical care and transport patients to the hospital. 3. Performs daily maintenance of station, living quarters, fire rescue and emergency medical apparatus and equipment. 4. As needed, serves as an apparatus or a nozzle operator in firefighting situations, including pulling working lines; holding the nozzle to direct the stream of water on the fire; and, raising, lowering and climbing ladders. 5. Assists in ventilation, overhaul and salvage operations. 6. Operates and maintains a variety of tools and equipment related to fire suppression and rescue activities. 7. Cleans and tests fire hoses and fire hydrants. 8. Participates in fire drills and training exercises. 9. Establishes and maintains a cooperative working relationship with fellow employees and those contacted during the course of work. 10. Communicate clearly and concisely both orally and in writing. 11. Deal effectively and courteously with the general public. 12. Understand and carry out oral and written directions and communications. 13. Know and understand all aspects of the job and the district's operations, observing and following safety rules and practices, especially within responding to emergency life support and fire suppression situations and incidents. 14. A Class B license or a Class C with a firefighter's endorsement will be required within the first six months of employment.

Qualification Guidelines: To be considered as a Firefighter/Paramedic candidate an applicant must have:

Education: The employee shall be a high school graduate or have an equivalency diploma.

Licenses & Certifications: The employee shall possess a Nationally Accredited Paramedic License, which will be maintained at District's expense. Possession of a California Firefighter 1 Certificate. A CPAT card issued within the last 12 months is required. **Please submit all your certifications and certificates along with your application.**

Physical Abilities: The position requires a great degree of physical strength, stamina, and flexibility to perform tasks. Applicant shall possess adequate strength, endurance, and body flexibility to perform the required duties.

Personal Characteristics: The position involves relatively frequent changes in work priorities, difficult public relations, interruptions beyond the employee's control, meeting work deadlines, and/or related mental demands. The position also requires the ability to effectively handle interpersonal conflicts and to be consistent when dealing with fellow employees and the public under stressful conditions.

Medical Examination: A medical examination is required of all appointees.

Letter of Interest, Application, and Resume Deadline: 09/05/2025

Application Packets can be mailed to:

KFPD

4020 Main Street

Kelseyville, CA 95451

Or emailed to

knavarro@kelseyvillefire.com



**KELSEYVILLE
FIRE DISTRICT**

KELSEYVILLE FIRE PROTECTION DISTRICT

Application for Employment

4020 Main Street
Kelseyville, CA 95451
Phone: (707) 279-4268
Fax: (707) 279-4422

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available					
Position Applied for:					
Are you authorized to work in the U.S. YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever been a member of CALPERS? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when					
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
REFERENCES					
<i>Please list three professional references.</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					

KELSEYVILLE FIRE PROTECTION DISTRICT

Application for Employment

APPLICANT INFORMATION								
Last Name	First	M.I.	Date					
PREVIOUS EMPLOYMENT (Attach additional pages if necessary)								
Company	Phone ()							
Address	Supervisor							
Job Title								
Responsibilities								
From	To	Reason for Leaving						
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>								
Company	Phone ()							
Address	Supervisor							
Job Title								
Responsibilities								
From	To	Reason for Leaving						
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>								
Company	Phone ()							
Address	Supervisor							
Job Title								
Responsibilities								
From	To	Reason for Leaving						
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>								
MILITARY SERVICE								
Branch	From To							
Rank at Discharge	Type of Discharge							
If other than honorable, explain								
CERTIFICATION AND SIGNATURE								
I certify that all of the information I have provided in this employment application is accurate and complete. I further understand that any false or misleading information provided by me in my application or interview(s) may result in rejection of my application or termination of employment. I authorize the employers and educational institutions on this application to release any information they may have concerning my employment or education to the Kelseyville Fire Protection District.								
Signature			Date					