

Lake Dillon Fire Protection District

Candidate Testing Process



**May/June
2017**

Full Time Firefighter Application Packet

Lake Dillon Fire Protection District (the District) is now accepting applications to construct an eligibility list for potential Full-Time Firefighter/EMT (Basic and Paramedic-Level) vacancies within our District. **The application deadline is Monday, May 22 at 1700 hrs.** All application materials and documentation must be received by the deadline. Application packets must be submitted to one of the following addresses:

(US Mail):

Lake Dillon Fire District
Attn: Matt Scheer – HR Manager
PO Box 4428
Dillon, CO 80435

(UPS/FedEx/Courier/Hand Delivery):

Lake Dillon Fire District
Attn: Matt Scheer – HR Manager
401 Blue River Parkway
Silverthorne, CO 80498

- 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 the District, 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 spend a large amount of time training, performing fire prevention activities, cleaning and maintaining equipment, apparatus and station living quarters.
- Firefighters may be directly exposed to dangerous situations and will be expected to follow orders and perform assigned duties.
- Firefighters will be expected to follow orders and abide by the rules, regulations, policies, and procedures of the District.
- Firefighters are expected to treat the public courteously and with respect.
- 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. Our District utilizes the Human Resources Manager, as well as Line Personnel, Lieutenants, Captains, 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, 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. Am I interested in the emergency medical field?
7. Am I flexible and adaptable?
8. Can I think clearly amid chaos and stress?
9. Do I recognize the inherit risk of the fire service?
10. Can I cope with and still function appropriately when dealing with trauma, death and unpleasant situations?

Lake Dillon Fire Protection District believes in fair and equal treatment of candidates for hire. Candidate assessment materials are job-relevant and validated. Selection of new members for our District is a very through process. Our selection proceedings are extremely competitive. Unsuccessful candidates are encouraged to consider future opportunities with our District.

Respectfully,



Jeff Berino
Fire Chief
Lake Dillon Fire Protection District

Hiring Process

1. Applications are reviewed to determine if the applicants meet the minimum qualification requirements stated in the Firefighter/EMT job announcement. The District will utilize the content of submitted application packets to determine which applicants will be invited to test.
2. Successful applicants will be invited to take the written exam. Results of the written test will determine which candidates will be invited to the physical ability test (PAT). The number of candidates that continue is dependent upon the needs of the District.
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 comprehension, basic math skills, knowledge the Districts, information contained in this packet and District websites, Firefighting and EMT material. EMT-Basics and EMT-Paramedics will be given separate tests based on their EMS certification level. A government-issued photo ID is required for admission to the test. The number of candidates that continue on to the Physical Ability Test (PAT) is dependent upon test scores and the needs of the District.
4. A description of the Physical Ability Test 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. Following the written test and the PAT, candidates will be divided into two groups.
7. Tier 1 will consist of the candidates invited to an oral board interview. The number of candidates that are selected for Tier 1 is dependent upon the needs of the District.
8. Candidate oral board interviews will last approximately 20 minutes.
9. Tier 2 will consist of the remaining candidates and will be placed on a Tier 2 eligibility list. These candidates will not participate in an oral board interview at this time. Tier 2 candidates may or may not be called upon for interviews at a later date. Unless otherwise notified, Tier 2 candidates are eligible to apply for any future testing process held by either District.
10. Candidates who are recommended for further review by the oral board may be selected for ride-alongs and final review by the Fire Chief as vacancies arise. The Fire Chief will select candidates for job-offers based on the results of this process and the needs of the District.
11. Upon receiving a conditional job offer the candidate must pass the following examinations and background investigations.
 - a. Medical screening, including drug screening.
 - b. Background investigations to ascertain criminal history, employment and personal reference checks, and Motor Vehicle Reports.
 - c. Firefighter I and EMT skills check.

NOTICE TO APPLICANTS – MINIMUM QUALIFICATIONS

1. Candidates must be eligible to work in the United States of America.
2. Applicants for the position of Firefighter/EMT must be at least 21 years of age at the time of their employment.
3. Applicant should be in excellent physical condition and must maintain his/her 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 license within 30 days of the beginning of employment. All employees must maintain a valid Colorado Driver License throughout his/her 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 (B or P) in Colorado or National Registry certified EMT (B or P) 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 EMT 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 certification, I-200 and IS-700 (or IS-700.a)
11. Applicant must submit a resume and a cover letter with their application.
12. Applicant is required to assist and cooperate with this District in obtaining skill certifications, references and education records.

Potential Disqualifiers for Firefighter 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.
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 package.
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 application submittal date), admission to, currently charged with, or under indictment for committing DUI, DWI, or Reckless Driving. Excessive convictions for speeding or other moving violations. The Districts reserve the right to determine what is "excessive" and will do so in the interest of candidate and employee safety.
11. Conviction of a felony or domestic violence crime.
12. 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 the District 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 the District's before offering a candidate a public position of trust.

APPLICATION SCHEDULE

<u>Target Date</u>	<u>Task</u>
04/14/2017	Advertise Candidate Testing Process
05/22/2017	Application Deadline is Friday 05/22/2017. Application must be received by 1700 hours.
05/19/2017	Review of applications for minimum qualifications completed. Applications ranked and eligible candidates invited to testing. Notification will be via e-mail or phone.
06/05/2017	Written Test – LDFPD Station 10, Silverthorne, 0800-0930 hours.
06/06/2017	Physical Ability Test – High Country Training Center. Candidates must have Waiver Liability Form, if not sent with original application package.
06/07/2017	Oral Board Interview. LDFPD Station 10, Silverthorne. No admittance after scheduled interview time. 20-30 minutes per candidate.
06/08/2017	Tier I eligibility list completed for potential open career Firefighter/EMT positions with the Lake Dillon Fire District. Current candidate list expires.
TBD	Candidate Ride-Alongs and final evaluation by the Fire Chief will take place as needed when vacancies arise.

PARTIAL APPLICATIONS WILL NOT BE ACCEPTED

**NO APPLICATION WILL BE ACCEPTED AFTER
5:00 P.M.**

Monday, May 22, 2017

Application Checklist

___ Cover Letter

___ Resume

___ Completed Application

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

___ Copy of Military Discharge if applicable

___ Copy of CO or National Registry EMT Basic or EMT Paramedic

___ Copy of CPR Card

___ Copy of CO/IFSAC Firefighter I or Firefighter II

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

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

___ Copy of I-200 (ICS), and IS-700 (NIMS)

___ Copy of Additional Fire and EMS Certifications

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

PHYSICAL ABILITY TEST FOR FIRE DISTRICT EMPLOYMENT

NOTE: The physical ability test (PAT) will be conducted at the High Country Training Center, located at an altitude of 9,200 feet.

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 that have been determined eligible for testing should arrive 15 minutes prior to their appointment time. Candidates must sign and the *Waiver of Liability* forms in the presence of a representative of the Lake Dillon Fire Protection District when checking in. 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 should wear comfortable athletic clothing with supportive shoes and bring proper fitting work gloves. In the interest of Candidate safety, Candidates will be required to provide a pre-test and post-test vital record to a qualified EMT. Candidate vitals are not considered with other test results. Candidates may be restricted from performing the PAT and moving forward in the hiring process. District personnel and 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.

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: It 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 45 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 5th floor. Candidate shall drop the high rise pack at the top of the 5th floor.

Station 1-2 Transition: Descend one level to the 4th floor

Critical Failure:

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, to the 4th floor 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 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 Failure:

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, depending on where the dummy is at.

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 west to 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 45 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.

Applicant's Name _____

Application for Employment



LAKE DILLON FIRE DISTRICT

Equal Opportunity Employers

Pre-Employment Questionnaire

Date: _____

Personal Information

Name _____
Last First Middle

Mailing Address _____
PO Box / Street City State Zip Code

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

Permanent Address _____
PO Box / Street City State Zip Code

Are You 18 Years Or Older? (If you are hired, you may be required to submit proof of age.) Yes No

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Employment Desired - _____

If offered a position here, when would you be available to begin duties? _____

May we contact your Present Employer? Yes No

Have you ever applied to LDFR Fire District before? Yes No If yes, when? _____

Have you ever worked for LDFR Fire District Before? Yes No If yes, when? _____

If yes, Name of supervisor: _____

How did you hear about this Candidate Selection Process? Employment Agency State Employment Office

Newspaper Ad Internet High School or College Placement Office Walk In

Friend Other _____

Education

School Level	Name & Location	No. Of Years Attended	Diploma / Degree / Credit Hours	Subjects Studied
High School				
College				
Graduate School, Trade, Business or Special Schools Attended				

Certifications / Special Skills / Volunteering Experience

Please list certifications, special skills or volunteering experience as they relate to the position for which you are applying.

Certificates Held: _____

Special Medical Training: _____

Other Special Training: _____

Special Honors: _____

Volunteering Experience: _____

What languages do you speak fluently? _____

Service Record

Branch Of Service: _____ Discharge Date & Rank: _____

Present Membership In National Guard Or Reserves: _____ Date Obligation Ends: _____

Driver's License:

Do You Possess A Valid Driver's License? Yes No Which state? _____ Class of license: _____

Have you had your driver's license suspended, revoked or restricted in the last 3 years? Yes No

If Yes, give details _____

Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest." Yes No

Are you currently charged with or under indictment for any law violation? Yes No

(Exclude minor traffic violations.)

If yes, give details _____

(A conviction will not necessarily disqualify an applicant for employment.)

References: Give three references not related to you or former employers.

Name	Phone #	Business	Years Acquainted
1.			
Address			
2.			
Address			
3.			
Address			

