

SUMMIT FIRE & EMS



Candidate Evaluation Process

Spring/Summer 2022

(Includes Updated **COVID-19** Precautions & Considerations)

Firefighter EMT/Firefighter Paramedic

Application Packet

Summit Fire & EMS (SFE) is now accepting applications to construct a pool of eligible candidates for potential Full-Time Firefighter/EMT and Firefighter/Paramedic vacancies. **The application deadline is Wednesday, July 20, 2022 at 1700 hours.** All application materials and documentation must be received by the deadline. Application packets must be submitted to one of the following addresses:

(US Mail):

Summit Fire & EMS
Attn: Matt Scheer – HR Manager
PO Box 4910
Frisco, CO 80443

(UPS/FedEx/Courier/Hand Delivery):

Summit Fire & EMS
Attn: Matt Scheer – HR Manager
0035 County Shops Rd.
Frisco, CO 80443

- Results of the testing process are maintained as a candidate pool, and may be retained for up to two (2) years. At the discretion of SFE, candidate results may be discarded without further consideration. Additional candidate testing may take place at any time.
- Personnel are currently assigned to a 48/96 shift rotation (2 days on, 4 days off). You will work weekends and holidays as part of the normal schedule. Candidates who are unable to adjust their life and family schedule to meet these shifting requirements need not apply.
- Firefighters/EMT and Firefighter/Paramedic spend a large amount of time training, performing fire prevention activities, cleaning and maintaining equipment, apparatus and station living quarters.
- Firefighters/EMT and Firefighter/Paramedic may be directly exposed to dangerous situations and will be expected to follow orders and perform assigned duties.
- Firefighters/EMT and Firefighter/Paramedic will be expected to follow orders and abide by SFE rules, regulations, policies, and procedures.
- Firefighters/EMT and Firefighter/Paramedic are expected to treat the public courteously and with respect at all times.
- Candidates must meet or exceed established standards throughout a comprehensive testing and pre-employment process.
- Candidates are selected based on their physical ability, written test, oral interview (communication skills), education (both fire and non-fire), background investigation, medical screening, drug screening and references. The Human Resources Manager will call upon line personnel, chief officers and training center staff to assist in the candidate selection process.
- Candidates who are not selected for employment are generally eligible for consideration at future testing and other posted vacancies.

Self Evaluation

Please consider the following questions before you apply.

Do not include your answers with the application packet.

1. Am I physically fit? This includes cardiovascular fitness, flexibility, strength and endurance.
2. Do I enjoy working on a team? Have I been part of a successful team?
3. Can I work at heights above six feet and can I comfortably work from ladders?
4. Can I follow instructions properly and quickly?
5. Am I comfortable in a limited privacy work environment?
6. Can I perform duties in emergency medical situations that include trauma and contagious environments?
7. Am I mentally flexible and adaptable?
8. Can I think clearly amid chaos and stress?
9. Do I recognize the inherent risks of the fire service?
10. Can I cope with and still function appropriately when dealing with traumatic events, death and unpleasant situations?

Summit Fire & EMS believes in fair and equal treatment of candidates for hire. Candidate assessment materials are job-relevant and validated. Selection of new members for SFE is a very thorough process. Our selection proceedings are extremely competitive. Unsuccessful candidates are encouraged to consider future opportunities with SFE.

Respectfully,



Travis Davis
Fire Chief
Summit Fire & EMS

Hiring Process

1. Applications are reviewed to determine if the applicants meet the minimum qualification requirements stated in the Firefighters/EMT and Firefighter/Paramedic job announcement. SFE will utilize the content of submitted application packets to determine which applicants will be invited to test.
2. **TESTING PROTOCOL FOR COVID-19 PRECAUTIONS:** The health and safety of our candidates, our current employees, and High Country Training Center (HCTC) employees is of paramount importance during this process. Please respect the safety needs of others and decline your invitation if you are experiencing any symptoms. Even though we will not ask you to present your vaccination status, we ask that you please respect the potential of asymptomatic transmission by exercising appropriate social distancing and sanitary precautions when you visit SFE and HCTC. Candidates *may* wear some form of respiratory mask while indoors. It is SFE's goal to have candidates on-site for a short period of time, administering both written and physical testing on the same day, and then a panel interview at a later date. Please follow the instructions you are given, and be prepared for changes in tentative dates and testing protocols. The number of candidates invited to test is dependent upon the needs of SFE. Additional testing process dates may be added as needed to evaluate the current pool of applicants.
3. The written exam is administered to all invited candidates. The examination is approximately 1 ½ hours in length. It consists of a multiple-choice aptitude test that may include measures of mechanical ability, reading/writing ability, basic math skills, knowledge of the SFE District, information contained in this packet, the SFE website, and Firefighting and EMT material from the curricula of the listed minimum qualifications. Firefighters/EMT and Firefighter/Paramedic will be given separate tests based on their EMS certification level. A government-issued photo ID is required for admission to the test.
4. A description of the Physical Ability Test (PAT) is provided in this application packet. It is a pass/fail test. Candidates will be briefed on the PAT before they are required to perform the PAT.
6. Using results from the written test and PAT, SFE will determine panel interview invitations. Some candidates may be immediately called for an interview. Some candidates may be called at a later date for an interview. Some candidates will not be called for an interview.
7. Testing and interviews will be conducted throughout the 2-year period in smaller groups, and at the discretion of SFE, and will be dependent upon the hiring needs of SFE.
8. Candidate interviews will last approximately 20-30 minutes.
9. Candidates who are recommended for further review by the interview panel may be selected for ride-along, skills evaluation and follow-up interviews by chief officers as vacancies arise. The Fire Chief will select candidates for job-offers based on the results of this process and the needs of SFE. Conditional job-offer decisions made by the Fire Chief are final and may not be appealed.
10. Upon receiving a conditional job offer, a candidate-for-hire must pass the following pre-employment and post-employment requirements:
 - a. Medical evaluation by fire department physician and their staff in accordance with NFPA 1582, including drug screen.
 - b. Background investigations to ascertain criminal history, employment and professional reference checks, and Motor Vehicle Reports.
 - c. Firefighter I skills evaluations and EMS Field Training Evaluation Program (FTEP)

NOTICE TO APPLICANTS – MINIMUM QUALIFICATIONS

1. Candidates must be able to establish identity and must be eligible to work in the United States of America.
2. Applicants for the position of Firefighters/EMT and Firefighter/Paramedic must be at least 18 years of age at the time of their employment.
3. Applicant should be in excellent physical condition and must maintain their physical fitness throughout employment.
4. Applicant must be able to read, write, speak, understand, and otherwise communicate fluently in the English language.
5. Applicant must possess, or be eligible obtain a Colorado driver's license within 30 days of the beginning of employment. All employees must maintain a valid Colorado driver's license throughout their employment.
6. Educational requirements: Applicant must have a High School diploma or equivalent G.E.D. certificate.
7. Applicant must be currently certified as an EMT or Paramedic in Colorado or a National Registry certified EMT or Paramedic at the time of application and have a nationally recognized CPR/AED certification (AHA or ARC).
8. Applicant must be currently certified as Firefighter I and Hazardous Materials Awareness in Colorado or IFSAC Firefighter I and Hazardous Materials Awareness (or equivalent) at the time of application. Those applicants who hold out-of-state IFSAC Fire certifications and/or out-of-state EMS certifications are encouraged to immediately begin the process of obtaining equivalent Colorado certifications.
9. Wildland Firefighter Certification S-130/S-190 or higher is recommended, but not required to test. Successful candidates without S-130/S-190 certification will be required to obtain this certification upon hire.
10. Applicant must possess Incident Command System certifications I-200 and IS-700 (IS-700.a, IS-700.b)
11. Applicant must submit a cover letter and résumé with their application.
12. Applicant is required to assist and cooperate with SFE in obtaining skill certifications, references and education records.

Potential Disqualifiers for Applicants

1. Conviction of, admission to, currently charged with, or under indictment for committing a felony after reaching age 18, or any crime that would be classified a felony under Colorado statutes. Inability to pass a 7-Year criminal background investigation
2. Use of illegal drugs
3. Admission or conviction of perjury
4. No current Driver's License, inability to obtain CO Driver's License, Driver's License currently suspended, canceled, revoked or restricted at the time of the background check, conditional job offer or hiring
5. Not a high school graduate and/or no Colorado recognized GED
6. Incomplete or inaccurate application packet
7. Failure of the written test or the physical ability test
8. Failure to be on time for the testing or interview process
9. Not having required certifications
10. Conviction of (within 36 months of conditional job offer date), admission to, currently charged with, or under indictment for committing DUI, DWI, or Reckless Driving. Excessive convictions for speeding or other moving violations. SFE reserves the right to determine what is "excessive" and will do so in the interest of candidate and employee safety
11. Dishonorable Discharge or a conviction by a military court martial

If any traffic charges or any criminal charge(s) are pending, the processing of the application will be suspended until final disposition of the charge(s). The applicant is responsible for advising SFE when the case has a disposition.

A person is considered to be convicted of an offense when an adjudication of guilt is entered against said person by a court, a plea of no contest or a plea of guilty is entered, including situations where:

- The sentence is subsequently probated and the person is discharged from probation
- Deferred adjudication is granted
- The person is pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence

The above list is not all-inclusive and does not constitute a complete and total listing of disqualifiers. Any of the acts described above, or acts not listed, will not result in automatic disqualification, but will be carefully considered by SFE before offering any candidate a public position of trust.

APPLICATION SCHEDULE

Information below, including dates, times and locations subject to change.

<u>Target Date</u>	<u>Task</u>
05/24/2022	Call for applications. Advertise candidate testing process
07/20/2022	Application deadline. Application packets must be received by 1700 hours.
07/25/2022	Complete review of applications for minimum qualifications. Eligible candidates invited to testing. Notification will be via e-mail and/or phone.
08/02/2022	Written and physical testing – High Country Training Center
08/08/2022	First round of panel Interviews (Interviews 8/8, 8/9, 8/10)
08/11/2022	Current candidate pool expires. New candidate pool active.
TBD	Candidate Ride-Alongs, Skills Evaluations and Chief Officer Interviews will take place as needed when vacancies arise.

PARTIAL APPLICATIONS WILL NOT BE ACCEPTED

**NO APPLICATIONS FOR THIS TESTING PERIOD WILL BE
ACCEPTED AFTER
1700 HOURS ON
Wednesday, July 20, 2022**

Application Checklist

___ Cover Letter

___ Résumé

___ Completed, Signed Application

___ Copies of Education Certs and Transcripts (GED, Diploma, Degree)

___ Copy of CO and/or National Registry EMT or Paramedic Certification

___ Copy of CPR Card

___ Copy of CO/IFSAAC Firefighter I and/or Firefighter II

___ Copy of CO/IFSAAC Hazmat (Awareness, Ops, Tech)

___ Copy of S-130/S-190 Certificate or Wildland Red Card (Preferred)

___ Copy of I-200 (ICS), and IS-700/IS-700.a/IS-700.b (NIMS)

___ Copy of Additional Fire and EMS Certifications

___ Authorization for Release of Information (Last Page of Application)

___ Letter(s) of Professional Reference or Recommendation (Preferred)

___ Copy of Military Discharge if applicable

NOTE: The physical ability test (PAT) will be conducted at the High Country Training Center, located at an elevation of 9,075 feet above sea level.

Preparing for the physical ability test

It must be emphasized that regardless of a person's level of fitness, individuals should be in good health before beginning any physical training program that emphasizes cardio-respiratory (heart-lung) fitness, strength and muscular endurance and flexibility. Most people can improve their level of physical fitness through an intensive training program that could include anything that would improve cardio-respiratory fitness, weight lifting to develop muscular strength, and stretching exercises to increase flexibility.

How to evaluate your level of physical fitness

From a training standpoint, candidates should gradually work up to the point where they can run 1.5 miles in 12 minutes or less to establish their cardio-respiratory fitness. Strength should be gradually developed to where the candidate can do 7 chin-ups, 20 push-ups and 40 sit-ups with comparative ease. This is about the minimum fitness level for a candidate to safely complete the physical agility test. It must be emphasized that following the guidelines is no guarantee for passing the test. However, your chances for passing will be greatly increased if adequate preparatory physical training has taken place.

Cardio-respiratory fitness

Cardio-respiratory fitness is the ability of the heart to deliver oxygen to the muscles and other tissues. This is called the aerobic power. Simply stated, the ability to perform exercise and/or physical work is directly dependent upon how well the body delivers oxygen to the working muscles. A highly fit person will be able to deliver large amount of oxygen to the muscles and therefore, be capable of prolonged muscular exercise (for example: fighting fires). On the other hand, the out-of-shape individual will not be capable of delivering adequate amounts of oxygen to the muscles and therefore, will fatigue quickly and be forced to stop working much sooner.

Muscular strength

Strength can be defined as the ability to apply force. Since nearly all movements are performed against some resistance, a certain degree of muscular strength is needed to perform any activity. Firefighters perform activities against much greater resistance than the average individual. Therefore, the firefighter must have above average muscular strength, endurance and power in order to effectively and safely handle firefighting equipment and perform the duties of a firefighter.

Flexibility

Flexibility allows an individual to perform required moves without causing injury. Firefighting and many extremely vigorous activities can be performed more safely if the person has good flexibility.

The importance of preparation

Do not take this physical ability test lightly. It is more difficult than it appears. Your chances for passing the test will be greatly increased if adequate preparatory training has been undertaken. Physical training should emphasize cardio-respiratory (heart/lung) fitness, strength and muscular endurance. Running and weight training are two of the best approaches.

What to bring & How to dress

CANDIDATES MUST BRING APPROPRIATE WORKOUT ATTIRE AND FOOTWEAR. CANDIDATES MAY BRING THEIR OWN PROPER FITTING LEATHER WORK GLOVES. CANDIDATES SHOULD BRING THEIR OWN WATER SUPPLY FOR PROPER HYDRATION. Candidates who have been determined eligible for testing should arrive 5 minutes prior to their appointed time. Candidates must

sign the *Waiver of Liability* form that will be provided. **FOR THE PURPOSES OF CANDIDATE SAFETY, ALL CANDIDATES WILL BE REQUIRED TO PROVIDE BASIC VITAL RECORDS TO A TEST PROCTOR BEFORE AND AFTER THE PAT.** A portion of the test will be performed with provided bunker coat, helmet and SCBA pack. Another portion will be performed with a provided weight vest. **CANDIDATES ARE FREE TO EXPRESS CONCERNS REGARDING SAFETY CONDITIONS OF TEST COURSE AND EQUIPMENT PRIOR TO USE. TEST PROCTORS WILL ADDRESS CANDIDATE CONCERNS ACCORDINGLY. CANDIDATES WILL BE ALLOWED TO USE THEIR OWN PPE, PROVIDED IT DOES NOT EXCESSIVELY DEVIATE FROM THE STANDARDIZED TESTING EQUIPMENT. TEST PROCTORS WILL HAVE FINAL DISCRETION ON DEVIATION.** Candidate vitals are not recorded with other test results and will not be used in consideration of hiring decisions. Candidates may be restricted from performing the PAT and moving forward in the hiring process at any of the test proctor's discretion. SFE personnel and SFE Medical Control personnel retain the final authority to restrict a candidate from PAT testing, or to end a PAT test at any time prior to its conclusion in the interest of candidate safety. **CANDIDATE MUST PROMPTLY VACATE PAT TESTING SITE UPON COMPLETION OF PAT AND POST-VITAL RECORD.**

PAT Review

There will be an opportunity for candidates to review and be instructed on the physical ability test prior to performing the test.

The Physical Ability Test

The PAT is a pass/fail test that consists of seven (7) tasks that must be completed correctly, in order, and within a set amount of time. The PAT is comprised of two-timed sections: **Section 1 must be completed within five (5) minutes** which is comprised of six (6) fire ground tasks. **Section 2 must be completed within three and one-half (3 ½) minutes** and is a wildland aerobic capacity event. The PAT is a score based test with a minimum time requirement to pass. Each task will be explained and demonstrated to the candidates. To pass the physical ability test, the candidate must properly complete all tasks within the acceptable time limit.

Rules:

1. Candidate must strike every step with one of his/her feet in all sections of the tower. Failure to strike each and every stair will result in immediate disqualification. There will be no running allowed inside the tower.
2. Candidate may run in all phases of the PAT course that occur outside of the tower.
3. Candidate must complete each station in its entirety before transition to the subsequent station may occur. Failure to correctly complete each station will result in termination of the test.
4. Failure to complete stations 1-6 in 5 minutes or less will result in automatic termination of the Physical Ability Test.
5. Failure to complete the Wildland Task – station 7 in less than 3 ½ minutes will result in automatic termination.
6. PAT scores will be based on successful completion of the entire course.
7. Time will start when the candidate steps on the first stair. The candidate shall wear a bunker coat, gloves, and SCBA (without face piece) for stations 1-6.
8. The candidate will wear a 40 pound vest for station 7. The time will start and stop when the candidate crosses the line with any part of his/her head or body.

Section 1 Tasks:

Station 1: Tower Climb: Time will start when the candidate steps on the first stair. The candidate will enter on the north side fence door leading to the exterior tower stairs and carry a hose pack consisting of one 50 ft. section of 2 ½ inch hose up to the top floor. Candidate shall drop the high rise pack at the top of building.

Station 1-2 Transition: Descend one level down via stairs.

Critical Failures:

- Failure to use every step while ascending or descending.
- Running while inside or outside of the tower.

Station 2: Equipment Hoist: While standing inside of the box, hoist a 50 pound sandbag, using a rope and pulley, from the ground to the window using a hand over hand method. Candidate shall be in complete control of the sandbag. The proctor shall notify the candidate when the sandbag is fully raised.

Station 2-3 Transition: Exit tower striking each and every stair. Upon exit of tower and stairs, candidate may choose to run or walk the remainder of the course. Candidate will move to station 3 on the south side of the tower as fast as individually possible.

Critical Failures:

- Stepping outside of the box.
- Failure to hoist the load in a hand over hand method.
- Failure to control the load – Allowing the rope to slide through hands. Failure to use every step while descending down tower stairs.

Station 3: Ladder Extension: Candidate will assume a “ready position”. The candidate will raise a 30 pound sandbag on a rope and pulley to simulate a 3-section 35’ extension ladder. The sandbag shall be raised until it has reached the pulley, then lowered to the starting position. The rope shall be operated in a hand over hand method at all times with thumbs up or thumbs down. Candidate shall be in full control at all times.

Station 3-4 Transition: Advance to station 4 by moving towards the southwest corner of the training grounds to the charged hose line.

Critical Failures:

- Allowing waist to drop more than 12” from the starting position.
- Failure to extend the sandbag the required distance.
- Failure to fully return the sandbag to the start position.
- Failure to operate the rope in a hand over hand method.
- Wrapping rope around hand or arm.
- Failure to control the sandbag; letting the rope slip through hands.

Station 4: Charged Hose Line Extension: Candidate will drag a charged 1 ¾ inch hose line 75 feet and place the nozzle on the ground. (Do not show water)

Station 4-5 Transition: Advance to station 5 by proceeding diagonally to position A or B to the dummy's location.

Critical Failures:

- Failure to drag the hose line 75 feet.
- Throwing or dropping nozzle to the ground.

Station 5: Dummy Drag: Candidate shall drag/carry the 165 pound "victim dummy" 75 feet.

Station 5-6 Transition: Advance to station 6 by moving diagonally to the start of the fan carry.

Critical Failures:

- Failure to drag the dummy 75 feet.
- Lifting the dummy completely off the ground.

Station 6: Fan Carry: Candidate shall remove a box fan from a platform, carry the fan 75 feet, and return box fan to the platform in an upright position. Time for section 1 will stop when the fan is placed back on the platform.

Critical Failures:

- Failure to carry the fan the entire distance.
- Failure to replace the fan on the 4-foot platform.
- Dropping the fan during any portion of this event.
- Failure to complete stations 1-6 within the allotted time.

Station 6-7 Transition: Walk directly to the equipment station, where the candidate will be assisted in removing SCBA, bunker coat, and gloves. Candidate is permitted a two minute recovery period. Candidate must keep walking during this time. With 30 seconds remaining, candidate will be assisted with putting on a 40 pound weight vest and moved to the start position of station 7.

Section 2 Task:

Station 7: Wildland Aerobic Capacity Evaluation: Candidate shall walk or run with a 40 pound weight vest ¼ mile. There will be a posted half way point on the course. The clock will start when the candidate crosses the starting line. The physical ability test is complete and clock stops when candidate passes over the ¼ mile finish line with any part of the head or body.

Critical Failures:

- Failure to complete entire ¼ mile distance.
- Failure to complete ¼ mile walk/run in the allotted time.