



BAKER CITY, OREGON
P.O. Box 650, Baker City, OR 97814-0650
541-523-6541 or 541-523-3711 Voice/TDD
www.bakercity.com



Letter of Acceptance into the Baker City Fire Department Cadet Program

Dear [Applicant Name] and Family,

We have reviewed your application materials and completed the pre-selection interview. After careful consideration, we are excited to extend you a place in the Baker City Fire Department Cadet Program.

You will begin your participation on [date]. Please review the attached schedule for the Fire Academy. Program nights are the 2nd and 4th Wednesdays of each month during the school year, and the 2nd Wednesday of each month during the summer.

Enclosed with this letter are the program handbook and the following documents that must be completed and returned:

- Emergency Contact and Medical Information Form (Appendix 7)
- Liability Waivers (Appendix 4)
- Parental and Cadet: Program Consent Form (Appendix 6)
- Privacy Agreement (Appendix 17) (Ages 16–18)

The following documents must also be submitted prior to participation in the cadet program:

- Current Medical Insurance Card (to be provided by parent/guardian)
- Current Sports Physical

Please ensure all forms are completed and returned by [return deadline]. If you have any questions or need assistance completing the forms, contact Chief Carlson at 541-524-2001 or firechief@bakercity.gov, you may also contact the City HR manager Andrew Crabtree at 541-524-2036 or humanresources@bakercity.gov.

We look forward to welcoming you to the Cadet Program and supporting your development as a future member of the Baker City Fire Department.

Sincerely,

Michael S Carlson

Michael S Carlson
Fire Chief
Baker City Fire Department