

OAK HARBOR FIRE DEPARTMENT
FIREFIGHTER
RECRUIT
INFORMATION
MANUAL
NOVEMBER 2023



City of Oak Harbor Fire Department

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INTRODUCTION

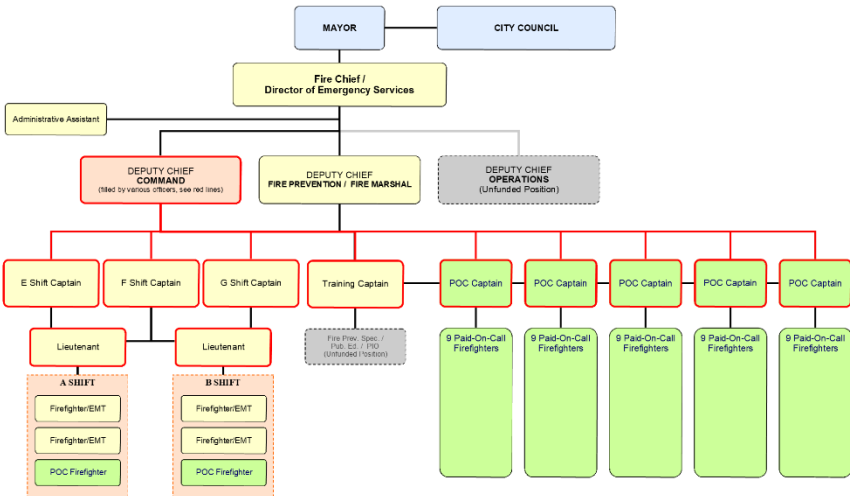
Thank you for your interest in becoming a member of the Oak Harbor Fire Department. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, and have a desire to serve our community.

Volunteer firefighters play a key role in the delivery of fire services to the City of Oak Harbor. They are team members who help the department provide round-the-clock fire service to the residents of Oak Harbor.

Volunteer firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. Our volunteer firefighters and volunteer officers are trained to nationally recognized standards and come from all walks of life; for many firefighting this is not their main career. Some of our volunteers choose to take advantage of the skills and experience they gain by pursuing a full-time career in the fire service. Being a volunteer firefighter is rewarding, exciting and fun.

OUR DEPARTMENT

Oak Harbor Fire Department (OHFD) is a combination fire department, employing both career and volunteer personnel. OHFD Organizational Chart:



The City of Oak Harbor has one fire station located at 855 E. Whidbey Avenue and a second fire station under construction at 1250 SW Swantown Avenue. The department is equipped with:

- 4 engines
- 1 aerial platform (100-ft) ladder truck

- 1 rescue truck
- 1 command truck
- 1 fire marshal truck
- Various support vehicles & trailers

In 2022 we responded to 1,504 calls for service including:

- 59 fires
- 232 fire alarms
- 741 medical and rescue
- 297 public service
- 53 hazardous conditions
- 122 other call types

THINGS TO CONSIDER BEFORE APPLYING

Oak Harbor Fire Department’s recruit firefighter selection process is lengthy, competitive, and complex. You must be prepared to complete the various stages on demand and in a short period of time. A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the physical challenges of the position. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join Oak Harbor Fire Department; however, we offer you these tips:

1. If your personal contact information changes, inform City of Oak Harbor Human Resources immediately at (360) 279-4518; hr@oakharbor.org.
2. Before you apply, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the steps in the hiring process, and about our city. Do your homework; it is better to be over-prepared. You are welcome to attend OHFD training drills, each Monday from 1830-2100 to gain a sense of the organization.
3. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout the recruitment and training process.
4. We expect you to be prepared and ready to participate in assessments scheduled for evenings and/or weekends.

5. Job fit/suitability is one of many critical factors considered in our decision-making processes. Completion and/or passing all steps in the recruitment process does not ensure a job offer.
6. If at any point in the process you do not meet the required competencies, you will be advised and will not proceed in the process.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if becoming an Oak Harbor Fire Department firefighter is a good fit for you.

ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with fire department values such as respect, pride, professionalism, and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness as a way of life [i.e., daily workouts]?
- Am I physically and mentally prepared to perform firefighter job tasks?
- Am I able to meet the training requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy, or loss of life to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact serving as a firefighter may have on my family environment?
- Am I familiar with and able to operate within a government working environment?
- Am I able to work harmoniously in close quarters with other people?
- Do I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem-solving capacity?
- Am I able to follow and carry out complex oral and written instructions?

- Does my lifestyle allow me to commit to a minimum of two and a half hours weekly for firefighting training?
- Do I have an aptitude for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?

More information on firefighters’ environmental and working conditions can be found in Appendix A.

FIREFIGHTER PAY RATES, BENEFITS AND WORKING CONDITIONS

Volunteer Firefighters are compensated on an hourly basis for participation in Department training programs, attending off-duty emergency calls, and working shifts at an assigned fire station.

	Hourly Wage (eff. 01/01/2023)
Entry Level	\$20.40
Probation Completion (1 Year)	\$20.91
Medical Certification (EMT)	\$21.93
Driver Certification (all apparatus)	\$22.95

FIREFIGHTERS’ BENEFITS

Volunteer Firefighters receive the following limited employee benefits:

- Safety, fire, and medical training.
- Full protective equipment provided (turnout coat, bunker pants, boots, gloves, helmet, pager, etc.).
- Department uniform and badge.
- Life insurance coverage - after successfully completing one (1) year introductory period.
- Retirement pension.
- Medical coverage is offered to part-time firefighters who work at least 30 hours per week (after a two-year review period).
- Employee Assistance Program (for you and your household).
- Wellness incentive.
- Washington Paid Sick Leave (available 90 days after start date).

HOURS OF WORK (Training)

During the first six-nine months of employment, volunteer firefighters will spend their working hours training to obtain certifications and qualifications. During this initial training academy period, a schedule will be set (varies year-to-year), it may be two weeknights (1800-2130) and alternating Saturdays (0800-1600). You will also be required to spend several hours of your personal time each week reading and studying course materials for academy testing; study time is unpaid.

After the academy period, volunteer firefighters will follow a once per week training schedule. Training drills are offered 3 times per week:

- Monday evening 1830-2100,
- Tuesday morning 0900-1130, or
- Thursday morning 0900-1130.

Volunteer firefighters are compensated at their hourly rate for one 2.5-hour drill per week and are required to maintain a minimum of 50% attendance per quarter. Attending drills weekly is encouraged.

HOURS OF WORK (Platoon Duty Shifts)

Once qualified, volunteer firefighters work 10 or 12-hour platoon shifts at an assigned fire station and reside at the station during the shift, utilizing dorm-style sleeping quarters. The on-duty engine company is the initial response to all emergency calls. They may also perform hydrant inspections, fire and life safety inspections, maintenance and housekeeping, public education, and other tasks as directed by the on-duty officer.

Five (5) shifts are available each day:

1. Day shift (0700-1900); completes an engine company with full-time firefighters.

Night Shifts (1900-0700); Monday shifts are 2100-0700 to accommodate training drill:

2. Officer Position
3. Driver Position
4. Nozzle Position
5. Hydrant Position

Volunteer firefighters sign up for the next month's shifts on the second Monday of each month and are encouraged to work at least one (1) shift per month but may work up to 4 shifts per week. The average volunteer firefighter works 48 platoon shift hours per month (55-65 hours per month including training and off-duty incident response).

HOURS OF WORK (Off-Duty Incident Response)

Once qualified, volunteer firefighters carry pagers and receive alert tones when their help is needed. They respond to a fire station to provide needed manpower for specific types of calls (fires, CPR medical calls, car accidents, etc.). They may also be called to assist or stand-by when the on-duty crew is overwhelmed by multiple calls.

When responding to calls, volunteer firefighters are paid their hourly rate. They are paid in full hours, regardless of the length of the call. If a call is 10 minutes, they are paid for a full hour. If the call is 1 hour and 5 minutes, they are paid for 2 full hours, etc.

TRAINING PROVIDED BY OHFD

During their initial academy period of employment, entry-level volunteer firefighters are trained to the IFSAC Firefighter 1, CPR/First Aid, and Hazardous Materials Operations certifications. During their second year, OHFD sponsors firefighters through a 180-hour Emergency Medical Technician (EMT) training course. As their length of service increases firefighters will naturally receive more training and certifications – how far a firefighter goes depends on their initiative and desire. Training is at no expense to the firefighter. Examples of training provided by the department:

- EVIP driving course
- IFSAC Firefighter 2
- NFPA 1002 – Fire apparatus Driver/Operator
- NFPA 1021 – Fire Officer 1
- NFPA 1021 – Fire Instructor 1
- Incident Command System 100 & 200
- National Incident Management System (NIMS)

MINIMUM FIREFIGHTER QUALIFICATIONS

You must be:

- 18 years of age.
- Valid Washington State Driver’s License (MUST OBTAIN UPON COMPLETION OF RECRUIT ACADEMY).
- Driving record acceptable to the City’s insurance carrier.
- Ability to read, write and speak the English language.
- Ability to meet training requirements (Monday nights or Tuesday/Thursday mornings) upon appointment.
- Ability to pass physical abilities assessment and maintain physical fitness.
- Be of good moral character and temperament suitable for the fire service.

To apply as a Lateral (experienced) Volunteer Firefighter you must also meet these additional qualifications:

- IFSAC Firefighter I Certification that meets Washington State standards.
- Previous volunteer or career fire service with a fire dept or fire district.

LIVING / WORKING BOUNDARY

A volunteer firefighter must live or work within a two and one-half (2.5) mile radius of an Oak Harbor Fire Department fire station:

- Station 81 is located at 855 E. Whidbey Avenue.
- Station 82 is under construction at 1250 SW Swantown Avenue.

RECRUITMENT PROCESS

The volunteer firefighter recruitment process has ten (10) steps:

- Step 1 – Online Application (governmentjobs.com/careers/oakharbor)
- Step 2 – Informational Meeting
- Step 3 – Physical Abilities Assessment
- Step 4 – Written Exam
- Step 5 – Oral Board Interview
- Step 6 – Background Investigation
- Step 7 – Selection Process, Conditional Offer of Employment
- Step 8 – Drug Screen
- Step 9 – Medical Examination
- Step 10 – Offer of Employment and Notification

Applicants selected to move on to the next step will be notified by email or by telephone/voice mail. It is the candidate's responsibility to ensure email addresses and phone numbers are up to date and check emails on a regular basis to ensure that process deadlines are met. After the online application, all testing stages are in person, and cannot be faxed, emailed, or taken online.

OVERVIEW OF THE RECRUITMENT PROCESS

STEP 1 – Online Application Form

Applications will be accepted online only during open recruiting periods. Carefully review each application section. It is your responsibility to understand the application form and to provide all the requested information. Answer all questions completely and honestly. You are responsible for the accuracy of all statements. Full disclosure of information is expected; no sections are to be left blank. Should a section not apply to you, indicate that it is not applicable by entering 'n/a'.

Applicant Information

This section allows us to contact you.

Required Licenses, Certificates and Qualifications

This section is to verify that you will meet the minimum application qualifications. You are to provide legible photocopies of supporting

documentation for specific items identified on the Application Form to confirm that you meet the requirements and that your certifications are valid. Be prepared to produce the original or certified copies of these documents for review when requested.

Driver's License Information

You must hold a valid driver's license, if your license is from a state other than Washington, you must obtain a Washington Driver's License upon completion of the Recruit Academy.

Desirable Training and Experience

This section lets us know about any credentials you may have attained (i.e., licenses, certificates, diplomas, degrees, etc.) at an accredited source and any special skills or training you may have. This area will also allow you to showcase your personal achievements or experiences you believe are relevant to this position. Proof of completion may be required later.

Employment History

This section represents your employment history. Outline information to the best of your ability. If contact information is no longer available for a past employer, indicate so.

Applicant's Declaration

Carefully review each statement thoroughly and sign.

STEP 2 – Informational Meeting

Applicants are required to attend a scheduled briefing session at Station 81 and receive a tour of the station. During the briefing session, applicants will learn more about Oak Harbor Fire Department, our recruitment process, the expectations of firefighters and what is provided in return. Your commitment to the training process and department will impact your home and family life; we encourage you to bring your partner/significant other to this meeting.

STEP 3 – Physical Abilities Assessment

Candidates will undergo a physical abilities assessment at the fire station to assess physical suitability to performing the tasks of a firefighter. Candidates will be assessed for manual dexterity and comfort while working from heights. The physical abilities assessment process is described in Appendix B.

STEP 4 – Written Test

A written and timed (1-hour), 70-question exam; all questions are multiple choice. The exam will be administered in a classroom setting and everything needed for taking the exam will be provided (pencils and scratch paper). The use of calculators is prohibited. Mobile phones and devices are not allowed in

the testing area. You must score a minimum of 70% to proceed. The exam will cover:

- Vocabulary and spelling,
- Ability to notice differences,
- Logic and spatial reasoning,
- Basic math (addition, subtraction, multiplication, division, fractions, algebraic equations), and
- Reading comprehension.

STEP 5 – Oral Board Interview

The intent of the oral board interview is to allow us to learn more about you, your experiences, and your abilities from your perspective. Three interviewers will be rating the responses you provide. You should answer the questions in a clear and concise manner. The interview is an opportunity for you to display your best attributes.

STEP 6 – Background Investigation: Reference, Driver Abstract, and Criminal Record Checks

At this stage of the selection process, we substantiate your information by:

- Confirming the validity of credentials and certificates submitted as part of your application process.
- Contacting your references to ask about their experiences with you as an employee. You may be asked to seek out additional references if the data received is insufficient.
- A background investigation, including criminal background, will be conducted by an independent agency.

STEP 7 – Conditional Offer of Employment

Our selection process is based on consideration of your competencies, skills, physical abilities, and job fit. Candidates will be ranked according to their scores in the testing process. Those selected will receive an offer of employment conditional upon passing a drug screening and medical exam.

STEP 8 – Drug Screen

Urinalysis to determine recent use of federally illegal drugs (including marijuana) conducted at an independent medical laboratory. The presence of illegal drugs will disqualify a candidate.

STEP 9 – Medical Exam

The final step for a candidate before receiving an offer of employment will be to undergo a Washington State mandated medical exam to ensure they meet the firefighter employment medical standards as specified in NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments. See Appendix C and RCW 41.24.

STEP 10 – Offer of Employment and Notification

Candidates selected to receive an offer of employment will receive an initial verbal offer of employment followed with a confirmation in writing.

PROBATIONARY PERIOD

New firefighters are placed on a one-year probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a firefighter. You will undergo quarterly evaluations regarding your strengths and weaknesses, to ensure you have the tools to successfully complete your probationary period. Candidates who fail to successfully complete their probationary period will be released from Oak Harbor Fire Department.

FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS

1. Q *I did not complete a High School Diploma. What will you accept as a suitable equivalent?*
A We will accept a High School Equivalency Diploma [i.e., G.E.D.].
2. Q *Is previous firefighting experience or training necessary prior to applying for the position?*
A No. The department will train you in firefighting skills including hands-on live-fire training.
3. Q *Do I need Basic First Aid or a First Responder Certificate?*
A No, you will be trained by the department in CPR and first aid.

FREQUENTLY ASKED QUESTIONS – APPLICATION

1. Q *Can I include copies of other certificates or awards I have attained?*
A No. We recognize your need to include this information, however, please wait until they are requested prior to submitting. There are sections in the online application for you to provide us with these details.
2. Q *What happens after you've received my application?*
A Your application will be assessed for compliance and completeness. A review of your file will be conducted to determine its viability. You will be advised via email if you are, or are not advancing to the next stage.
3. Q *What other responsibilities do firefighters have, other than fighting fires?*
A Fighting fires represents a relatively small portion of the work of a typical fire department. The number of residential and commercial fires has steadily decreased over the years due to a variety of factors including improvements in construction and a greater public

awareness of the risk factors leading to fires and property loss. Over 50% of OHFD's emergency responses are, in fact, calls for medical aid, including illness/accidents at home and work, injuries resulting from vehicle accidents, and other medical trauma. Other calls for emergency response involve hazardous materials releases, response to fire alarms, and other calls for public assistance. Firefighters also spend quite a bit of time maintaining equipment, assisting with public safety education, training for all types of emergency responses, and filling out the reports and paperwork associated with these activities.

4. Q *Must firefighters do any extra training?*

A As the world changes, firefighters must change and train along with it. The members of OHFD continually train to remain current with medical standards, fire suppression tactics, and even new vehicle technologies (we respond to numerous motor vehicle accidents).

5. Q *Who do I contact if I have additional questions about the application process?*

A Please contact the City of Oak Harbor Human Resources Department at (360) 279-4518 or via email at hr@oakharbor.org

FREQUENTLY ASKED QUESTIONS – PHYSICAL ABILITIES ASSESSMENT

1. Q *Can I practice the test before the scheduled test date?*

A Yes! Please practice and test yourself prior to the assessment. Exercise explanations and a score sheet are provided (see Appendix B). Each exercise will also be explained and demonstrated during the informational meeting.

2. Q *How is the physical abilities assessment evaluated?*

A Candidates will receive points based on their performance during each exercise. 734 points are required to pass the assessment. Points scored above 734, will count toward bonus points (for every 20 points over 734, 1 bonus point will be awarded).

3. Q *What happens if I do not complete an exercise?*

A Candidates will be given one (1) attempt to complete each task. The candidate will be scored on their attempt.

4. Q *If I am unsuccessful at completing the assessment, will I be able to try again in a future competition?*

A Yes. OHFD usually recruits volunteer firefighters annually. You will need to re-apply during the next open recruiting period.

5. Q *Do I require any special equipment to take the test?*
A No, we suggest you wear workout-style clothing, including long pants and comfortable sports shoes. A hard hat (with a chin strap), bunker coat, and work gloves will be provided by the department for the aerial ladder climb.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

1. Q *What do I need to bring with me to my interview?*
A If they have not already been submitted to human resources, please bring:
- Your driver's license - for identification purposes.
 - A current copy of your resume (optional).
 - Any of the certificates and licenses you mentioned in your application form.
2. Q *What if I cannot come up with an answer to an interview question?*
A You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect on any volunteer experiences or situations that you have dealt with involving your family or friends.
3. Q *How can I prepare for my interview?*
A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. Our hiring needs may dictate a rapid turnaround between your written test session and your interview.

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

1. Q *How long will the entire recruitment process take?*
A We expect that the recruitment process will take approximately eight (8) weeks.
2. Q *How often should I expect to hear from the fire department throughout the recruitment process?*
A We endeavor to keep you informed and current via e-mail on the status of your recruitment file. It is your responsibility to keep us informed of any changes in contact information (email, telephone, address) or if you will be unavailable for a period (i.e., on vacation, out of the country, etc.).

FREQUENTLY ASKED QUESTIONS – Reference, Driver’s Abstract and Reference Checks

1. Q *Who can I use as a reference?*
A A good reference is work related, such as a supervisor that you have reported to in a work situation. The reference cannot be a family member. If you do not have paid work experience, use volunteer work and teachers as references.

FREQUENTLY ASKED QUESTIONS – MEDICAL TESTING

1. Q *Do I pay the costs of the medical testing?*
A No. Medical testing is completed by a doctor contracted by the City.

FREQUENTLY ASKED QUESTIONS – JOB OFFER AND NOTIFICATION

1. Q *When would I be expected to start as a volunteer firefighter?*
A We will start training recruits as soon as we can after the selection process has been completed. Your first paid detail will be Recruit Orientation.
2. Q *Am I expected to respond to calls right away?*
A No. Pagers are issued to firefighters after they have completed the training academy and attained their Hydrant qualification.

FREQUENTLY ASKED QUESTIONS – GENERAL

1. Q *What is the cost of the required training?*
A \$0; the required training for volunteer firefighters is provided free of charge. This includes all uniforms and protective firefighting gear.
2. Q *Who provides insurance coverage for my activities as a volunteer firefighter?*
A Washington State’s Board for Volunteer Firefighters and Reserve Officer provides medical insurance coverage when the member is performing the duties of a firefighter. The City also provides insurance coverage for auto liability when operating City vehicles. Accidental death and disability coverage is also provided after one (1) year of service.
3. Q *Are volunteer firefighters directly paid in any way?*
A Yes, volunteer firefighters are paid for training, response to emergency calls, and time spent working platoon shifts.
4. Q *After my initial training, how much time am I expected to volunteer as a firefighter?*

- A Volunteer firefighters are encouraged to work at least one (1) shift per month but may work up to 70 hours per month. The average hours worked by volunteer firefighters is 55-65 hours per month.
5. Q *How quickly will I be expected to respond to emergencies?*
A When your pager announces a call and you are available to respond, members should respond immediately. Responders are required to drive posted speed limits while enroute to a station.
6. Q *How often will I be on call to respond to emergencies?*
A Our system depends upon volunteer firefighters being available to answer major emergencies. Therefore, we expect qualified firefighters, when in the Oak Harbor area, to be on call 24/7. Potential members should be aware this commitment cannot be taken lightly as their response to emergencies is a lifeline to the public they serve. The City of Oak Harbor realizes that no one can be available all the time; however, it relies on the commitment from volunteer firefighters to respond whenever they are available.
7. Q *How long do emergency callouts last?*
A The average call-out lasts less than one hour. A working structure fire may extend to three to four hours. Major, multi-alarm fires may last eight to ten hours. Firefighters are paid their full hourly rate for each hour, even if the call out consumes just part of the hour.
8. Q *What if I have consumed alcohol?*
A Firefighters are not allowed to respond to emergencies if they have consumed alcohol.
9. Q *Is it possible for me to concentrate my participation and specialize in one area of OHFD response?*
A All members are generalists, capable of doing any of the fire or rescue tasks that may occur during an emergency response. Specialist training is provided, but not to the exclusion of the ability to participate in all department activities.
10. Q *Is there a medical examination prior to acceptance by Oak Harbor Fire Department?*
A You will be required to undergo a Washington State mandated physical evaluation of your health and fitness by our physician to assess your suitability for the role of firefighter.

11. Q *How are volunteer firefighters integrated with career firefighters?*
A Oak Harbor Fire Department's policies dictate required training levels. These apply to both volunteer and career members. In training and at emergency scenes volunteer and career members operate as a team. They wear the same uniform and perform the same tasks.

What questions do you still have about the Oak Harbor Volunteer Firefighting program?

Write your questions here and either call our training officer at (360) 279-4706 or bring them to the Information Meeting.

APPENDIX A

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- The requirement to respond to alarms "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/nonexistent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending, and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles, and equipment.
- Being aware of and protecting against burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion, and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks. The impact varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

PHYSICAL DEMANDS / BACKGROUND The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress. For example:

In a multi-story structure fire, firefighters climb stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 55 pounds] and carry tools [weighing up to 35 pounds]. Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks.

In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools [weighing up to 35 pounds] in strenuous and awkward work positions for considerable lengths of time.

PHYSICAL FITNESS PREPARATION

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this challenging career, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

<i>For your information only</i>	YES	NO
Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
Do you have chest pain brought on by physical activity?		
Have you developed chest pains (while resting) in the past month?		
Do you lose consciousness or balance because of dizziness?		
Do you have a joint or bone problem that could be aggravated by prescribed activity?		
Is your doctor currently prescribing medication for your blood pressure or a heart condition?		
Are you or have you been pregnant within the last six (6) months?		
Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?		

If you have answered "Yes" to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training.

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss it with your doctor.

TYPICAL TASKS AND DUTIES OF A FIREFIGHTER

FIRE SUPPRESSION DUTIES

All on-scene fire ground operations are performed while wearing department issued protective personal equipment and may include donning, doffing, and regulating a self-contained breathing apparatus.

EMERGENCY RESPONSE / INITIAL SCENE ASSESSMENT

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode
- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards

- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers, and commanding officers at the scene
- Shutting off utility services to building

HOSE HANDLING

- Calculating building height in feet from its floors
- Determining water stream required to reach the fire
- Calculating gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

PUMP OPERATIONS

- Calculating, achieving, and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

PRIMARY SEARCH

- Verbally communicating while wearing personal protective equipment [i.e., a face piece and self-contained breathing apparatus]
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source
- Unassisted, dragging/carrying conscious/unconscious victims downstairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

FIRE GROUND OPERATIONS

- Calculating building height in feet from its floors to elevated fire apparatus and/or ground ladders to correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up serial apparatus jacks/out-riggers and placing chocks
- Operating the ladder pipe from aerial platform and positioning/raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length, and then positioning the ladder by lowering it into its objective
- Climbing aerial apparatus and/or ground ladders
- While on a ladder or from other heights [i.e., rooftops], directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation [i.e., positive pressure fans, power plants, ladders, tools]
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls, and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- After a fire is extinguished, checking for smoldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

FIRE SUPPRESSION

- Using unwieldy tools [i.e., axes, sledgehammers, etc.] to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles [i.e., furniture, walls]
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

SALVAGE/OVERHAUL

- Securing/preserving evidence at fire scene
- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

PRE-HOSPITAL CARE

- On-scene pre-hospital care is performed while wearing department issued protective personal equipment.
- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning extra personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

VEHICLE EXTRICATION

- Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing, and regulating self-contained breathing apparatus.
- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing from apparatus, carrying, starting, and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris, and hazardous material spills

PROMOTING POSITIVE PUBLIC RELATIONS

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers, and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender, or beliefs
- Interacting and working successfully with citizens and any outside agencies

- Providing fire education programs to the public (all ages)
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

FIRE STATION DUTIES

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for duty early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper deportment
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from hose tower and storing them
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and planning for necessary repairs or replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire station supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing, and maintaining apparatus, tools, equipment, and personal protective equipment
- Inspecting, servicing, and performing tests of personal protective equipment including self-contained breathing apparatus
- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire station
- Maintaining the exterior of the fire station [i.e., lawns, walkways, driveways]
- Answering routine phone calls in the fire station
- Conducting fire station tours
- Working out/participating in group sporting activities to maintain physical fitness

ADMINISTRATIVE DUTIES

- Writing first responder patient forms and completing other administrative forms

- Completing computerized incident reports/data entry
- Writing reports and/or statements
- Completing in-station training materials and following departmental directions

TRAINING/DRILLS

Reviewing training materials to learn and have a working knowledge of:

- Fire behavior and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles, and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics, and weights/gravity
- Technical high angle rope rescue techniques
- Confined space awareness
- Aircraft rescue and suppression techniques
- Computers and Computer programs
- Respective workplace and diversity
- Salvage and overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire department operational guidelines
- Other learning as identified by the captain and/or training division

APENDIX B

PROCEDURES FOR PHYSICAL ABILITIES ASSESSMENT

AERIAL CLIMB. Tests your leg strength, endurance, and tolerance of heights. You shall climb an aerial ladder fully extended to 100 feet at a 70-degree angle, touch the top rung and return to the ground. You will be equipped with and wear gloves, helmet, and a safety harness. This is a PASS/FAIL event. You must successfully complete the aerial climb to proceed.

BEAM WALK. Measures balance and the ability to maintain body equilibrium while carrying a load. You shall walk along a balance beam measuring approximately 16' long x 3 5/8" wide and 11 inches from the ground carrying a 25-pound weight without stopping, falling off, or stepping off the beam. This is a PASS/FAIL event.

CHIN UPS. Measures "dynamic strength" the ability to effectively move your body weight. You will grasp the bar with palms facing away from the body; arms will be fully extended and feet off the floor. Without a swing, pull yourself up so your chin is touching the bar and then return to a position where your arms are fully extended in a smooth and continuous motion without excessive resting. Repeat this motion as many times as possible. Lifting straps are not allowed. This is a SCORED event.

WEIGHT LIFTS. Four lifts shall be performed:

SQUATS. You stand under a squat rack with a padded bar and with a lifting belt applied around your waist. A spotter will be in position behind you. You are required to squat 90 pounds until the thigh is parallel to the floor as many times as possible without interruption or stopping. Deep squats or partial squats shall not be allowed. This is a SCORED event.

BICEPS CURLS. You stand with heels eight inches from wall and arms held straight with an EZ Curl bar loaded with 60 pounds. You are required to curl the weight as many times as possible without interruption. The arms shall return to an extended (straight) position. Excessive upper body motion (swinging) will not be allowed. This is a SCORED event.

INCLINE SHOULDER PRESS. You are seated with your back against an incline board and required to press the weight (60 pounds) as many times as possible in a smooth and continuous motion without interruption. This is a SCORED event.

LAT PULLS. At a lat-pull machine, you shall pull 70 pounds in a smooth and continuous motion to the upper portion of the chest without interruption as many times as possible. You shall remain in an upright position and shall

not be allowed to lean back excessively. Hand position on the bar shall be at shoulder width or greater. No weightlifting straps are allowed.

Weightlifting shall be performed with as many repetitions for each activity as the participant can perform. This is a SCORED event.

SIT AND REACH FLEXIBILITY. Measures the flexibility of the hips, lower back, and hamstrings. You are in a seated position with the heels and back of the knees touching the floor. You reach forward to the toes or beyond holding the position for one second. The best of three attempts will be allowed. This is a PASS/FAIL event.

ABDOMINAL CURL. Determines trunk strength and endurance. You will assume a supine position with knees bent and feet in a position 12 inches from the buttocks not held down by another individual. Arms are held straight with hands resting on the thighs. Slide the hands up the thigh until the palms reach the kneecaps. Return to the point where the shoulder blades touch the floor. Repeat as many as possible in one minute. This is a TIMED and SCORED event.

ONE-MILE RUN/WALK. Provides a measure of stamina. You should be dressed in running shoes to perform this evaluation and shall be timed for ability to walk/run one mile. The maximum amount of time allowed is 12 minutes. This event is TIMED and SCORED.

*RE: NFPA 1001 * MIS REPORT 8/88 * KING COUNTY FIRE DIST 10
CITY OF BELLEVUE PHYSICAL AGILITY PERFORMANCE STANDARDS*

PRACTICE TEST - KNOW YOUR SCORE a minimum of 734 points required to pass.

Exercise	Points earned
Aerial Climb (pass / fail)	N/A
Beam Walk (50 points max)	
Chin Ups (123 points max)	
Weightlifting	
Squats (110 points max)	
Bicep Curl (115 points max)	
Shoulder Press (110 points max)	
Lat Pulls (110 points max)	
Abdominal Curls (125 points max)	
Flexibility (50 points max)	
One (1) mile run/walk (124 pts max)	
TOTAL SCORE	

734 points required

PHYSICAL ABILITY TEST SCORING SYSTEM

917 points are possible, you must earn 80% (**734 total points**) to pass this test and proceed in the testing process. Your score will determine your rank among the other applicants. To find your score: for each exercise, find the points given for the number of reps completed (e.g.: 5 chin ups = 109 points, 30 squats = 110 points, etc.), add points earned for each exercise to determine your total score.

AERIAL CLIMB

PASS \ FAIL

10 123 5 109

9 121 4 106

BEAM WALK

PASS: 50 POINTS

FAIL: 0 POINTS

8 118 3 103

7 115 2 100

6 112 1 50

CHIN UPS

WEIGHT LIFTING

SQUATS (90 LBS)	BICEPS CURL (60 LBS)	SHOULDER PRESS (60 LBS)	LAT PULLS (70 LBS)
0-9 0	0-4 0	0-9 0	0-19 0
10 90	5 80	10 90	20 90
11 91	6 82	11 91	21 91
12 92	7 84	12 92	22 92
13 93	8 86	13 93	23 93
14 94	9 88	14 94	24 94
15 95	10 90	15 95	25 95
16 96	11 92	16 96	26 96
17 97	12 94	17 97	27 97
18 98	13 96	18 98	28 98
19 99	14 98	19 99	29 99
20 100	15 100	20 100	30 100
21 101	16 101	21 101	31 101
22 102	17 102	22 102	32 102
23 103	18 103	23 103	33 103
24 104	19 104	24 104	34 104
25 105	20 105	25 105	35 105
26 106	21 106	26 106	36 106
27 107	22 107	27 107	37 107
28 108	23 108	28 108	38 108
29 109	24 109	29 109	39 109
30 110	25 110	30 110	40 110
	26 111		
	27 112		
	28 113		
	29 114		
	30 115		

SIT AND REACH FLEXIBILITY

PASS: 50 POINTS

FAIL: 0 POINTS

ABDOMINAL CURLS

REPS	POINTS	REPS	POINTS	REPS	POINTS	REPS	POINTS
0-220						
2383	3595	45105	55115
2484	3696	46106	56116
2585	3797	47107	57117
2686	3898	48108	58118
2787	3999	49109	59119
2888	40100	50110	60120
2989	41101	51111	61121
3090	42102	52112	62122
3191	43103	53113	63123
3292	44104	54114	64124
3393					65+125
3494						

CARDIOVASCULAR ENDURANCE – 1-MILE WALK/RUN

TIME (MIN)	POINTS	TIME (MIN)	POINTS
06:00124	09:01-09:1595
06:01-06:15122	09:16-09:3090
06:16-06:30120	09:31-09:4585
06:31-06:45118	09:46-10:0080
06:46-07:00116	10:01-10:1575
07:01-07:15114	10:16-10:3070
07:16-07:30112	10:31-10:4565
07:31-07:45110	10:45-11:0060
07:46-08:00108	11:01-11:1555
08:01-08:15106	11:16-11:3050
08:16-08:30104	11:31-11:4545
08:31-08:45102	11:45-12:0040
08:46-09:00100	12:01 +0

APPENDIX C MINIMUM MEDICAL REQUIREMENTS

VISION REQUIREMENTS

Far visual acuity is at least 20/30 binocular vision, corrected with contact lenses or spectacles. Far visual acuity uncorrected is at least 20/40 binocular vision for wearers of contacts or spectacles. Note: Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of this application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far-visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

MEDICAL CONDITIONS AFFECTING ABILITY TO SAFELY PERFORM ESSENTIAL JOB TASKS

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as “NFPA 1582”). Recruit candidates will undergo a comprehensive medical examination and an exercising stress test to determine if they are medically “fit-for-duty” and also to rule out any medical conditions that are classified as “CATEGORY A” under NFPA 1582.

NFPA 1582, CHAPTER 6, SECTION 6.2.2 – CATEGORY “A” MEDICAL CONDITIONS “

Candidates with Category “A” medical conditions shall not be certified as meeting the medical requirements of his standard.”

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or phone (617) 770-3000.

CATEGORY “A” MEDICAL CONDITIONS NOT ACCEPTED FOR FIREFIGHTER POSITIONS

SECTION 6.3 – HEAD AND NECK

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

SECTION 6.5 – EARS AND HEARING

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk. On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels [dB] at 500 hertz [Hz], 1000 Hz, and 2000 Hz when the audiometric device is calibrated to ANSI Z24.5. Any ear condition or hearing

impairment that results in a person not being able to safely perform essential entry level job tasks.

SECTION 6.9 – HEART AND VASCULAR SYSTEM

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Subaortic Stenosis.

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

SECTION 6.10 – ABDOMINAL ORGANS AND GASTROINTESTINAL SYSTEM

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms.

SECTION 6.12 – URINARY SYSTEM

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis.

SECTION 6.13– SPINE AND AXIAL SKELETON

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. Multiple spinal surgeries or spinal surgeries involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication; Cervical, Thoracic or Lumbosacral vertebral fractures.

SECTION 6.14 – EXTREMITIES

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e., hand, foot, thumb proximal to the mid proximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within the last five years.

SECTION 6.15 – NEUROLOGICAL DISORDERS

Ataxias of heredo-degenerative type. Cerebral arteriosclerosis. Hemiparalysis. Multiple sclerosis or Myasthenia gravis with activity within previous three years. All epileptic conditions without complete control during previous five years. Dementia and Parkinson’s diseases.

SECTION 6.18 – ENDOCRINE AND METABOLIC DISORDERS

Diabetes mellitus which is treated with insulin. Diabetes not treated by insulin nor controlled.

TIMING FOR VOLUNTEER FIREFIGHTER RECRUITING SCHEDULE

Subject to change, true schedule will be announced

Open Recruiting Period	Announced online and banner at station
Application Deadline	4-6 weeks after announcement
Candidate Notification	3-5 days after application deadline
Informational Meeting	Monday following notification; 4:30 PM
Physical Agility Test	Tuesday following info. meeting; 4:30 PM
Written Test	Tuesday following info. meeting; 7:00 PM
Oral Board Interviews	Wednesday or Thursday following informational meeting; by appointment
Background Investigation	1-2 weeks set aside to complete
Conditional Offer of Employment	3-4 weeks after informational meeting
Medical Exam/Drug Screen	By appointment
Recruit START DATE	Up to 2 months after application 
Recruit Firefighter Academy	Six- to nine-month training academy to earn IFSAC Firefighter 1 certification (as necessary)

Locations	
ONLINE APPLICATION	www.governmentjobs.com/careers/oakharbor
Oak Harbor Fire Department	855 E Whidbey Ave., Oak Harbor, WA 98277; Monday – Friday, 8:00 AM – 5:00 PM
City Hall, Human Resources	865 SE Barrington Dr., Oak Harbor, WA 98277; Monday – Friday, 8:00 AM – 4:30 PM

Contacts	
Captain Craig Anderson, OHFD Captain/Training Officer	(360) 279-4706; canderson@oakharbor.org
Angela Braunstein, OHFD Senior Administrative Asst	(360) 279-4703; abraunstein@oakharbor.org
Liflor Barrera, City of OH Human Resources Analyst- Labor Relations	(360) 279-4518; lbarrera@oakharbor.org