



*County of Sonoma*  
**FIRE & EMERGENCY SERVICES DEPARTMENT**

FIRE SERVICES \* EMERGENCY MANAGEMENT \* HAZARDOUS MATERIALS



MARK ASTON, DIRECTOR/FIRE CHIEF

**New Recruit Check List**

Eleanor Ratliff 565-1144 / Shawna Chase 565-6071

Fax # 565-1172

Dept. Name: \_\_\_\_\_ Recruit Name: \_\_\_\_\_

Date Completed	Item to complete	Signature
<i>Chief ~ Please Fax the Following items:</i>		
	1. A completed <b>Add Form</b> submitted with an approving signature from the chief or a board member.	
	2. The <b>DMV Release form</b> signed by the applicant.	
	3. <b>Rules and Regulations</b> acknowledgement signed by the applicant.	
	4. Any <b>Existing training records</b> .	
	5. <b>Hepatitis vaccine</b> form indicating the applicant would like the vaccine or do not wish to receive the vaccine at this time.	
<i>After required signed paperwork is turned in you will be contacted with in 7 to 10 business days regarding the following:</i>		
	6. A date for the applicant to be <b>fingerprinted</b> for the background check.	
	7. That Kaiser Occupational Health has been notified that the applicant has started the New Recruit process and will be calling for a <b>medical evaluation</b> .	
	8. <b>Clearance or non-clearance of the background check and the medical exam.</b>	
<i>Chief ~ Please acknowledge the following with your signature.</i>		
	9. <b>Acknowledgement</b> that the applicant will not become a volunteer and will not received gear or be placed on the Certificate of Organization until he/she clears the medical evaluation background check.	
	10. <b>Acknowledgement</b> that the new recruit must remain a "Trainee" until all of the training outlined in the California State Fire Marshal Volunteer Fire Fighter Certification is completed (see attached Certification Record).	
	11. <b>Acknowledgement</b> that Wildland fire fighting may not be conducted until the Trainee has completed S130, S131, S190 and ICS 200 as required by the Sonoma County Chief's Association.	
	12. <b>Acknowledgement</b> that Wildland fire fighting protective equipment will only be issued after required training.	