



INVERNESS VOLUNTEER FIRE DEPARTMENT

INVERNESS PUBLIC UTILITY DISTRICT

POST OFFICE BOX 469
INVERNESS, CA 94937-0469

(415) 669-7151 v Fax (415) 669-1010 v ipud@horizoncable.com

As you progress towards becoming a member of the Inverness Volunteer Fire Department, there are certain matters we must take care of. Please note the items checked below and follow the instructions, then call me (at 669-1414) and we'll arrange a time when you can bring the checked items in to me (I'm generally in the office at the Firehouse Monday through Friday 9 am to 3 pm).

I must see you in person and you should allow about a half an hour for our visit because there is other paperwork that we will complete on the spot and I must take you through the State-required Injury & Illness Prevention Program training if you have not already received the training.

- Driver's license.** Please bring your driver's license in so I can make a photocopy of it. You will be registered in our Pull-Notice account with the DMV, so that every six months (as well as anytime you get a ticket) we will be notified about your driving record (our insurance company requires this).
- Vehicle insurance declarations page.** I need to make a photocopy of the declarations page of your insurance policy for your personal vehicle (if you should get into an accident while responding to a dispatch or driving to or from a drill, our insurance authority may participate in your defense, so they insist that we document that you have auto insurance).
- IRS Form W4.** Please fill out the enclosed W4 and bring it to me. Although you are not being hired as an employee at this time, there have been several occasions in past years where we have been able to pay members of the department when they have been on duty for an extended period (because of a disaster such as fire, flooding, etc.). When this happens, we can issue checks much more quickly if we already have employee information on file.
- Employment Eligibility Verification (Form I-9).** Again, so that we already have on file all your employment information we need should an occasion arise where we want to issue you a paycheck, **please fill in Section 1 (only)** of the enclosed Form I-9. Before you bring it in to me, check the list on the back side and **bring with you either one item from List A, or one item EACH from List B and List C** (for example, a U.S. Passport, only, or a driver's license **and** a social security card).
- DMV Employer Pull Notice Authorization.** This allows IPUD to receive and review your driving record.

Get in touch with us if you have any problems with any of the items noted above, you cannot participate fully as a member of the department until we have taken care of all the paperwork.

Cordially,

Ken Eichstaedt
General Manager

James Fox
Fire Chief

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JAMES K. FOX, FIRE CHIEF

SCOTT McMORROW, GENERAL MANAGER, INVERNESS PUBLIC UTILITY DISTRICT