



Field Staff Application Packet

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NOTE: Please read the contents of this packet carefully. This packet contains an explanation of the Field Staff program and the expectations that accompany the title of Field Staff. This packet also includes the Field Staff application form and requirements for selection as a Field Staff member.

Memorandum

To: Potential Iowa Fire Service Instructors

From: Program Staff, Fire Service Training Bureau

Subject: Field Staff Application Process

Thank you for your interest in becoming a Field Staff member for the Fire Service Training Bureau. The Fire Service Training Bureau is always seeking highly qualified and motivated instructors to join us in the challenging and rewarding mission of training Iowa's firefighters. We have set our standards high to assure the Iowa fire service that the best instructors available will be helping them meet their training goals. The Fire Service Training Bureau delivers high quality training to the Iowa fire service. If you meet the requirements, we invite you to apply. If you are selected as one of the best and join the Bureau's Field Staff ranks, you will find a new level of professional satisfaction as you help fire departments and firefighters increase their ability to combat fire.

This packet includes an explanation of the process used to select new Field Staff for our program. Please read it carefully. Should you have any questions about qualifications or the selection process, please call the Bureau at 888-469-2374. Should you apply prior to meeting the minimum requirements, your application will not be forwarded to the selection committee. Waiting until the minimum requirements are met will greatly enhance your chances of being selected.

Throughout this process, a successful candidate will be required to make one trip to the Fire Service Training Bureau in Ames. Should you be selected you will be required to attend an orientation. The orientation class explains the procedures, expectations and details of operating within the Fire Service Training Bureau delivery system.

Thank you again for your interest. If you need additional information about our Field Staff program, please contact our offices. Good luck!

Field Delivery System Fire Service Training Bureau

The Fire Service Training Bureau is the only organization in Iowa authorized and required by law to deliver training and fire service certification related services on a statewide basis. The Bureau has designed a wide range of training programs specifically designed to help fire service personnel meet the challenges of performing fire protection activities.

One very important element of the services provided by the Fire Service Training Bureau is the delivery of training to local fire service organizations. These organizations include (but are not limited to) city or township fire departments, area fire protection districts, county firefighter organizations, etc. These classes are scheduled and conducted at the convenience of the local organization. Most of the classes are held during evening hours or on weekends so that the volunteer organizations' needs for scheduling can be met. The Fire Service Training Bureau is proud of our commitment to service and meeting the needs of our "clients" through scheduling, course content and service.

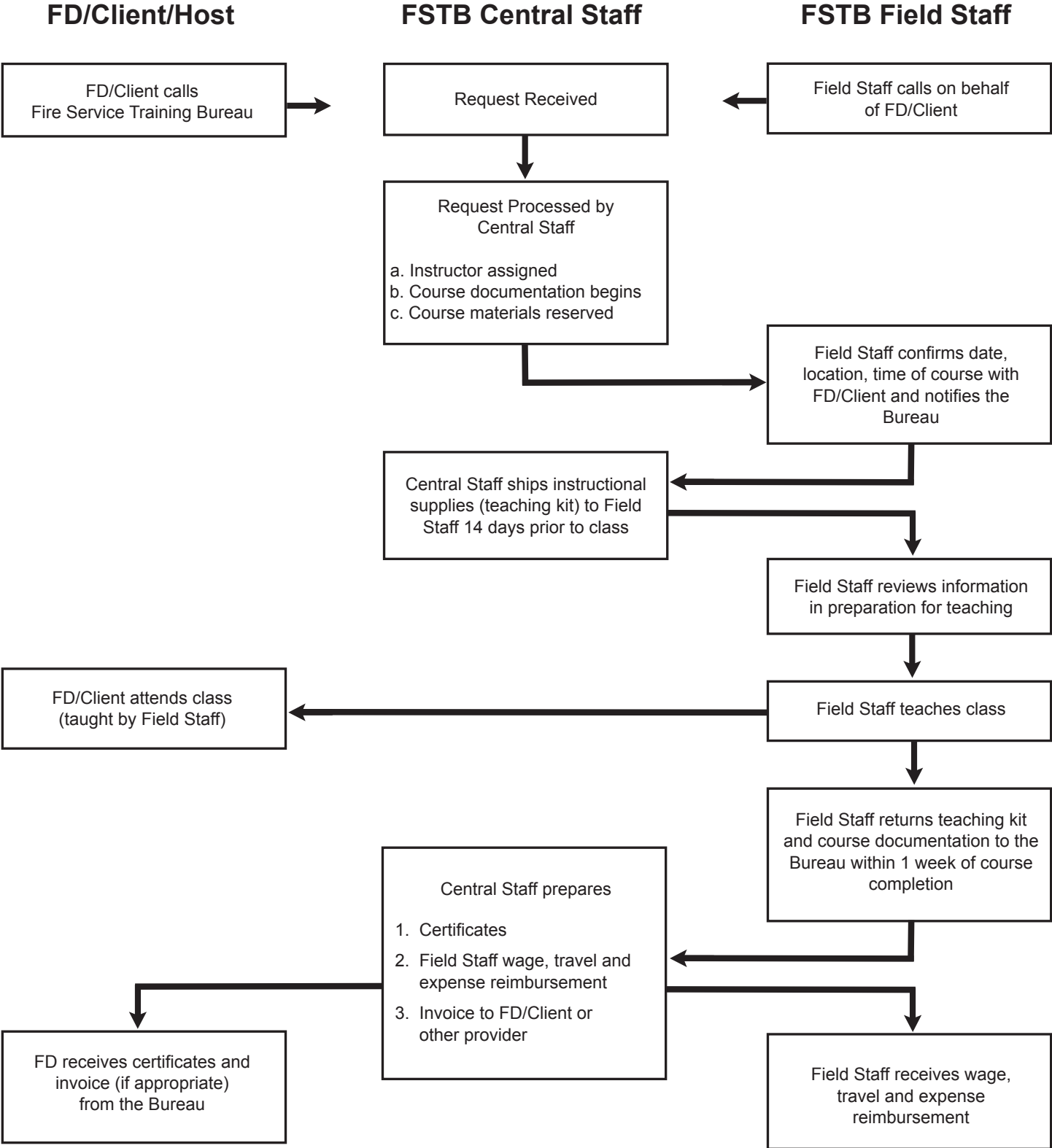
Fire service organizations may request training from the Bureau in many ways. The Fire Service Training Bureau can be contacted directly by phone, email, fax, or letter to request training, or a Field Staff member in their area may be contacted to request a class. Once the request is received, an instructor is assigned (if requested through a local Field Staff member, the Field Staff member is given the opportunity to teach the class). The Field Staff member confirms the date with the host organization and the Fire Service Training Bureau provides instructional material and appropriate student materials. Upon course completion, Field Staff members prepare the course documentation paperwork and return it to the Fire Service Training Bureau for processing and certificate preparation. Instructional materials (slides, overhead transparencies, Power-Point presentations, etc.) are also returned to the Fire Service Training Bureau upon course completion.

Billing and instructor payments are prepared by the Fire Service Training Bureau. Field Staff members are classified as part-time employees of Iowa State University. Payroll for instructional services (hourly wages) is submitted for payment twice per month. (Field Staff will be paid on the 15th of the month and the last working day of the month.) Reimbursement for mileage and miscellaneous expenses is paid on a course by course basis and will be on a different check than the wages. Normal processing time for expense reimbursement is 2 to 3 weeks.

Field Staff members are not authorized to teach courses from the Fire Service Training Bureau to any fire department or any organization without specific authorization of the Fire Service Training Bureau. If Field Staff members wish to teach a course for their department (or any other department) at a reduced cost, the Field Staff member may waive his/her wages and expenses; thus reducing the cost of the course by that amount. Field Staff members are not authorized to teach free courses (from the Fire Service Training Bureau course menu) without authorization from the Fire Service Training Bureau.

Details of the delivery system and procedures used by the Fire Service Training Bureau are discussed in an Orientation class for new Field Staff members.

FSTB Field Delivery System Using Field Staff Instructors



Field Staff Qualification, Recruitment, Selection and Retention Process

- Minimum Qualifications:**
- Instructor I Certification
 - Firefighter I & II Certification (effective 01/01/07)
 - Two (2) years Fire Service Experience
 - Demonstrated Interest in Fire Service Training & Education

Step 1 Application

Submit:

- Completed Field Staff Application Form
- Documentation of Instructor I, Firefighter I, and Firefighter II Certification
- Three (3) Reference Letters
- Cover letter explaining interest in training and education



Step 2 Applicant Review & Selection

- Applications reviewed by FSTB Central Staff
- Selection based on qualifications and quality of experience
- Letter of Acceptance sent to applicant
- Applicant contacts FSTB to schedule Orientation (*FSTB reserves the right to evaluate/observe a candidate's teaching prior to completion of this step.*)



Step 3 Orientation

- Introduction to the Fire Service Training Bureau and Department of Public Safety system
- Statement of Performance Expectations
- Introduction to Policies & Philosophy
- Administrative Overview (paperwork)



Step 4 Classification

<p>Probationary</p> <p>All new Field Staff are classified as Probationary. Upon completion of two FSTB programs (Field Program/Conference courses and/or Certification Evaluator) performance will be reviewed. Field Staff will be reclassified to Active, or "appropriate" action will be taken, which may include additional observation, training, mentoring, etc.</p>	<p>Active</p> <ul style="list-style-type: none"> • Attend Annual "Administrative Seminar" (required once during each two year period) • Teach as lead or assistant instructor, one (1) course per year, averaged over 2 years (i.e. 1 course per year, or skip teaching in 1 year and teach 2 courses the following year) • Perform as an evaluator at an FSTB Certification Exam site 	<p>Inactive</p> <ul style="list-style-type: none"> • Active requirements not met • Inactive 2 years then letter sent asking intent to remain on Field Staff • To get to Active status again: <ul style="list-style-type: none"> - Update application form - Letter to FSTB requesting Active status - Active status reinstated at the discretion of FSTB Central Staff
<p>Special</p> <p>Special status awarded only by FSTB Central Staff for unique or special circumstances.</p>	<p>Emeritus</p> <p>Field Staff who retire from the Fire Service or leave the state of Iowa may request Emeritus status. Those individuals will remain on the FSTB mailing lists, and receive Field Staff memos and announcements, but will not be teaching classes or be evaluators at exam sites.</p>	

Field Staff Recruitment and Selection Process Explanation

Program Overview

The Fire Service Training Bureau has created a program through which fire service instructors from across Iowa are hired to provide instructional services to clients of the Bureau. Clients of the Fire Service Training Bureau include (but are not limited to) fire departments within Iowa, Community College Partners, county and regional fire associations, fire protection districts, and private sector companies. These instructors are hired as part-time employees of the Fire Service Training Bureau and report to the Field Program Coordinators.

Responsibilities include a wide range of duties. Primarily, Field Staff are responsible for the tasks associated with preparing for and teaching fire service training to clients of the Fire Service Training Bureau. Beyond instructional duties, Field Staff are expected to: help promote activities of the Fire Service Training Bureau; serve as an evaluator at FSTB Certification Exam sites; serve as an ambassador for the Fire Service Training Bureau; and help market classes and services provided by the Bureau.

Field Staff members are paid a per hour wage (actual class time) for teaching classes. Expenses and mileage are also reimbursed at applicable rates established by the State. The Fire Service Training Bureau also provides a number of professional development activities throughout the year for Field Staff.

Field Staff members form the core of the delivery system for the Fire Service Training Bureau. They are, many times, the primary contact that a client has with the Bureau. This relationship requires that Field Staff be dedicated to the Fire Service Training Bureau philosophy of client oriented delivery of services. In order to maintain the highest standard of excellence, the Fire Service Training Bureau continues to seek out the best instructors in Iowa to join our team of highly motivated and dedicated professionals.

Minimum Qualifications

The most qualified fire service instructors in Iowa are being sought to join the Fire Service Training Bureau delivery team. In order to assist in this process, minimum qualifications have been established as a baseline from which to recruit new members.

Instructor I Certification:

Applicants must be nationally certified as a Fire Service Instructor I. Documentation of this certification should be submitted with the original application. A photocopy of the certificate, or an FSTB certification report, is adequate documentation.

Firefighter I & II Certification:

Applicants must be nationally certified as both Firefighter I and Firefighter II. Documentation of these certifications should be submitted with the original application. A photocopy of the certificates, or an FSTB certification report, are adequate documentation.

2 Years Fire Service Experience:

Applicants must have a minimum of 2 years experience in the fire service. Additional experience is preferred. Instructional experience is desired and will strengthen an application.

Demonstrated interest in training and education:

Applicants must have a demonstrated interest in fire service training and education. This interest can be documented participation in a variety of training opportunities, instructional activities, organizational memberships, etc. Interest in training and education should be explained and elaborated on in the applicants cover letter explaining their interest in training and education.

Application (Step 1)

Applicants must submit a completed Field Staff application form to the Fire Service Training Bureau. Documentation of minimum requirements should accompany the application form. In addition to the documentation of minimum requirements, applicants should also include 3 letters of reference. The application packet should be submitted under a cover letter explaining the applicant's interest in training and education, and why they wish to join the Fire Service Training Bureau Field Staff team.

Applicant Review and Selection (Step 2)

Periodically, after receiving a number of applications, the Fire Service Training Bureau will activate a committee to review applications. Provided enough applications are received, it is the intent of the Bureau to initiate this process at least twice each year. This committee will be made up of Fire Service Training Bureau Central Staff. The committee will review applications to insure applications are complete, applicants meet minimum requirements, and select candidates to progress to the next step of the selection process. Successful applicants will be notified that they have been accepted and should contact the Fire Service Training Bureau to schedule their Orientation.

Orientation (Step 3)

The Orientation is held at the Fire Service Training Bureau in Ames, and conducted by FSTB Central Staff. The purpose of the orientation is to familiarize new Field Staff with administrative procedures and policies governing the delivery of training through the Fire Service Training Bureau. The orientation also gives the Fire Service Training Bureau an opportunity to explain expectations that the Bureau has of Field Staff as they pertain to conduct and performance.

Classification (Step 4)

Upon being selected as a new Field Staff member, all new Field Staff are assigned a Probationary Status. Field Staff will remain in the Probationary Status until the first two programs are completed. After the first two classes are taught, the Field Staff member's performance will be reviewed. Based on performance review, the Field Staff member will be reclassified to Active status or (if performance is not to a level that warrants Active Status) appropriate actions will be initiated. If performance has not met the stated expectations, Field Staff may be asked to attend additional training, attend another orientation, or classroom observation and mentoring may be required. On rare occasions, if the Field Staff member's performance is unsatisfactory, the Field Staff member may be removed from the Field Staff list.

Active Status

To maintain active status, Field Staff must teach at least one course per year. This requirement will be averaged over a two year period (if you don't teach a class for one year, you must teach two the following year). Field Staff are required to attend an annual administrative seminar (once in a two year period). These seminars will be held for the purpose of updating Field Staff on administrative matters and other communication issues related to serving as a Field Staff for the Fire Service Training Bureau. A number of Administrative seminars will be scheduled at various locations throughout the state. Field Staff members have their choice of which of these seminars they will attend. Each of the seminars will contain the same information.

It is the intent that most Field Staff members will have to drive less than two hours to get to one of these meetings. If a Field Staff member is unable to attend the seminar closest to their home, they will be required to attend one of the other seminars in order to maintain Active status.

Inactive Status

Field Staff members not meeting the activity requirements will be placed in an Inactive Status. A letter will be sent from the Fire Service Training Bureau asking if the individual wishes to remain on Field Staff. Field Staff will have two years to regain Active Status. The requirements to regain Active Status will be identified on an individual basis. Individuals may be required to resubmit an application, or enter the selection process at any level (including the Orientation step). After an individual has met the requirements for regaining Active Status, the Fire Service Training Bureau Central Staff will meet to review the pertinent information and documentation. A decision will be made at that time regarding the status of the individual. The result of this decision will be sent in writing to the individual. Inactive Field Staff have the responsibility of contacting the Fire Service Training Bureau for the purpose of regaining Active Status.

Field Staff members may request to be placed on Inactive Status for special circumstances. Examples: military deployment, health or personal issues, etc. Individuals placed on Inactive Status at their own request are not subject to activity requirements, and may request to return to Active Status when their special circumstances change.

Special Status

The Fire Service Training Bureau retains the ability to grant Special Field Staff status to persons wishing to serve as Field Staff. The Special status was created in order to capitalize on an individual's special or unique expertise in an a subject. These individuals will be limited as to what subjects they may teach within the Fire Service Training Bureau delivery system.

Persons with Special status will be required to complete the normal selection process if they wish to begin teaching a wide range of subjects.

Emeritus Status

Field Staff who retire from the Fire Service or leave the State of Iowa may request Emeritus Status. Those individuals will remain on the FSTB mailing lists, and receive Field Staff memos and announcements, but will not be teaching classes. They may attend Field Staff activities. If and when an individual does not wish to receive mailings, he/she should request to be completely dropped from the Field Staff.

Qualification Courses

All Field Staff must attend a qualification course (train-the-trainer) for each course that the Field Staff wishes to teach. Qualification courses must be completed prior to teaching the course. Qualification courses are normally conducted at the Fire Service Training Bureau as demand requires. The Bureau will attempt to schedule qualification courses within a reasonable time after completing their Orientation.

Qualification courses help familiarize the instructor with the instructional materials, activities, objectives and other issues that help insure that the course objectives and expectations of the Bureau are met.

Application Instructions

The form may be filled out by hand or by typewriter. Upon completing the form, please return it with the required documentation to the Fire Service Training Bureau.

General Directions:

1. Please type or print neatly.
2. Answer all questions.
3. If you need more room, please add additional pages.
4. A resume may be submitted in addition to this application form.
5. Include a cover letter explaining your interest in training and education, and why you wish to join the Fire Service Training Bureau Field Staff program.
6. Mail application and documentation to the Fire Service Training Bureau.

Required Documentation:

- Application Form
- Photocopy of Instructor I Certificate
- Photocopy of Fire Fighter I Certificate
- Photocopy of Fire Fighter II Certificate
- Three (3) letters of reference

Mail Documentation to:

Fire Service Training Bureau
Attention: Field Staff Applications
Building 3536 (B-59)
7105 NW 70th Avenue
Johnston, IA 50131-1824

**Please refer questions about the application recruitment
and selection process to the Fire Service Training Bureau.**

Phone: 515-727-3426 • Fax: 515-727-2429

Fire Service Training Bureau Field Staff Application Form

_____ (_____)
 Last Name First Name M.I. Nickname

SSN: _____ - _____ - _____ Birth Date (mm/dd/yr) _____ / _____ / _____

_____ _____ _____ _____ _____
 Home Address City State Zip County

_____ _____ _____
 Home Phone Work Phone Email Address

_____ _____
 Employer Name Position

_____ _____ _____ _____
 Employer Address City State Zip

.....
 Do you hold Iowa/National* Fire Instructor Certification? Y N Approx. Date _____ / _____

Highest Level Achieved _____ Certification Agency _____

Do you hold Iowa/National* Fire Fighter Certification? Y N Approx. Date _____ / _____

Highest Level Achieved _____ Certification Agency _____

Do you hold Iowa/National* Fire Officer Certification? Y N Approx. Date _____ / _____

Highest Level Achieved _____ Certification Agency _____

Do you hold any other Iowa/National* Certifications? Y N

Type _____ Agency _____ Date _____ / _____

Type _____ Agency _____ Date _____ / _____

*** Please furnish a copy of your Iowa/National Certificate.**

Fire Service Experience:

Are you now or have you ever been a member of a fire department? Y N

Department	Location	Approx. Dates	Career/Volunteer
1. _____ / _____	_____ / _____	_____ / _____	_____
2. _____ / _____	_____ / _____	_____ / _____	_____
3. _____ / _____	_____ / _____	_____ / _____	_____

Please list any office and rank held within the fire department:

Office	Approx. Dates
1. _____ / _____	_____ / _____
2. _____ / _____	_____ / _____
3. _____ / _____	_____ / _____
4. _____ / _____	_____ / _____
5. _____ / _____	_____ / _____

Please summarize any special training or course work related to the fire service.

Please list any community activities (other than fire department) in which you have been involved.

Activity	Office Held	Approx. Dates
1. _____ / _____	_____ / _____	_____ / _____
2. _____ / _____	_____ / _____	_____ / _____
3. _____ / _____	_____ / _____	_____ / _____

Teaching Experience:

Please list your fire and emergency service teaching experience within the last two years. Be sure to include any teaching you have done for the Fire Service Training Bureau.

Subject Area	For whom did you teach	Approx. Date
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
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_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____

I have served on the following Iowa Fire Service Training Bureau Certification/Program Committees:

Committee	Dates Served
1. _____ / _____	_____
2. _____ / _____	_____
3. _____ / _____	_____

Please list areas in which you are interested in teaching in order of preference. You are not restricted to only those classes that are presently available through the Bureau. You will not be bound by your selections as indicated here. We will use this information as a guide to program planning.

Topic

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____

The Fire Service Training Bureau has the expectation that Field Staff should help market courses and service available. Do you believe that you could support the Bureau in this type of an activity? Yes No

Please explain your response:

Reasonably, how many hours do you feel that you could comfortable teach per month?

0-5 _____ 5 - 10 _____ 10 - 15 _____ 15 - 20 _____

Signature _____ Date _____