Probationary

EMT/Firefighter Recruitment Packet

Information to Assist the Prospective Winchester EMT/Firefighter

Winchester fire and rescue department Virginia

INTRODUCTION

The following information is provided to give the candidate a better understanding of the Probationary EMT/Firefighter position and the elements involved in the selection process utilized by the Winchester Fire and Rescue Department for new EMT/Firefighter's.

The department's goal is to maintain an active eligibility list of qualified candidates for the purpose of filling Probationary EMT/Firefighter vacancies.

POSITION DESCRIPTION

Winchester EMT/Firefighter's perform challenging and rewarding work preventing, combating, and extinguishing fires, as well as providing emergency medical services to the community. Along with answering emergency calls, EMT/Firefighter's engage in operating and maintaining fire and rescue department equipment, apparatus and station quarters. This work involves duties of protecting life and property through the performance of EMS and firefighting activities through general training and certification procedures. EMT/Firefighter's are required to learn and participate in the operation of apparatus and in the performance of hazardous tasks under emergency conditions. Working under conditions involving fire, heat, and smoke in hazardous surroundings may impose mental and physical stress. Although rescue and firefighting work are the most difficult and responsible areas of the job, a significant portion of time is spent training and pre-planning for the purpose of fire prevention, delivery of public education, performing routine station and equipment maintenance, and performing other municipal duties as needed.

RECRUITMENT

The City of Winchester Fire and Rescue Department is recruiting men and women to become EMT/Firefighter's.

Applications for Probationary EMT/Firefighter are accepted when testing dates are established to maintain an active eligibility list. Call the City of Winchester Human Resource Department at 540-667-1815 or the Fire and Rescue office at 540-662-2298 to find out when the next test will be administered or visit the City of Winchester website at www.winchesterva.gov for more information.

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DEPARTMENT MISSION STATEMENT

To develop and deploy a coordinated service delivery mechanism through which the Community is provided public safety services in a professional and cost effective manner. The mission will comprehensively address Emergency Communications, Fire, EMS, and Hazardous Materials Operations involving career and volunteer personnel, while coordinating operational and support functions with internal and external agencies and individuals.

QUALIFICATIONS

To qualify as an EMT/Firefighter with the City of Winchester, the applicant must posses the following requirements:

- Valid driver's license
- High school diploma or equivalent
- Excellent physical condition
- Non-tobacco user
- EMT-Basic or higher
- Firefighter I certification (NFPA 1001)
- Hazmat Awareness (NFPA 472)

Preferred Certifications Include:

- EMT–Intermediate
- EMT-Paramedic
- EVOC III (NFPA 1002)
- Mayday! Firefighter Down

DEPARTMENT FACTS

- Combination Department (Career & Volunteer)
- Area Served: 9.2 square miles
- Population served: 26,000 residents
- Operate from 4 stations: 3 engine/rescue companies & 1 truck company. Owned and operated by volunteers
- Mutual Aid provided to Frederick, Clarke, Warren and Shenandoah Counties
- 24/48 typical work schedule with a rotating "Kelly" break
- EMS Revenue Recovery program
- Respond to approximately 5,500 incidents per year

City of Winchester Fire and Rescue Department

Pay and Benefits effective 7/1/2011

Pay Scale

Probationary EMT/Firefighter	$36,524.80/year
ALS Incentive (upon hire)	$3,000.00 EMT-I or $3,500.00 EMT-P
Additional ALS Incentive (once cleared operationally)	$3,000.00 EMT-I or $3,500.00 EMT-P

Employee Benefits

Health/Dental Insurance	8 Paid Holidays
Life Insurance	Comp. Time Accrual
Virginia Retirement System (5% paid by employee)	Floater Leave – 48 hours/year
Worker's Compensation	Annual Medical Physical
Employee Assistance Program	Department issued uniforms and equipment
Career Development Plan	In-service training
12 Month Probation Period	On-duty fitness training
Ability to be cleared operationally in 6 months	Annual Work Performance Evaluation
Annual Leave – 9.5 hours/month	Sick Leave – 9.5 hours/month

Additional benefit information can found at www.winchesterva.gov

Work Hours

The duty hours for Winchester Fire and Rescue are 24 hours in duration (0700-0700)	There are three shifts, (A,B,C) each shift works 24 hours, with two days (48 hrs) off between shifts

Probationary Firefighters will work a modified schedule during their training period

Winchester fire and rescue department Virginia

WINCHESTER FIRE AND RESCUE HIRING PROCESS

Hiring the right individual for an Probationary EMT/Firefighter position is of the utmost importance for Winchester Fire and Rescue. The process from start to finish can be as long as 3 months in length. The City of Winchester screens all applications for position requirements while treating each applicant equally and fairly without regard to the person's age, gender, race, religion, national origin, creed, political affiliation or disability. We are an equal opportunity employer with a commitment to affirmative action.

Applications

Applications for Probationary EMT/Firefighter are only accepted when testing dates have been established. This can be accomplished by visiting www.winchesterva.gov to complete the online application. Actual testing dates will be determined by the department's need to maintain an active eligibility list. Each application is screened for the requirements as published in the position announcement. Qualified candidates will be notified to announce the next phase of the hiring process.

Written Exam

The written exam is a two (2) hour, 90 question multiple choice test that is created and validated by a third party. Study guides for this test are available for purchase by contacting IPMA at http://www.ipma-hr.org/assessment/study/fire. A valid driver's license showing the candidates photo is required to enter the testing site on the day of the written test. A written test score of 70% is required to continue to the next phase of the process.

Physical Ability Test (PAT)

The candidate will be required to complete a physical ability test (PAT) that consists of two (2) non-timed events and seven (7) timed events. Candidates should wear long pants or sweat pants and comfortable shoes. It is encourage that a fire jacket, helmet and structural gloves are brought with the candidate on the day of testing. Quantities of gear in various sizes will be made available for use on site. A valid driver's license showing the candidates photo is required to enter the testing site on the day of the PAT. The required time to complete the course is 12 minutes and 30 seconds or less. The PAT test is explained in detail at the end of this document.

Candidate Eligibility List

Upon successful completion of the written exam and PAT, candidates are ranked based on written scores, certifications, previous experience and background. When positions become available, the department will select preferred candidates from the ranking list and notify them of the next step in the hiring process.

Winchester fire and rescue department Virginia

Oral Interview

Candidates reaching the interview panel have shown the qualifications that are sought after by the department. The candidate will sit in front of an interview panel consisting of City personnel, that will ask questions allowing the candidate to give pertinent information about themselves.

Polygraph Evaluation

Successful candidates from the oral interview are moved on to the polygraph. The polygraph evaluation will be conducted by the Winchester Police Department. The results of this test will be forwarded to the Human Resource Director and Fire and Rescue Chief for dissemination to move the candidate forward.

Background Check

Successful candidates from the polygraph evaluation will receive a background check. An outside agency will conduct this check and forward the results to the Human Resource Director and Fire and Rescue Chief for dissemination to move the candidate forward.

Psychological Evaluation

A psychological evaluation will be conducted by the City's contracted psychologist. The evaluation results will be compared to firefighter statistics from across the country. A report will be prepared and forwarded to the Human Resource Director and Fire and Rescue Chief with a recommendation for the candidate's eligibility to hire.

Medical Exam

The medical exam is the last step in the hiring process. Candidates will be scheduled to attend a medical exam by the department physician. A determination of fit for duty will be given to the Human Resource Director and Fire and Rescue Chief.

Notification of Hire

The Human Resource Department will notify the candidate that successfully completes the above steps and an offer of employment will be made.

Congratulations! You are now ready to begin your career with the Winchester Fire and Rescue Department.

PHYSICAL ABILITY TEST IN DETAIL (PAT)

Procedure

Candidates must arrive at the testing site approximately 30 minutes prior to their scheduled test time. Candidates arriving past their scheduled test time will be disqualified from the process. A valid driver's license showing the candidates photo is required to enter the testing site along with the PAT Pass obtained from the written exam site.

It is recommended that candidates hydrate with water and try to avoid energy drinks as these may affect the pre-medical screening process. Proper warm-up and stretching prior to the PAT are also advised.

All candidates will be required to go through a pre-agility medical monitoring station. A candidate that has a diastolic blood pressure of over 100 mmhg or a heart rate of 100 bpm or more, prior to the beginning of the test, will not be permitted to perform the test. Candidates will be permitted to be re-screened, one additional time, after 10 minutes of resting, to obtain an adequate blood pressure and heart rate. If the above criteria cannot be met, the candidate will be disqualified from the process.

Each candidate will be assigned a proctor and will receive the PAT orientation prior to testing. After completion of the orientation, participants will be fitted for protective firefighting clothing for the PAT.

The candidate will perform the PAT with a proctor who will give detailed instructions during the course. The test consists of two (2) non-timed events and a timed ability course consisting of seven (7) events. Candidates will be required to walk a distance of no more than 75 feet in between each event. The PAT course will be timed continually from the starting point to the finish line. Failure to complete any one event or failure to complete the timed events in **12:30 minutes** or less will result in test failure. Candidates must wear protective firefighting clothing and equipment, which weighs approximately 45 pounds. Candidates may use their personal gear or the gear provided. The following "Turnout Equipment" shall be worn during the testing procedure:

- Turnout jacket (with liner)
- Fire helmet
- Air Pack with bottle (no air mask) (26 lb.) (supplied at test site)
- Gloves (structural firefighting)
- Long pants or sweat pants (no shorts are permitted)
- Running shoes or duty boots (no open toe shoes are permitted)

Candidates will be required to pass through the medical monitoring station at the conclusion of the PAT. Prior to being released from the testing site and at five (5) minutes intervals, the candidate's diastolic blood pressure must return below 100 mmhg and heart rate below 100 bpm. If the target levels cannot be reached, the candidate will be processed as a medical patient by Winchester Fire and Rescue.

PAT EVENT DESCRIPTIONS

1. LADDER CLIMB (non-timed)

Conditions: Turnout equipment, aerial ladder, safety lifeline, safety harness

Behavior: Ascend 75 feet up the ladder, and then descend

Standard: Continuing through the station, while attached to a safety line, ascend 75 feet up the aerial ladder, positioned at a 70 degree angle, ring a bell that is attached at the last ladder rung, and descend, stepping on every rung, without pausing for a break; NO time limit

Description: Candidates will be attached to a top rope safety line, using a utility safety harness. The candidate will be belayed by a firefighter stationed on the ground. The candidate will inform the belayer that they are ready to climb by stating "On Rope." The belayer will acknowledge with "On Belay." The candidate will then respond with "Climbing." Candidate will begin climbing the ladder using three points of contact at all times. The candidate will climb in a continuous motion to a position whereby the bell at the top ladder rung can be rung with one hand. The candidate must then move in a continuous motion down the ladder, maintaining three points of contact. If at any time the candidate cannot proceed up or down the ladder, the candidate will call out, "TTO," (Training Time Out). The candidate will then be assisted down to the turntable in the safest manner possible. The candidate must move in a continuous motion, moving both up and down the ladder. The event is concluded upon reaching the turntable platform.

Failures: **Automatic Failures**

- Failure to ring the bell at the top
- Failure to complete the event
- Falling at any point along the event
- Signal for TTO

Warnings

- Failure to maintain three point contact
- Failure to move in continuous manner
    a) One warning for each criterion is given
    b) A second infraction constitutes an event failure

2. SEARCH MAZE (non-timed)

Conditions: Turnout equipment, SCBA mask, enclosed search maze

Behavior: Negotiate a search maze without visual cues

Standard: Continuing through the station, following the left hand wall, negotiate a three dimensional maze without visual cues, without pausing for a break; NO time limit.

Description: Candidate must crawl through a tunnel maze that is approximately two (2) feet in diameter, and approximately fifteen (15) feet in length. Candidate movement is monitored throughout the maze. If for any reason the candidate chooses to end the event, call out "TTO" (Training Time Out). Candidate will then be assisted out of the maze. Upon exit from the maze, the event is concluded.

Failures: **Automatic Failure**

- Failure to negotiate the maze
- Emerges from the entrance
- Inability to complete the event
- Signal for TTO

Warning

- Continuous forward movement is stopped
  a) One warning for each criterion is given
  b) A second infraction constitutes an event failure

THERE WILL BE NO MORE THAN A 2:00 MINUTE BREAK PERIOD BETWEEN THE NON-TIMED EVENTS AND THE TIMED EVENTS

For the next seven events of the PAT no SCBA mask will be worn. Turnout equipment will consist of helmet, coat, gloves, SCBA backpack, long pants and running shoes or duty boots. Time will begin when the candidate touches the high-rise pack to be lifted and time will end when the candidate touches the last couple of the hose line.

TIME BEGINS WHEN THE CANDIDATE TOUCHES THE HIGH RISE PACK

1. HIGH-RISE PACK CARRY

Conditions: Turnout equipment, SCBA backpack, high-rise pack.

Behavior: Carry the 58 lb. high-rise pack to a simulated stair platform and simulate advancing up a set of stairs.

Standard: The candidate is to move to a position that places them at the proper lifting point of the high-rise pack; lift the pack onto shoulder; carry high-rise pack 30' to the simulated stair platform; simulate climbing 3 floors (completely stepping up and down with both feet = 1 step) for a total of 30 steps; carry the high-rise pack 30' back to the designated area; place the high-rise pack in its proper storage area.

Description: The candidate will wear turnout equipment and SCBA backpack. The candidate will move forward to the high-rise pack, position it on their shoulder, and advance to the stair platform. The candidate will be required to step onto the platform and back to the ground thirty (30) complete times. When complete, the candidate will walk back to a designated area. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Failure to lift high-rise pack
- Inability to complete the event
- Inability to maintain control of high-rise pack

Warning

- Pausing more than 5 seconds
    a) One warning for each criterion is given
    b) A second infraction constitutes an event failure

2. EQUIPMENT CARRY

Conditions: Turnout equipment, SCBA backpack, smoke ejector fan (50 lb.), water can (33 lb.), cord reel (61 lb.), and K-12 circular saw (31 lb.)

Behavior: Candidate will pick up two tools and carry the tools to a designated location and repeat the process back to the starting point.

Standard: Continue through the station, the candidate will be required to carry two tools to a designated location. The candidate will set the tools down on the ground and then pick up two different tools and carry them back to the starting point.

Description: The candidate will grasp two piece of fire equipment and carry them to a traffic cone located 50 feet from the starting point and place the tools onto the ground. The candidate must then turn 180 degrees and pick up two different tools and carry them back to the designated starting point. If the tools begin to slip from candidates grasp; the candidate may stop for no longer than five (5) seconds and place tools on the ground in order to ensure a proper grip. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Failure to carry tools to the designated area
- Inability to complete the event
- Dropping a tool during the exercise

Warning

- Pausing more than 5 seconds
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

3. VENTILATION SIMULATION

Conditions: Turnout equipment, SCBA backpack, 10lb. sledge hammer, Keiser FORCE Machine

Behavior: Strike a ground level target with the sledge hammer

Standard: Continue through the station, using a two handed swing, driving the force machine beam the full length of the track without an interruption in swinging, and without pausing for a break.

Description: The Keiser FORCE Machine is a ventilation simulator chopping device consisting of parallel foot walks and a weighted beam. The beam is weighted to simulate the force needed to effectively penetrate roofs or plywood sheathing. Candidate will pick up the sledge hammer and straddle the beam by standing on the foot walks. The candidate will grasp the handle of the sledge hammer with both hands (one hand above and below the designated mark), and with a full movement, strike the beam squarely on the end. The swings will be with full force and consecutive in nature. The event is concluded when the edge of the beam crosses the designated tape mark on the sled. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Inability to complete the event
- Dropping the sledge hammer at any time
- Stepping off sled during performance task
- Failure to drive beam to the designated mark

Warning

- Failure to grasp sledge hammer handle with both hands
- Failure to maintain hand positions on sledge hammer
- Pausing more than 5 seconds
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

4. VICTIM RESCUE AND DRAG

Conditions: Turnout equipment, SCBA backpack, Rescue Randy Mannequin (approx. 165 lbs.) dressed in turnout gear with rescue strap

Behavior: Drag rescue mannequin for a distance of 100 feet

Standard: Continue through the station, grasp the mannequin by the rescue strap or under the arms, and drag 50 feet to orange cone, proceed around the cone, and drag the mannequin back to the performance task origin, without pausing for a break.

Description: Candidate must grasp a 165 pound mannequin by the rescue strap or under the arms. Carrying the mannequin is not permitted, and the mannequin may not be grasped by its clothing or appendages. The candidate must then drag the mannequin 50 feet to the pre-positioned orange cone, and make a 180 degree turn around it. Candidate must then continue an additional 50 feet back to the finish line. Candidate is not permitted to rest during this performance task. It is permissible for the mannequin to touch the cone, but must not displace it. The candidate is permitted to release the mannequin and adjust grip, but must quickly resume forward progress. The entire mannequin must be

dragged until the feet cross the marked finish line. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Failure to move the mannequin
- Inability to complete the event

Warning

- Pausing more than 5 seconds
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

5. LADDER REMOVAL AND REPLACE

Conditions: Turnout equipment, SCBA backpack, 24ft. extension ladder

Standard: Remove a 24 ft. extension ladder, walk 25 feet away and 25 feet back and place the ladder on the ground.

Behavior: Remove a 24 ft. extension ladder (approx. 71 lbs) from the brackets on the training center wall. Carry the ladder around a designated pylon, 25 feet away, and then replace the ladder on the ground at its starting point.

Description: Remove the extension ladder from the brackets on the training center wall which simulates the height of ladders mounted on an engine. The participant will move the ladder from its brackets and carry the ladder around a designated pylon and then replace the ladder on the ground at its starting point. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Failure to remove ladder from brackets
- Losing control of ladder and dropping the ladder onto the ground
- Inability to complete the event

Warning

- Inability to keep the ladder from contacting the ground
- Pausing more than 5 seconds
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

6. CEILING BREACH SIMULATION

Conditions: Turnout equipment, SCBA backpack, 6 foot pike pole, 25 lb. weight.

Behavior: Candidates must pull a weight of 25 lb. utilizing a 6 foot pike pole a total of 30 times to simulate pulling ceiling during the overhaul process on the fire ground.

Standard: The candidate must grasp the pike pole with both hands between the taped areas on the pike pole. The candidate must stand in a designated area on the ground. The candidate must start with arms fully extended and pull the pike pole until the top hand is touching the candidate's chest. Each touch of the top hand to the candidate's chest shall count as one repetition. The candidate must perform a total of 30 repetitions.

Description: This event simulates the firefighter's ability to pull ceilings and/or remove debris from above the shoulder level. The candidate is to move to a designated area and pick up the pike pole and raise and lower the pike pole 30 times. Both hands must be below the mark on the pike pole. This concludes the event. The candidate will proceed briskly, but walk, to the next station.

Failures: **Automatic Failure**

- Loosing control of pike pole during the event
- Inability to complete the event

Warning

- Failure to keep both hands on the pike pole
- Failure to touch chest with lead arm during each repetition
- Pausing more than 5 seconds
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

7. HANDLINE ADVANCEMENT AND PULL

Conditions: Turnout equipment, SCBA backpack, 150 feet of 1¾" charged pre-connected hose line

Behavior: Pull a charged hose line to a designated point 50 feet from a starting point and then turn 180 degrees, and pull the hose until touching the next coupling

Description: Candidate will grasp a hose line and nozzle attached to 150 feet of 1¾ inch hose. Place hose line over the shoulder or across chest. Candidate may run during the hose drag. Drag the hose 50 feet to the designated location, and place hose on the ground. The candidate then must turn 180 degrees, kneel and pull the next 50 feet of hose until touching the next coupling.

Failures: **Automatic Failure**

- Failure to carry hose with one hand on the nozzle and one of the hose
- Failure to pull hose line to designated area
- Inability to complete the event

Warning

- Failure to maintain one knee on the ground
- Pausing more than 5 seconds during drag
- Failure to stay in the designated area
    a) One warning for each criterion will be given
    b) Second infraction constitutes a failure

TIME STOPS WHEN THE CANDIDATE TOUCHES THE LAST COUPLING