

PAID-ON-CALL FIREFIGHTER APPLICATION MANUAL



City of Oak Harbor Fire Department

855 E. Whidbey Avenue

Oak Harbor, WA 98277

(360) 279-4700 • oakharbor.org

fire@oakharbor.org

**WE'RE
HIRING!**



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Paid-on-Call Firefighter Recruitment Application Manual
www.city.langley.bc.ca/fire_rescue.htm*

TABLE OF CONTENTS

Introduction 1

Our Department..... 1

Things to Consider Before Apply..... 1

Tips during the Recruitment Process 2

Self-Evaluation Questionnaire 2

Firefighter Pay Rates, Benefits & Working Conditions..... 3

Minimum Firefighter Qualifications 6

Recruitment Process 6

Overview of the Recruitment Process 7

Frequently Asked Questions – Minimum Qualifications 10

Frequently Asked Questions – Application 10

Frequently Asked Questions – Physical Abilities Assessment..... 11

Frequently Asked Questions – Interview 12

Frequently Asked Questions – Selection Process 12

Frequently Asked Questions – Reference, Driver’s Abstract and Reference
Checks 12

Frequently Asked Questions – Medical Test..... 13

Frequently Asked Questions – Job Offer and Notification..... 13

Frequently Asked Questions – General..... 13

Appendix A – Environmental and Working Conditions..... 17

Appendix B – Physical Abilities Assessment..... 25

Appendix C – Minimum Medical Requirements 29

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INTRODUCTION

Thank you for your interest in becoming a Paid-on-Call member of the Oak Harbor Fire Department. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, and have a desire to serve our community.

Paid-on-Call (POC) firefighters are members of our team who play a key role in the delivery of fire services to the City of Oak Harbor. POCs help the department provide round-the-clock fire service to the residents of Oak Harbor

POC firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. Our POC firefighters and POC officers are trained to nationally recognized standards and come from all walks of life; for many firefighting is not their career. Some of our POCs choose to take advantage of the skills and experience they gain by pursuing a full time career in the fire service. Being a POC firefighter is rewarding, exciting and fun.

OUR DEPARTMENT

The City Oak Harbor has one fire station (built in 1992) located at 855 E. Whidbey Avenue. The department is equipped with:

- 4 engines
- 1 aerial platform (100-ft)
- 1 rescue truck
- 1 command vehicle
- 1 fire marshal truck
- Various support vehicles & trailers

In 2015 we responded to 1,173 calls for service including:

- 66 fires
- 243 fire alarms
- 545 medical and rescue
- 149 public service
- 54 hazardous materials
- 116 other

THINGS TO CONSIDER BEFORE APPLYING

Oak Harbor Fire Department's Paid-on-Call firefighter recruit selection process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time. A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. It is important that you have the strength, stamina and cardiovascular conditioning required to take on the

physical challenges of the position. Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join Oak Harbor Fire Department as a Paid-on-Call Firefighter; however, we do offer you these tips:

1. If your personal contact information changes, please inform City of Oak Harbor Human Resources immediately at (360) 279-4518; kandrews@oakharbor.org.
2. Before you submit your firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different steps in the hiring process and about our city. Do your homework, it is better to be over prepared! You are welcome to attend Monday night training drills, each Monday from 1830-2100.
3. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout the recruitment and training process.
4. We expect you to be prepared and ready to participate in our assessments at all times. Assessments will be scheduled for evenings and/or weekends.
5. Job fit/suitability is one of many critical factors considered in our decision-making processes. Completion and/or passing all steps in the recruitment process do not ensure a job offer.
6. If at any point in the process you do not meet the required competencies, you will be advised that you will not proceed in the process at this time.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if becoming an Oak Harbor Fire Department POC firefighter is a good fit for you.

ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with fire department values such as respect, pride, professionalism and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness as a way of life [i.e., daily workouts]?

- Am I physically and mentally prepared to perform firefighter job tasks?
- Am I able to meet the training requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact serving as a POC firefighter may have on my family environment?
- Am I familiar with and able to operate within a government working environment?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Does my lifestyle allow me to commit to a minimum of two and a half hours weekly for firefighting training?
- Do I have an aptitude for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?

More information on firefighter environmental and working conditions can be found in Appendix A.

FIREFIGHTER PAY RATES, BENEFITS AND WORKING CONDITIONS

POC Firefighters are compensated on an hourly basis for participation in Department training programs, attending off-duty emergency calls, and working 10 or 12 hour shifts at Station 81.

	POC Hourly Wage (eff 01/01/2016)
Entry Level	\$10.48
Hydrant / Nozzle Qualification (6 months)	\$11.07
Probation Completion (1 Year)	\$11.65
Medical Certification (EMT)	\$12.81
Driver Certification (all apparatus)	\$13.98

FIREFIGHTERS' BENEFITS

POC Firefighters receive the following limited employee benefits:

- Safety, fire and medical training.
- Full protective equipment provided (turnout coat, bunker pants, boots, gloves, helmet, pager, etc.).
- Department uniform and badge.
- Life Insurance coverage - after successfully completing one (1) year introductory period.
- Retirement pension.
- Medical coverage is offered to POC firefighters who work at least 30 hours per week (after a two year review period)
- Employee Assistance Program (for you and your household)
- Wellness incentive
- Volunteer Incentive Program (VIP)

HOURS OF WORK (Training)

During the first six months of employment, POC firefighters will spend their working hours training to obtain certifications and qualifications. During this initial training academy period, a schedule will be set (but varies year-to-year), it may be two weeknights (1800-2130) and alternating Saturdays (0800-1600). You will also be required to spend several hours of your personal time each week reading and studying course materials for academy testing; study time is unpaid.

After the academy period POC firefighters will follow a once per week training schedule. Training drills are offered 3 times per week:

- Monday evening 1830-2100,
- Tuesday morning 0900-1130, or
- Thursday morning 0900-1130.

POC firefighters are compensated at their hourly rate for one 2.5 hour drill per week and are required to maintain a minimum of 50% attendance per quarter. Attending drill is encouraged. A bonus is awarded through the Volunteer Incentive Program (VIP) based on drill attendance.

HOURS OF WORK (Station 81 duty Shifts)

Once qualified, POC firefighters work 10 or 12 hour platoon shifts at Station 81 and reside at the station during the shift, utilizing dorm-style sleeping quarters. The on-duty engine company is the initial response to all emergency calls during the shift. They may also perform hydrant inspections, fire and life safety inspections, maintenance and housekeeping, public education, and other tasks as directed by the on-duty officer.

Five (5) shifts are available each day:

1. Day shift (0700-1900), completes an engine company with full-time firefighters
1. Night Shifts (1900-0700; Monday shifts are 2100-0700 to accommodate training drills)
2. Officer
3. Driver
4. Nozzle
5. Hydrant

POC firefighters sign up for the next month's shifts on the third Monday of each month. The minimum requirement is one (1) shift per month, but POC firefighters may work up to 53 total hours per week. In 2015, the POC firefighter average platoon shift hours were 49 hours per month (60 hours when including training and off-duty incident response).

HOURS OF WORK (Off-Duty Incident Response)

Once qualified, POC firefighters carry pagers and receive alert tones when their help is needed. They respond to Station 81 to provide needed manpower for specific types of calls (fires, CPR medical calls, car accidents, etc.). They may also be called when the on-duty crew is overwhelmed by multiple calls.

When responding to calls, POC firefighters are paid their hourly rate. They are paid in full hours, regardless of the length of the call. If a call is 10 minutes, they are paid for a full hour. If the call is 1 hour and 10 minutes they are paid for 2 full hours.

There is not a minimum off-duty incident response requirement, however, when a POC firefighter responds to more than 150 off-duty calls per year, they receive a bonus of an additional \$1 per call through the Volunteer Incentive Program (VIP)

TRAINING PROVIDED BY OHFD

During their initial academy period of employment, entry-level POC firefighters are trained to the IFSAC Firefighter 1, CPR/First Aid, and Hazardous Materials Operations certifications. During their second year, OHFD sponsors POC firefighters through a 180 hour Emergency Medical Technician (EMT) training course. As their length of service increases POC firefighters will naturally receive more training and certifications – how far a POC firefighter goes depends on their initiative and desire. Training is at no expense to the POC firefighter. Other training provided by the department:

- EVIP driving course

- IFSAC Firefighter 2
- NFPA 1002 – Fire apparatus Driver/Operator
- NFPA 1021 – Fire Officer 1
- NFPA 1021 – Fire Instructor 1
- Incident Command System 100 & 200
- National Incident Management System (NIMS)

MINIMUM FIREFIGHTER QUALIFICATIONS

You must be:

- 16 1/2 years of age (if under 18, must be actively enrolled in High School in the Oak Harbor area or working towards a GED).
- United States citizen.
- High school diploma or GED equivalent (or actively enrolled in HS maintaining a 2.0 cumulative GPA).
- Valid Washington State Driver’s License (MUST OBTAIN UPON COMPLETION OF RECRUIT ACADEMY).
- Driving record acceptable to the City’s insurance carrier (6 month minimum).
- Ability to read, write and speak the English language.
- Ability to meet training requirements (Monday nights or Tuesday/Thursday mornings) upon appointment.
- Ability to pass physical abilities assessment and maintain physical fitness
- Be of good moral character and temperament suitable for the fire service.

To apply as a Lateral (experienced) Paid-On-Call Firefighter you must also meet these additional qualifications:

- IFSAC Firefighter I Certification that meets Washington State standards.
- Volunteer or career fire service with a fire department or fire district.

LIVING / WORKING BOUNDARY

A POC firefighter must reside or work within a five (5) mile radius of Oak Harbor Fire Department, Station 81 located at 855 E. Whidbey Avenue.

RECRUITMENT PROCESS

The POC firefighter recruitment process has ten (10) steps:

- Step 1 – Online Application
- Step 2 – Informational Meeting
- Step 3 – Physical Abilities Assessment

- Step 4 – Written Exam
- Step 5 – Oral Board Interview
- Step 6 – Selection Process, Conditional Offer of Employment
- Step 7 – Drug Screen
- Step 8 – Background Investigation
- Step 9 – Medical Examination
- Step 10 – Offer of Employment and Notification

Applicants selected to move on to the next step will be notified via email or voice mail. It is the candidate's responsibility to ensure email addresses and phone numbers are up-to-date. It is the candidate's responsibility to check emails on a regular basis to ensure that process deadlines are met. After the online application, all testing stages are in person, and cannot be faxed, emailed or taken online.

OVERVIEW OF THE RECRUITMENT PROCESS

STEP 1 – Online Application Form

Applications will be accepted online only during open recruiting periods. Carefully review each section. It is your responsibility to understand the application form and to provide all the requested information. Answer all questions completely and honestly. You are responsible for the accuracy of all statements. Full disclosure of information is expected; no sections are to be left blank. Should a particular section not apply to you, enter 'n/a'. All applicants must follow the application protocols outlined in this manual.

Applicant Information

This section allows us to contact you.

Required Licenses, Certificates and Qualifications

This section is to verify that you will meet the minimum application qualifications. You are to provide legible photocopies of supporting documentation for specific items identified on the Application Form to confirm that you meet the requirements and that your certifications valid. Be prepared to produce the original or certified copies of these documents for review when requested.

Driver's License Information

You must hold a valid driver's license, if your license is from a state other than Washington, you must obtain a Washington Driver's License upon completion of the Island County Recruit Academy.

Desirable Training and Experience

This section lets us know about any credentials you may have attained (i.e. certificates, diplomas, degrees, etc.) at an accredited school. This section also lets us know what types of licenses and certificates you have received as well as any special skills or training you may have. This area will also allow you to showcase your personal achievements or experiences that you believe are relevant to this position. Proof of completion may be required later.

Employment History

This section represents your employment history. Outline information to the best of your ability for these types of jobs. If contact information is no longer available for a past employer, indicate so.

Applicant's Declaration

Carefully review each statement thoroughly and sign.

STEP 2 – Informational Meeting

Applicants are required to attend a scheduled briefing session at Station 81 and receive a tour of the station. During the briefing session, applicants will learn more about Oak Harbor Fire Department, our recruitment process, the expectations that OHFD has of a paid-on-call firefighter and what OHFD provides a POC in return. Currently serving paid-on-call firefighters and their partners will be there to share their experiences. Applicants are encouraged to bring their partners or significant others to this informational meeting.

STEP 3 – Physical Abilities Assessment

Candidates will undergo a physical abilities assessment at the fire station to assess physical suitability to performing the tasks of a firefighter. Candidates will be assessed for manual dexterity and comfort with working from heights. The physical abilities assessment process is described in Appendix B.

STEP 4 – Written Test

A written and timed (1-hour) 70 question exam; all questions are multiple choice. The exam will be administered in a classroom setting and everything needed for taking the exam will be provided (pencils and scratch paper). The use of calculators is prohibited. Mobile phones and devices are not allowed in the testing area. You must score a minimum of 70% to proceed. The exam will cover:

- Vocabulary and spelling,
- Ability to notice differences,
- Logic and spatial reasoning,
- Basic math (addition, subtraction, multiplication, division, fractions), and
- Reading comprehension.

STEP 5 – Oral Board Interview

The intent of the oral-board interview is to allow us to learn more about you, your experiences, and your abilities from your perspective. Three interviewers will be rating you based on responses you provide. You should answer the questions in a clear and concise manner. The interview is an opportunity for you to display your best attributes. You are required to bring an original driver's abstract to your interview from all states in which you have been a licensed driver in the last five years.

STEP 6 – Selection Process – Conditional Offer of Employment

Our selection process is based on consideration of your competencies, skills, physical abilities and job fit. Candidates will be ranked according to their scores in the testing process. Those selected will receive an offer of employment conditional upon successfully completing steps 7-9:

STEP 7 – Drug Screen

Urinalysis to determine recent drug use (including marijuana) conducted at an independent medical laboratory. The presence of illegal drugs will disqualify a candidate.

STEP 8 – Background Investigation: Reference, Driver's Abstract, and Criminal Record Checks

At this stage of the process, we substantiate this information through the following:

- Confirming the validity of credentials and certificates submitted as part of your application process.
- City of Oak Harbor staff will contact your references and ask about their experiences with you as an employee. You may be asked to seek out additional references if the data received is insufficient.
- A background investigation, including criminal background, will be conducted by an independent agency.

STEP 9 – Medical Exam

The final step for a candidate before receiving an offer of employment will be to undergo a Washington State mandated medical exam to ensure that a candidate meets the firefighter employment medical standards as specified in NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments. See Appendix C and RCW 41.24.

STEP 10 – Offer of Employment and Notification

Candidates selected to receive an offer of employment will receive an initial verbal offer of employment followed up with a confirmation in writing.

PROBATIONARY PERIOD

New firefighters are placed on a one year probationary period. During your probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a POC firefighter. You will undergo quarterly evaluations regarding your strengths and weaknesses, to ensure you have the tools to successfully complete your probationary period. Candidates who fail to successfully complete their probationary period will be released from Oak Harbor Fire Department.

FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS

1. Q *I did not complete a High School Diploma. What will you accept as a suitable equivalent?*
A We will accept a High School Equivalency Diploma [i.e., G.E.D.].
2. Q *Do I require previous firefighting experience or training prior to making application?*
A No. The department will train you in firefighting skills including hands-on live fire training.
3. Q *Do I need Basic First Aid or a First Responder Certificate?*
A No, you will be trained by the department in CPR and first aid.

FREQUENTLY ASKED QUESTIONS – APPLICATION

1. Q *Can I include copies of other certificates or awards I have attained?*
A No. We recognize your need to include this information, however, please bring copies to the interview. There are sections in the online application for you to provide us with these details.
2. Q *What happens after you've received my application?*
A Your application will be assessed for compliance and completeness. A review of your file will be conducted to determine its viability. You will be advised via email if you are advancing to the next stage or not.
3. Q *What other responsibilities do firefighters have, other than fighting fires?*
A Firefighting actually represents a relatively small portion of the work of a typical fire department in today's world. The number of residential and commercial fires has steadily decreased over the years due to a variety of factors including improvements in construction and a greater public awareness of the risk factors leading to fires and property loss. About 50% of OHFD's emergency responses are, in fact, calls for medical aid; including illness/accidents at home and work, injuries resulting from vehicle accidents, and other medical trauma. Other calls for emergency response involve hazardous materials

releases, response to fire alarms, and other calls for public assistance. Firefighters also spend quite a bit of time maintaining equipment, assisting with public safety education, training for all types of emergency responses, and filling out the reports and paperwork associated with these activities.

4. Q *Do firefighters have to do any extra training?*
A As the world changes, firefighters have to change and train along with it. The members of OHFD continually train to remain current with medical standards, fire suppression tactics, and even new vehicle technologies (we respond to numerous car accidents).

5. Q *Who do I contact if I have additional questions about the application process?*
A Please contact the City of Oak Harbor Human Resources Department at (360) 279-4518 or via email at ohhr@oakharbor.org

FREQUENTLY ASKED QUESTIONS – PHYSICAL ABILITIES ASSESSMENT

1. Q *Will I have the opportunity to practice the test before I have to take the evaluation?*
A No. Exercise explanations and a score sheet are provided (see Appendix B).

2. Q *How is the physical abilities assessment evaluated?*
A Candidates will receive points based on their performance during each exercise. 734 points are required to pass the assessment. Points scored above 734, will count toward bonus points (for every 20 points over 734, 1 bonus point will be awarded).

3. Q *What happens if I do not complete an exercise?*
A Candidates will be given one (1) attempt to complete each task. If the candidate is unsuccessful during that attempt, the candidate will receive an unsuccessful grade for the Physical Test.

4. Q *If I was unsuccessful at completing the assessment, will I be able to try again in a future competition?*
A Yes. OHFD usually recruits POC firefighters annually. You will need to re-apply during the next open recruiting period.

5. Q *Do I require any special equipment to take the test?*
A No, we suggest you wear workout-style clothing, including long pants and comfortable sports shoes. A hard hat (with a chin strap) and work gloves will be provided by the department for the aerial ladder climb.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

1. Q *What do I need to bring with me to my interview?*
A When your interview has been scheduled, we will send you an e-mail outlining items you are expected to bring to your appointment.

Items required for your interview:

- Your driver's license - for identification purposes
- A Driver's Abstract (5 year minimum)
- A current copy of your resume (optional)
- Any of the certificates and licenses you mentioned in your application form

Note: Failure to bring the requested items could result in the cancellation of your interview.

2. Q *What if I cannot come up with an answer to an interview question?*
A You can ask to gather your thoughts or to bypass the question and return to it later. If you still cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.
3. Q *How can I prepare for my interview?*
A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. Our hiring needs may dictate a rapid turnaround between your written test session and your interview.

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

1. Q *How long will the entire recruitment process take?*
A We expect that the recruitment process will take approximately twelve (12) weeks.
2. Q *How often should I expect to hear from the fire department throughout the recruitment process?*
A We endeavor to keep you informed and current via e-mail on the status of your recruitment file. It is your responsibility to keep us informed of any changes in contact information (email, telephone, address) or if you will be unavailable for a period of time (i.e., on vacation, out of the country, etc.).

FREQUENTLY ASKED QUESTIONS – Reference, Driver's Abstract and Criminal Record Checks

1. Q *Who can I use as a reference?*

- A Good references are work related, a supervisor that you have reported to in a work situation. The reference cannot be a family member. If you do not have paid work experience, use volunteer work and teachers as reference.

FREQUENTLY ASKED QUESTIONS – MEDICAL TESTING

- 1. Q *Do I pay the costs of the medical testing?*
 - A No. Medical testing is completed by a doctor contracted by the City.

FREQUENTLY ASKED QUESTIONS – JOB OFFER AND NOTIFICATION

- 1. Q *When would I be expected to start as a POC firefighter?*
 - A We will be starting recruit training as soon as we can after the selection process has been completed. Your first paid detail will be Recruit Orientation.
- 2. Q *Am I expected to respond to calls right away?*
 - A No. Pagers are issued to POC firefighters after they have completed Hydrant qualification.

FREQUENTLY ASKED QUESTIONS – GENERAL

- 1. Q *What is the cost of the required training?*
 - A The required training for Paid-On-Call firefighters is provided free of charge. This includes all protective firefighting clothing.
- 2. Q *Who provides insurance coverage for my activities as a Paid-on-Call firefighter?*
 - A Washington State’s Board for Volunteer Firefighters and Reserve Officer provides medical insurance coverage when the POC member is performing the duties of a Paid-on-Call firefighter. The City also has insurance coverage for auto liability when operating City vehicles. Accidental death and disability coverage is also provided after one (1) year of service.
- 3. Q *Are Paid-on-Call firefighters directly paid in any way?*
 - A Paid-on-Call firefighters are paid for training, response to emergency calls, and time spent working platoon shifts at Station 81.
- 4. Q *After my initial training, how much time am I expected to give as a paid-on-call firefighter?*
 - A POC firefighters are required to work one (1) 10 or 12 hours shift per month. The 2015 average hours worked by POC firefighters was 60 hours per month.

5. Q *How quickly will I be expected to respond to emergencies?*
A OHFD expects members to respond immediately to a page out for calls for which they are qualified to respond to. Responders are required to drive posted speed limits while enroute to the station.
6. Q *How often will I be on call to respond to emergencies?*
A Our system depends upon paid-on-call firefighters being available to answer major emergencies. Therefore we expect qualified paid-on-call firefighters, when in the Oak Harbor area, to be on call 24/7. Potential members should be aware this commitment cannot be taken lightly as their response to emergencies is a lifeline to the public they serve. The City of Oak Harbor realizes that no one can be available all of the time; however it relies on the commitment from paid-on-call firefighters to respond whenever they are available.
7. Q *How long do emergency call outs last?*
A The average call out lasts less than one hour. A working structure fire may extend to three to four hours. Major, multi-alarm fires may last eight to ten hours. POC firefighters are paid their full hourly rate for each hour, even if the call out consumes just part of the hour.
8. Q *What if I have consumed alcohol?*
A Paid-on-Call firefighters are not allowed to respond to emergencies if they have consumed alcohol.
9. Q *Is it possible for me to concentrate my participation and specialize in one area of OHFD response?*
A All paid-on-call members are generalists, capable of doing any of the fire or rescue tasks that may occur at an emergency. Specialist training is provided, but not to the exclusion of the ability to participate in all department activities.
10. Q *Is there a medical examination prior to acceptance by Oak Harbor Fire Department?*
A You will be required to undergo a Washington State mandated physical evaluation of your health and fitness by our physician to assess your suitability for the role of a paid-on call firefighter.
11. Q *How are paid-on-call firefighters integrated with career firefighters?*
A Oak Harbor Fire Department's policies dictate the training levels required and apply to both Paid-On-Call and Career members. In training and at emergency scenes paid-on-call and career members operate as a team. They wear the same uniform and perform the same tasks.

What questions do you still have about the Oak Harbor Paid-On-Call Firefighting program?

Notes:

APPENDIX A

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of normal operating procedures include:

- The requirement to respond to alarms "fit for duty", both mentally and physically.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time i.e., riding in emergency vehicles, operating/holding heavy power tools in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/nonexistent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against: burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in firefighting due to the physical strain induced while performing operational tasks. The impact varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility. **PHYSICAL DEMANDS / BACKGROUND** The risk of injury in firefighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress. For example:

In a multi-story structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 55 pounds] and carrying tools [weighing up to 35 pounds]. Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks.

In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools [weighing up to 35 pounds] in strenuous and awkward work positions for considerable lengths of time.

PHYSICAL FITNESS PREPARATION

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this challenging career, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat. Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

	YES	NO
Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
Do you have chest pain brought on by physical activity?		
Have you developed chest pains (while resting) in the past month?		
Do you lose consciousness or balance as a result of dizziness?		
Do you have a joint or bone problem that could be aggravated by prescribed activity?		
Is your doctor currently prescribing medication for your blood pressure or a heart condition?		
Are you or have you been pregnant within the last six (6) months?		
Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?		

If you have answered "Yes" to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training.

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

TYPICAL TASKS AND DUTIES OF A FIREFIGHTER

FIRE SUPPRESSION DUTIES

All on-scene fire ground operations are performed while wearing department issued protective personal equipment and may include donning, doffing and regulating a self-contained breathing apparatus.

EMERGENCY RESPONSE / INITIAL SCENE ASSESSMENT

- Accurately receiving/comprehending radio dispatched information
- Responding to residential/industrial/structural/wildland fire emergencies
- Responding to rescues/requests for assistance/reports of smoke
- Responding to electrical hazards/potential sites of ignition
- Safely driving/riding in firefighting/emergency apparatus in response mode

- Identifying on-scene hazards and seeking the source of the fire
- Advising commanding officers of on-scene fire conditions and hazards
- Assessing the emergency scene and determining if assistance from additional fire personnel, law enforcement, medical examiner and/or utility personnel is required
- Determining the stability of supporting surfaces
- Determining the safest route for extricating/evacuating victims
- Following radio response protocols including exchanging information with other crew members, dispatchers, and commanding officers at the scene
- Shutting off utility services to building

HOSE HANDLING

- Calculating building height in feet from its floors
- Determining water stream required to reach the fire
- Calculating gallons per minute out of a particular size hose
- Determining the number of lines needed to extinguish the fire
- Wrapping hose around a hydrant to stretch it out and ensure it reaches the port
- Removing the hydrant cap with a wrench
- Coupling a hose connection to the hydrant
- Coupling and uncoupling hose connections
- Dragging/extending accordion folded or flat load, uncharged
- Opening hydrant to charge fire hose
- Dragging/holding a charged hose unassisted and opening the nozzle
- Applying a hose clamp to a charged/uncharged hose

PUMP OPERATIONS

- Calculating, achieving and maintaining correct water pressure for hose lines
- Operating foam dispensing equipment
- Inspecting and maintaining fire apparatus during operation by checking gauges and preventing freeze up

PRIMARY SEARCH

- Verbally communicating while wearing personal protective equipment [i.e., a face piece and self-contained breathing apparatus]
- Crawling on floors with limited visibility, feeling around for the heat of the fire source
- Systematically searching for victims including missing firefighters
- Extricating trapped conscious/unconscious victims
- Dragging/carrying/removing conscious/unconscious victims from danger source

- Unassisted, dragging/carrying conscious/unconscious victims down stairs/out of buildings
- Unassisted, carrying conscious/unconscious victims down ladders

FIRE GROUND OPERATIONS

- Calculating building height in feet from its floors to elevated fire apparatus and/or ground ladders to correct height
- Being aware of electrical lines/hazards when positioning fire apparatus, ladders, etc.
- Setting up Aerial Apparatus jacks/out-riggers and placing chocks
- Operating the ladder pipe from Aerial platform and positioning/raising ladder
- Removing extension ladder from apparatus and placing in position
- Butting ladder, raising halyard to desired length and then positioning the ladder by lowering it into its objective
- Climbing Aerial Apparatus and/or ground ladders
- While on a ladder or from other heights [i.e., rooftops], directing hose/nozzle at fire
- Removing from apparatus and transporting/placing heavy equipment into operation [i.e., positive pressure fans, power plants, ladders, tools]
- Hoisting equipment to upper levels with a rope
- Carrying heavy equipment up stairs
- Determining when to open roofs, walls and doors
- Making openings for ventilation using hydraulic/power/hand-tools
- After a fire is extinguished, checking for smoldering fire inside walls and ceiling
- Lowering ladders and re-bedding them onto apparatus
- Reloading wet hose back onto apparatus

FIRE SUPPRESSION

- Using unwieldy tools [i.e., axes, sledge hammers, etc.] to make forcible entries
- Entering smoke filled buildings/rooms with a hose in hand
- Dragging charged hose on stairs and around obstacles [i.e., furniture, walls]
- Extending the hose line to a fire
- Opening a nozzle on a charged hose line
- Operating/holding a charged line in confined spaces/awkward positions
- Monitoring hot spots/preventing flare ups

SALVAGE/OVERHAUL

- Securing/preserving evidence at fire scene

- Stabilizing walls/roofs
- Moving furniture/valuables and protecting them with salvage covers
- Creating dikes for channeling water out of building
- Removing burned and charred waste

PRE-HOSPITAL CARE

- On-scene pre-hospital care is performed while wearing department issued protective personal equipment.
- Accurately receiving/comprehending radio dispatched information
- Removing from apparatus and carrying to scene heavy trauma bag
- Donning additional personal protective equipment i.e., gloves, masks, etc.
- Assessing patient condition and providing initial medical care
- Managing hysterical/agitated/unstable patients requiring medical attention
- Applying resuscitation measures as necessary
- Performing CPR or other appropriate cardiac emergency procedures
- Setting up and operating an Automatic External Defibrillator
- Administering oxygen
- Controlling bleeding/immobilizing fractures/bandaging wounds
- Treating shock
- Assisting in childbirth
- Gathering information from a patient or family regarding the patient's medical history
- Providing concise/complete information to paramedics regarding status of patient(s)
- Assisting paramedics with continued care of the patient
- Preparing and transferring a patient to an emergency vehicle

VEHICLE EXTRICATION

- Vehicle extrication is performed while wearing department issued protective personal equipment, which may include donning, doffing, and regulating self-contained breathing apparatus.
- Controlling the accident scene to protect self, crew, victims, witnesses, etc.
- Directing traffic around accident scene
- Stabilizing vehicles using cribbing and other necessary tools
- Removing from apparatus, carrying, starting and operating heavy/hydraulic equipment to extricate trapped victims
- Safely freeing/removing persons from entrapments
- Preserving evidence at the scene
- Sweeping up/picking up glass, debris and hazardous material spills

PROMOTING POSITIVE PUBLIC RELATIONS

- Using tact and diplomacy when dealing with all citizens
- Treating citizens, co-workers and members of mutual aid agencies respectfully and with dignity and professionalism regardless of race, creed, gender or beliefs
- Interacting and working successfully with citizens and any outside agencies
- Providing fire education programs to the public
- Making public education appearances
- Conducting demonstrations at community events
- Volunteering time and/or participating in fundraisers for charitable work

FIRE STATION DUTIES

- Maintaining physical and mental abilities to be 'fit-for-duty'
- Reporting for duty early to maintain a crew accountability system
- Presenting a clean/neat personal appearance to maintain proper deportment
- Maintaining positive and harmonious working relationships with crew members
- Removing used equipment from apparatus after calls for cleaning/drying
- Removing hoses from hose tower and storing them
- Preparing the emergency vehicles for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making arrangements for necessary repairs or replacement
- Performing facility repairs or requesting maintenance calls
- Storing fire equipment and supplies
- Replenishing fire hall supplies when needed
- Maintaining an inventory of tools and equipment
- Thoroughly inspecting, cleaning, polishing and maintaining apparatus, tools, equipment and personal protective equipment
- Inspecting, servicing and performing tests of personal protective equipment including self-contained breathing apparatus
- Performing equipment overhaul operations
- Performing regular service tests on all apparatus
- Participating in ongoing training drills to further develop and maintain proficiency
- Maintaining a neat and clean working/living environment at the fire station
- Maintaining the exterior of the fire station [i.e., lawns, walkways, driveways]
- Answering routine phone calls in the fire station

- Conducting fire station tours
- Working out/participating in group sporting activities to maintain physical fitness

ADMINISTRATIVE DUTIES

- Writing First Responder Patient Forms and completing other administrative forms
- Completing computerized incident reports [data entry]
- Writing building fire inspection reports
- Completing in-station training materials and following departmental directions

TRAINING/DRILLS

Reviewing training materials to learn and have a working knowledge of:

- Fire behavior and various causes of fire
- How to successfully attack a fire
- Building construction to predict fire reaction
- Forcible entry into buildings
- Ventilation methods to aid in extinguishing fires
- Appropriate fire streams given factors that can affect flow of water through air
- Water supply systems
- Hydraulics and pump operation
- Practicing and performing evolutions
- Caring for hoses, hose lays and hose use
- The characteristics of and proper use of ladders
- Various methods of rescue
- Ropes and knots to accomplish rescues, stabilize vehicles, and haul tools
- Extricating victims from vehicles
- Principles of shoring trenches, hydraulics and weights/gravity
- Technical High Angle Rope Rescue techniques
- Confined Space awareness
- Aircraft Rescue and Suppression techniques
- Computers and Computer programs
- Respective Workplace and Diversity
- Salvage and Overhaul
- Fire alarms and automatic sprinkler systems
- Hazardous materials and techniques
- The most direct routes to various addresses in a response area
- The locations of streets, water mains and hydrants in a response area
- Fire Department operational guidelines
- Other learning as identified by the Captain and/or Training Division

APENDIX B PROCEDURES FOR PHYSICAL ABILITIES ASSESSMENT

AERIAL CLIMB. Tests your leg strength, endurance, and tolerance of heights. You shall climb an aerial ladder fully extended to 100 feet at a 70-degree angle, touch the top rung and return to the ground. You shall be equipped with and wear gloves, helmet and a safety harness. This is a PASS/FAIL event. You must successfully complete the aerial climb to proceed.

BEAM WALK. Measures balance and the ability to maintain body equilibrium while carrying a load. You shall walk along a balance beam measuring approximately 16' long x 3 5/8" wide and 11 inches from the ground carrying a 25 pound weight without stopping, falling off, or stepping off the beam. This is a PASS/FAIL event.

CHIN UPS. Measures "dynamic strength" the ability to effectively move your body weight. You will grasp the bar with palms facing away from the body; arms will be fully extended and feet off the floor. Without a swing, pull yourself up so your chin is touching the bar and then return to a position where your arms are fully extended in a smooth and continuous motion without excessive resting. Repeat this motion as many times as possible. Lifting straps are not allowed. This is a SCORED event.

WEIGHT LIFTS. Four lifts shall be performed:

SQUATS. You stand in a squat rack with a padded bar and with a lifting belt applied around your waist. A spotter will be in position behind you. You are required to squat 90 pounds until the thigh is parallel to the floor as many times as possible without interruption or stopping. Deep squats or partial squats shall not be allowed. This is a SCORED event.

BICEPS CURLS. You stand with heels eight inches from wall and arms held straight with an EZ Curl bar loaded with 60 pounds. You are required to curl the weight as many times as possible without interruption. The arms shall return to an extended (straight) position. Excessive upper body motion (swinging) will not be allowed. This is a SCORED event.

INCLINE SHOULDER PRESS. You are seated with your back against an incline board and you are required to press the weight (60 pounds) as many times as possible in a smooth and continuous motion without interruption. This is a SCORED event.

LAT PULLS. At a lat-pull machine, you shall pull 70 pounds in a smooth and continuous motion to the upper portion of the chest without interruption as many times as possible. You shall remain in an upright position and shall

not be allowed to lean back excessively. Hand position on the bar shall be at shoulder width or greater. No weight lifting straps are allowed. Weight lifting shall be performed with as many repetitions for each activity as the participant can perform. This is a SCORED event.

SIT AND REACH FLEXIBILITY. Measures the flexibility of the hips, low back and hamstrings. You are in a seated position with the heels and back of the knees touching the floor. You reach forward to the toes or beyond holding the position for one second. The best of three attempts will be allowed. This is a PASS/FAIL event.

ABDOMINAL CURL. Determines trunk strength and endurance. You will assume a supine position with knees bent and feet in a position 12 inches from the buttocks not held down by another individual. Arms are held straight with hands resting on the thighs. Slide the hands up the thigh until the palms reach the kneecaps. Return to the point where the shoulder blades touch the floor. Repeat as many as possible in one minute. This is a TIMED and SCORED event.

ONE-MILE WALK/RUN. Provides a measure of stamina. You should be dressed in running shoes to perform this evaluation, and shall be timed for ability to walk/run one mile. The maximum amount of time allowed is 12 minutes. This event is TIMED and SCORED.

*RE: NFPA 1001 * MIS REPORT 8/88 * KING COUNTY FIRE DIST 10
CITY OF BELLEVUE PHYSICAL AGILITY PERFORMANCE STANDARDS*

PHYSICAL ABILITY TEST SCORING SYSTEM

734 points required to pass (one (1) bonus point given for every 20 points over 734)

AERIAL CLIMB

PASS \ FAIL

BEAM WALK

PASS: 50 POINTS

FAIL: 0 POINTS

CHIN UPS

10	123	5	109
9	121	4	106
8	118	3	103
7	115	2	100
6	112	1	50

WEIGHT LIFTING

SQUATS (90 LBS)	BICEPS CURL (60 LBS)	SHOULDER PRESS (60 LBS)	LAT PULLS (70 LBS)
10..... 90	580	1090	2090
11..... 91	682	1191	2191
12..... 92	784	1292	2292
13..... 93	886	1393	2393
14..... 94	988	1494	2494
15..... 95	1090	1595	2595
16..... 96	1192	1696	2696
17..... 97	1294	1797	2797
18..... 98	1396	1898	2898
19..... 99	1498	1999	2999
20..... 100	15 100	20100	30100
21..... 101	16 101	21101	31101
22..... 102	17 102	22102	32102
23..... 103	18 103	23103	33103
24..... 104	19 104	24104	34104
25..... 105	20 105	25105	35105
26..... 106	21 106	26106	36106
27..... 107	22 107	27107	37107
28..... 108	23 108	28108	38108
29..... 109	24 109	29109	39109
30..... 110	25 110	30110	40110
	26 111		
	27 112		
	28 113		
	29 114		
	30 115		

ABDOMINAL CURLS

REPS	POINTS	REPS	POINTS	REPS	POINTS	REPS	POINTS
23	83	35	95	45	105	55	115
24	84	36	95	46	106	56	116
25	85	37	97	47	107	57	117
26	86	38	98	48	108	58	118
27	87	39	99	49	109	59	119
28	88	40	100	50	110	60	120
29	89	41	101	51	111	61	121
30	90	42	102	52	112	62	122
31	91	43	103	53	113	63	123
32	92	44	104	54	114	64	124
33	93					65+	125
34	94						

FLEXIBILITY

PASS: 50 POINTS

FAIL: 0 POINTS

CARDIOVASCULAR ENDURANCE – 1-MILE WALK/RUN

TIME (MIN)	POINTS	TIME (MIN)	POINTS
06:00	124	09:01-09:15	95
06:01-06:15	122	09:16-09:30	90
06:16-06:30	120	09:31-09:45	85
06:31-06:45	118	09:46-10:00	80
06:46-07:00	116	10:01-10:15	75
07:01-07:15	114	10:16-10:30	70
07:16-07:30	112	10:31-10:45	65
07:31-07:45	110	10:45-11:00	60
07:46-08:00	108	11:01-11:15	55
08:01-08:15	106	11:16-11:30	50
08:16-08:30	104	11:31-11:45	45
08:31-08:45	102	11:45-12:00	40
08:46-09:00	100	12:01 +	0

APPENDIX C MINIMUM MEDICAL REQUIREMENTS

VISION REQUIREMENTS

Far visual acuity is at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected is at least 20/40 binocular for wearers of contacts or spectacles. Note: Successful corrective eye surgery or laser surgery may be acceptable providing it has been performed prior to six months of this application or after an acceptable waiting period as defined by your Ophthalmologist. Inadequate far visual acuity can result in the failure to be able to read placards and street signs or to see and respond to imminently hazardous situations.

MEDICAL CONDITIONS AFFECTING ABILITY TO SAFELY PERFORM ESSENTIAL JOB TASKS

Medical standards follow the requirements outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as “NFPA 1582”). Recruit candidates will undergo a comprehensive medical examination and exercising stress test to determine if they are medically “fit-for-duty” and also to rule out any medical conditions that are classified as “CATEGORY A” under NFPA 1582.

NFPA 1582, CHAPTER 6, SECTION 6.2.2 – CATEGORY “A” MEDICAL CONDITIONS “

Candidates with Category “A” medical conditions shall not be certified as meeting the medical requirements of his standard.”

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or phone (617) 770-3000.

CATEGORY “A” MEDICAL CONDITIONS NOT ACCEPTED FOR FIREFIGHTER POSITIONS

SECTION 6.3 – HEAD AND NECK

Skull/facial deformities that prevent adequate helmet or respirator face-piece fit.

SECTION 6.5 – EARS AND HEARING

Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk; On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels [dB] at 500 hertz [Hz], 1000 Hz, and 2000 Hz when the audiometric device is calibrated to ANSI Z24.5. Any ear condition or hearing

impairment that results in a person not being able to safely perform essential entry level job tasks.

SECTION 6.9 – HEART AND VASCULAR SYSTEM

Section 6.9.1 – Heart Coronary Artery Disease, Cardiomyopathy or Congestive Heart Failure, Acute Pericarditis, Endocarditis or Myocarditis Recurrent Syncope, Condition requiring an automatic implantable cardiac defibrillator, Third-degree Atrioventricular Block, cardiac pacemaker, Idiopathic Hypertrophic Subaortic Stenosis.

Section 6.9.2 – Vascular System Hypertension not controlled by approved medications. Thoracic or Abdominal Aortic Aneurysm. Carotid Artery Stenosis or Obstruction. Peripheral Vascular Disease.

SECTION 6.10 – ABDOMINAL ORGANS AND GASTROINTESTINAL SYSTEM

Presence of uncorrected Inguinal/Femoral Hernia regardless of symptoms

SECTION 6.12 – URINARY SYSTEM

Renal Failure or insufficiency requiring continuous ambulatory peritoneal dialysis (CAPD) or haemodialysis

SECTION 6.13– SPINE AND AXIAL SKELETON

Scoliosis of Thoracic or Lumbar Spine with angle greater than 40 degrees. . Multiple spinal surgeries or spinal surgery involving fusion of more than two vertebrae, discectomy or laminectomy, or rods still in place. . Any spinal or skeletal condition producing sensory or motor deficits or pain frequently requiring narcotic analgesic medication; Cervical, Thoracic or Lumbosacral vertebral fractures

SECTION 6.14 – EXTREMITIES

Metal plates or rods supporting bone during healing. Total joint replacement. Amputation or congenital absence of upper or lower extremity (i.e., hand, foot, thumb proximal to the midproximal phalanx). More than one shoulder dislocation without surgical repair or recurrent shoulder disorder within last five years.

SECTION 6.15 – NEUROLOGICAL DISORDERS

Ataxias of heredo-degenerative type. Cerebral arteriosclerosis. Hemiparalysis. Multiple sclerosis or Myasthenia gravis with activity within previous three years. All epileptic conditions without complete control during previous five years. Dementia and Parkinson’s diseases.

SECTION 6.18 – ENDOCRINE AND METABOLIC DISORDERS

Diabetes mellitus which is treated with insulin. Diabetes which is not treated by insulin nor controlled.

Notes: