



**Santa Cruz City Fire Department  
Marine Safety Division  
2017 Letter of Explanation**

**2017 Season**

Greetings Santa Cruz City Lifeguards,

I am really excited to be back at the beach and working with you all again. It's always a pleasure to work with the returning guards and to bring in a new crop of rookies. I am already working on a few exciting events that will hopefully help make this a memorable season. More on this as plans firm up.

This is going to be a year of change and opportunity. As many of you know, a number of our most experienced guards are moving on to fulfill their career goals. This means that there is both a need and an opportunity for you to contribute more to the organization.

MSO Daly will be happily honeymooning in March and I will need a few of you to step up and help with some of the administrative duties during the tryouts and to help with the recurrent training. This is a great opportunity for anyone who wants to sharpen skills (you learn far more by teaching than by being a student) or who needs extra hours early in the year. I will also have some hours available early in the year (Jan, Feb) for those who want to help with outreach and other activities. Please contact me by email as early as possible if you are interested.

We are likely to be looking for a JG Lieutenant, JG II, staff that are able to commit to a full season (or at least a full session) of JG's, as well as Lifeguard II's and people who may not be fully qualified to work as LG II but are interested in learning vehicle and headquarters operations. Even if you do not think that you meet the qualifications for LG II, please indicate on your "intent to return" that you are interested in developing your skills in this direction.

MSO Daly and I already have a few trainings in mind, but if any of you have ideas for training that will benefit the department I am always open to new ways to make our department and our staff better.

Below is an outline of the enclosed packet along with certain changes for the upcoming year. Please read and complete the packet and submit it **NO LATER THAN FRIDAY, FEBRUARY 17, 2017**. If you do not return a completed packet by February 17<sup>th</sup>, and you have not made prior arrangements with me, you may be terminated from employment. Please note that the mandatory training required for employment is the same as last year on three separate weekends in March. Each of the two-day trainings is associated with a mandatory requalification swim. Please select **ONE** requalification swim and **ONE** weekend training in the month of March. If there are any questions, please contact me or Brendan for clarification.

**\*\*February 17<sup>th</sup>, 2017\*\***

**Intent to Return Packets due**

**LGII applications due**

Return to: Santa Cruz Fire Department

ATTN: Marine Safety Division

230 Walnut Avenue

Santa Cruz, CA 95060

Please be sure to complete the entire checklist included in the packet. This includes the following items:

- 2017 Intent to Return form
- Copies of your current certifications (CPR, Title 22, EMT-B/P) and valid driver's license
- A completed training calendar

\*These forms are available on the City web page in the Fire Department Marine Safety Division link \*

<http://cityofsantacruz.com/departments/fire-department/marine-safety-division>

### **Hot Schedules (Pres-Season and Full Operations Availability)**

Your April and May (Pre-Season) weekend availability should be updated once in Hot Schedules by **Friday, February 17, 2017**. Remember, this is your availability for ALL weekends. If you would like to make yourself available to work weekends through April and May, but have an obligation one Saturday or Sunday, you may REQUEST that day off. Conversely, if you are unable to work most weekends, but have on day open and would like to work, you may REQUEST to work that Saturday or Sunday. The "Request" tab is found under the "Home" tab on Hot Schedules.

Beginning in March, we will be staffing a vehicle and HQ. In the past years, warm weekends have made for larger than expected crowds, so we would like to know all staff availability during Pre-Season months to tally all available resources.

To Review/Change your availability on Hot Schedules:

- Go to [www.hotschedules.com](http://www.hotschedules.com) (If you have forgotten your log-in information please email Safety Officer Daly to reset)
- Login with Username and Password
- Click on the green "Settings" tab (or hover over the "Settings" tab and click "Personal")
- Click "edit" next to the Header: "Availability Information"
- You can edit your AM/PM availability on the left side of your screen

### **Requalification Swim**

Please note the dates in March (3/4, 3/11 and 3/18) for requalification swims. Check in for new hires will be 0730, with the swim start at **0800hrs** @ LGHQ. You must requalify prior to working. Unless you have been approved in advance, you must attend one of these qualifying swims.

### **Certifications**

At a minimum, you must have a current CPR and Title-22 certification to work. If you do not have a current certification or allow it to lapse mid-season, *you will not be scheduled*. It is your responsibility to maintain the appropriate certifications for your job classification. We will be offering **TWO** Title-22 refresher courses (4/8 and 4/15) as well as **ONE** full certification class (4/29-30, 5/12, 5/19). In addition, we will host three in-house CPR recertification courses which will be held during the March Recurrent Trainings.

### **Mandatory Training (NO EXCEPTIONS)**

Please note the bolded dates on the 2017 Lifeguard Operation Schedule. These are mandatory training dates that you must attend. All staff must attend the mandatory **ALL-HANDS TRAINING on June 12<sup>th</sup>**, and **ONE** of the weekend recurrent Trainings in March.

### **Leave of Absence/Resignation**

If you are unable to work this upcoming summer, please contact me. If I do not receive a response from you regarding this year's intent to return packet, you will be removed from the payroll.

### **Junior Lifeguards**

Management of the JG program will remain the same with Parks & Rec. running the program and Marine Safety providing Lifeguard instructors. Lifeguards may be assigned to one session in order to facilitate this program. Policy 3#3-2; Minimum Certifications and Shift Requirements will remain the same and will be used to determine if people are eligible to work in the following season. If you have any questions or concerns regarding the specifics within the policy, please feel free to contact me. There will also be a **MANDATORY** JG instructor training on **June 12-14**. If you have any questions or concerns regarding the specifics within the policy, please feel free to contact me or Jill Bates ([jbates@cityofsantacruz.com](mailto:jbates@cityofsantacruz.com) 420-5266).

### **Tryouts**

This year we will have two dates for those trying out. They are March 4th and March 11th at LGHQ at **0800 (check in starts at 0730)** with interviews on March 5th and 12th at 1300. If you know someone who is interested and capable encourage them to apply or contact me directly.

### **Promotions**

For 2017 we will be holding interviews for LG II. Promotional interview will be held early this year, on **February 23<sup>rd</sup>**. Please contact me if you are interested and would like some information on the requirements and the promotional process.

I look forward to seeing all of you back on the beach for the 2017 season. If you have any questions feel free to contact me.

Sincerely,

Britten Miles  
Marine Safety Captain  
Santa Cruz Fire Department  
Marine Safety Division  
(831)420-5714 (Office)  
[bmiles@cityofsantacruz.com](mailto:bmiles@cityofsantacruz.com)



Santa Cruz City Fire Department  
Marine Safety Division  
**2017 Questionnaire Checklist**

- o **Read the Letter of Explanation**
- o **Complete the information sheet**
- o **Include copies of your certifications**
- o **Please update Hotschedules with your preseason availability. Weekend only Lifeguard service for March, April, and May (Vehicle and HQ). Full time staffing starts May 26<sup>h</sup>.**

**Please circle training dates you will attend on the attached Calendar.**

**You must attend:**

- **A re-qualification swim.**
  - March 4
  - March 11
  - March 18
- **Recurrent Training:** Both days of Training are required.
  - March 4-5
  - March 11-12
  - March 18-19
- **EMT Refresher** – EMTs only.
  - April 22
- **Title-22 refresher** (Must attend 1 day)
  - April 8
  - April 15
- **LGII Promotional Interviews: Feb. 23<sup>rd</sup> 2017**
  - Please contact MSO Daly if you are interested in applying for LGII but will be unable to meet for an in person interview. Phone interviews available on a case by case basis.
- **Returning Vehicle Guard Academy/Code 3 Driving** (All LGIIs, and LGIs currently working in the Vehicle)
  - June 5-6
- **Mandatory** All Staff training on June 12<sup>th</sup>.

## **2017 Intent to Return**

**Please return no later than Friday, February 17<sup>th</sup>, 2017**

Santa Cruz Fire Department  
Attn: Marine Safety Division  
230 Walnut Avenue  
Santa Cruz, CA 95060

<b>Contact Information</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Zip:</b>	
<b>State:</b>	
<b>Home Phone:</b>	
<b>Cell:</b>	
<b>Email:</b>	

**Please Circle the Appropriate Line:**

- ☐ The above information is the same as last season
- ☐ The above information is the different than last season. If so, please update your info in Hotschedules.

**Availability:**

- ☐ I am available to work **full time** for Summer 2017.
  - ☐ I am available to work **part time** for Summer 2017.
  - ☐ I am not available to work at all during Summer 2017.
- Please contact Captain Miles if you wish to take a leave of absence.

**Certifications:**

Please submit the following certification cards with this questionnaire:

- **Copy of current Drivers License**
- **Copy of current CPR card**
- **Copy of current First Aid or EMT card**

**Please Check All That Apply:**

**I am interested in the following positions for the 2017 season:**

LG I Operations	
LG II Operations*	
JG I Jr. Guards	<b>Session I June 19 – July 14 ( ) Session II July 17 – Aug. 11( )</b>
JG Instructor II	<b>Session I June 19 – July 14 ( ) Session II July 17 – Aug. 11( )</b>
JG Lieutenant	<b>Session I June 19 – July 14 ( ) Session II July 17 – Aug. 11( )</b>

**\* For LG Lieutenant and LG II operations please submit an application to:**

Santa Cruz City Fire Dept. Marine Safety Division  
230 Walnut Ave.  
Santa Cruz, Ca. 95060

**by Friday, February 17th, 2016.**

<b>19-Feb</b>	<b>1700</b>	<b><u>Intent to return forms due.</u></b> <b><u>LGII applications due.</u></b> Return to Santa Cruz Fire Department Attn: Marine Safety Division 230 Walnut Avenue Santa Cruz, CA 95060
<b>4-Mar</b>	<b>0900-1700</b>	Requal swim #1 0900 @ LGHQ LG I Tryout #1 0900 @ LGHQ <b>Recurrent Training #1 1000-1700</b>
<b>5-Mar</b>	<b>0900-1200</b>	<b>Recurrent Training #1 0900-1200</b> LG I Interviews #1 1300 @ LGHQ
<b>11-Mar</b>	<b>0900-1700</b>	Requal swim #2 0900 @ LGHQ LG I Tryout #2 0900 @ LGHQ <b>Recurrent Training #2 1000-1700</b>
<b>12-Mar</b>	<b>0900-1200</b>	<b>Recurrent Training #2 0900-1200</b> LG I Interviews #2 1300 @ LGHQ
<b>18-Mar</b>	<b>0900-1700</b>	Requal swim #3 0900 @ LGHQ <b>Recurrent Training #3 1000-1700</b>
<b>19-Mar</b>	<b>0900-1200</b>	<b>Recurrent Training #3 0900-1200</b> LGII Interviews 1300 @ LGHQ
<b>1-April</b>		<b>Dispatch &amp; Vehicle Operations weekends ONLY until May 26</b>
<b>8-April</b>	<b>0900-1700</b>	<b>Title 22 Refresher #1 @ LGHQ</b>
<b>15-April</b>	<b>0800-1700</b>	<b>Title 22 Refresher #2</b>
<b>22-April</b>	<b>0800-1700</b>	<b>EMT Refresher</b>
<b>29-30 April, May 12, 19</b>	<b>0800-1600 1700-2200</b>	<b>Title 22 Rookie Class</b>
<b>26-May</b>		<b>Lifeguard Operations Begin Full Time</b>
<b>5-6 June</b>	<b>0800-1600</b>	<b>Vehicle Guard Academy</b>
<b>12 June</b>	<b>0800-1600</b>	<b>Mandatory All Hands Training</b>
<b>12-14 June</b>	<b>0800</b>	<b>JG Instructor Training</b>
<b>June 19-July 14</b>	<b>July 15</b>	<b>JG Session #1</b>
<b>July 17- Aug. 11</b>	<b>Aug. 12</b>	<b>JG Session #2</b>

**\*\*Circle the dates on the calendar that you will attend/work\*\***

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**\*\*Circle the dates on the calendar that you will attend/work\*\***

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	