

# *Application Packet*



Position: **Firefighter / EMT**

**Firefighter / Paramedic**

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Dear Applicant,

Thank you for applying as a career Firefighter/EMT and/or Firefighter/Paramedic with the City of Salisbury Fire Department. There are several things that you need to know.

Appointments to the Department are probationary for a period of one (1) year. During this first year, you must demonstrate your fitness and proficiency for continued employment with the Department. You must also understand that regular duty shifts include daytime and nighttime hours that have been established. Applicants will be assigned to a shift that involves these varying work hours. On occasions off-duty personnel may be recalled to duty to help at large scale incidents.

As an integrated fire and emergency medical services system, all career personnel are required to maintain training, proficiency and participate in both fire and medical services.

Appointment to the Salisbury Fire Department is contingent upon the results of a complete character and background investigation. A physical fitness examination and a drug and alcohol test will be required. Applicants must be advised that willfully withholding information or making false statements on the application and associated forms will result in the rejection of the applicant or if appointed, will result in the termination of the applicant's employment with the Department. All applicants must understand and agree to the conditions of employment and will certify that all statements are true to the best of their knowledge and belief. The applicant's signature on this application indicates such an agreement. Each applicant will be tested, investigated, interviewed and evaluated by Social Security Number.

Best wishes on your pursuit of a career in emergency services.

Sincerely,

*Richard A. Hoppes*

Richard A. Hoppes  
Chief of the Department

# *Overview of the Application Process*

The process to select new career members provides a step-by-step approach as detailed in this packet. This process is essentially a multi-faceted progression of testing and evaluative events that have been established to select the best applicants for the position of Firefighter/EMT-B and/or Firefighter/EMT-P.

The process is as follows:

**Step 1:** Application Process

**Step 2:** Testing and Evaluation

**Step 3:** Interview with the Chief of the Department

**Step 4:** Background Investigation

**Step 5:** Medical Evaluation

**Step 6:** Conditional Offer of Employment

Detailed explanations follow for each of these steps in the process. Each applicant **must read and understand** each of the components to enable you to be in the best position for receiving a job with the Salisbury Fire Department.

As with most of the hiring and appointment processes for a position in Public Safety and Emergency Services, the process to become a Firefighter/EMT or Firefighter/Paramedic with the City of Salisbury Fire Department is quite extensive. The process is designed to identify, and ultimately hire, the best possible applicants to become career members.

# Application Component

Application packets can be obtained in person, or requested, at the Human Resources Office located at 125 N. Division St. Salisbury, MD 21801, or on-line at either [www.salisbury.md](http://www.salisbury.md) or [www.salisburyfd.com](http://www.salisburyfd.com) .

Documentation that must accompany the application is as follows:

1. Copy of Birth Certificate
2. Copy of High School Diploma or G.E.D.
3. Copy of Military Discharge (*if applicable*)
4. *Certified* copy of Driving Record
5. Copy of Class 'C' or higher Driver's License
6. Copy of Firefighter I training (minimum)
7. Copy of current EMT-B or EMT-P *License* – not just a MFRI card!
8. Copy of current AHA CPR Card
9. Copy of current ACLS Certification (**if applicable**)
10. Copy of Haz-Mat Operations level training – MFRI card is acceptable.
11. Copy of MFRI Emergency Vehicle Operators Course (EVOC) card. (\* **Must obtain within 1 year of hire date**)

***\* NO application will be considered without the above-mentioned documentation attached!!!***

# Testing & Evaluation Component

## Written Assessment:

Each applicant must successfully complete a written, multiple-choice examination of 100 questions. The Written Assessment evaluates each applicant's basic knowledge of Firefighting and Emergency Medical Services based on the applicant's certification level. Questions are pulled from the following:

- IFSTA Firefighting Essentials
- Emergency Medical Technician-Basic Protocols
- Emergency Medical Technician-Paramedic Protocols

To successfully complete the Written Assessment the applicant must score at least 70%.

Applicants with a score of 69% or less on the Written Assessment shall be considered unsuccessful and not move on in the testing process.

## Medical Skills Assessment:

Applicants that successfully complete the Written Assessment will be required to complete a Medical Skills Assessment.

The skills portion of this test is to evaluate the applicant's knowledge of patient assessment and management techniques and their knowledge of National Registry Skills and the Maryland Medical Protocols for EMS Providers. (This portion of the test shall have an ALS version and a BLS version.)

Applicants that do not successfully complete the Medical Skills Assessment shall be considered unsuccessful and not move on in the testing process.

To successfully complete the Medical Skills Assessment the applicant must score at least 70%.

Applicants with a score of 69% or less on the Medical Skills Assessment, or miss any of the critical fail points on the National Registry check sheet for the evaluation shall be considered unsuccessful and not move on in the testing process.

See **Appendix A** for a copy of the Medical Skills Assessment category for ALS and BLS Providers.

# Testing & Evaluation Component

## (Continued)

### **Physical Agility, Strength, and Endurance Assessment:**

Applicants that successfully complete the Medical Skills Assessment will be required to complete a Physical Agility, Strength, and Endurance Assessment.

All events in this assessment shall be spaced five (5) minutes apart; the maximum allotted time shall be included inside the five (5) minute spaces. Applicants will be valued on their performance by using a 1-5 points system based on the time or number completed in the event.

See **Appendix A** for a copy of the Physical Agility, Strength, and Endurance Assessment events.

### **Oral Assessment:**

Applicants that successfully complete the Physical Agility, Strength, and Endurance Assessment shall be evaluated on their oral skills by sitting before a panel to respond to questions. Each applicant will be given a score for their responses by each panelist, which constitutes his/her score for the Oral Assessment.

The scoring range is as follows:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Commendable

The Oral Assessment shall not take place on the same day as the Physical Agility, Strength, and Endurance Assessment. Each applicant shall be assigned a date and a time for the oral assessment after completing the Physical Assessment.

## **Interview Component**

Prior to employment, the Chief of the Department or his designee, shall interview all applicants. The purpose of this interview is to outline the terms of employment, as well as individual expectations upon taking a job with the Department.

## **Background Investigation Component**

Pending the completion of testing, evaluation, and interview components, applicants may qualify to move on to the background investigation. ALL applicants must sign the City of Salisbury Application for Employment which grants consent for a background investigation in order to proceed in the process.

The Background Investigation consists of the following components:

- Criminal Record Check conducted through the Maryland State Police and Maryland State Fire Marshal's Office.
- Finger Print Supported Criminal Background Check.
- Motor Vehicle Administration Records Check.
- Credit History Check.
- Personal References Check.
- Employment References Check.

If the result of this component returns as satisfactory, the process shall continue for the applicant(s). If the results are less than satisfactory the applicant shall be notified in writing of the results and the process shall end for that applicant.



## **Medical Evaluation Component**

All applicants must submit to a Medical Evaluation prior to employment. The Medical Evaluation shall be administered by a physician selected by the Department that is capable of making a pre-employment judgment based on the NFPA 1582 – “Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians” standard.

The Department shall cover the cost of the Medical Evaluation and is responsible for any element that pertains to the evaluation for the purpose of hiring an applicant.

## **Conditional Letter of Employment Component**

When a vacancy in the department occurs, the Chief of the Department, or his designee, shall issue a “Conditional Letter of Employment” to the applicant(s) that is/are the highest ranked on the list. This letter is not and should not be perceived as a guarantee of employment. This letter is to notify the applicant that there is a vacancy and that he/she shall begin the next steps toward employment with the Salisbury Fire Department.

At the issuance of this letter, the “Background Investigation & Medical Evaluation Components” have been completed. If the results of these components return as satisfactory, the applicant or applicants shall be eligible for employment.

If the results are less than satisfactory the applicant shall be notified in writing of the results and the process shall end for that applicant.

# **Appendix A**

## **Forms & Supplementary Materials**

- **Medical Skills Assessment**
- **Physical Agility, Strength, & Endurance Assessment**
- **Waiver of Liability for Physical Agility Assessment**
- **Application Flow Chart**
- **Process Check off List**

# *Salisbury Fire Department*

## Medical Skills Assessment

The skills assessment test is structured as follows:

**BLS:** Cardiac Arrest Management with an AED

**ALS:** Adult Dynamic Cardiology

This assessment is based upon the current edition of the Maryland Medical Protocols for EMS Providers and the National Registry of Emergency Medical Technicians, which can be located at [www.miemss.org](http://www.miemss.org) and [www.nremt.org](http://www.nremt.org)

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test

### **Running**

Simulates the demand for cardiovascular and pulmonary fitness needed for personnel using Self Contained Breathing Apparatus (SCBA). The applicant shall run a one-half mile course in the allotted time frame.

<b>Event</b>	<b>RUN</b>				
<b>Points</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Time</b>	<b>3:30</b>  <b>or</b> <b>Less</b>	<b>3:31</b>  <b>to</b> <b>4:00</b>	<b>4:01</b>  <b>to</b> <b>4:30</b>	<b>4:31</b>  <b>to</b> <b>5:00</b>	<b>5:01</b>  <b>or</b> <b>More</b>

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### **Bent Knee Sit-ups**

Simulates the person's core strength, which is required to perform the daily duties as outlined by the Salisbury Fire Department. The applicant shall perform as many bent knee sit-ups as they can in 1 minute and 30 seconds.

Event	SIT-UPS	<b>* Timed for 1 Minute 30 seconds</b>			
Points	5	4	3	2	1
Number Completed	41 or More	40 To 36	35 to 31	30 to 25	24 Or Less

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### **Push-ups**

Simulates the personnel's need to push, as may be required to perform tasks; such as utilizing Pike Poles, Battering Rams, and performing Cardio Pulmonary Resuscitation (CPR). The applicant shall perform as many push-ups as they can in 1 minute.

<b>Event</b>	<b>PUSH-UPS</b>	<b>* Timed for 1 Minute</b>			
<b>Points</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Number Completed</b>	<b>26</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>10</b>
	<b>Or More</b>	<b>To 21</b>	<b>to 16</b>	<b>to 11</b>	<b>or Less</b>

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### Stretcher Lift

Simulates the personnel's need to lift, as may be required to perform tasks; such as placing patients on and off of stretchers and placing stretchers in and out of ambulances. The applicant, with the assistance of qualified personnel shall lift from floor level, a Rescue Manikin secured to a Long Board weighing approximately 185 pounds and place onto a manually operated Stryker stretcher. The applicant shall then, with the assistance of qualified personnel, raise the stretcher and properly place, lock, and secure the stretcher into an ambulance. The applicant shall then, with the assistance of qualified personnel, remove the stretcher from the back of the ambulance, lower the stretcher to its lowest level and place the Rescue Manikin back on the floor.

\* Applicants should ensure that they understand how to use the stretcher that is being utilized for this testing station.

Event	STRETCHER LIFT				
Points	5	4	3	2	1
Time	1:00 or Less	1:01 To 1:20	1:21 to 1:40	1:41 to 2:00	2:01 or More

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### **Stair Climb**

Simulates the personnel's endurance in working in fire and medical related incidents. The applicant shall ascend and descend six (6) flights of stairs while carrying a Salisbury Fire Department Airway Bag, Back Board, and Back Board Accessories Bag.

<b>Event</b>	<b>STAIR CLIMB</b>				
<b>Points</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Time</b>	<b>0:34</b>  <b>or</b> <b>Less</b>	<b>0:35</b>  <b>To</b> <b>0:53</b>	<b>0:54</b>  <b>to</b> <b>1:11</b>	<b>1:12</b>  <b>to</b> <b>1:30</b>	<b>1:31</b>  <b>or</b> <b>More</b>



# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### Ladder Raise

**\*Applicants will need turnout gear for this test component\*.**

Simulates the personnel's ability to raise ladders and lift or pull equipment, ropes, or other tools. The applicant shall raise a 24 foot extension ladder from a horizontal position on the ground to a vertical position. While qualified personnel stabilize the ladder, the applicant shall pull the halyard hand over hand, thereby fully extending the fly section of the ladder. The applicant shall then place the ladder against a fixed structure and obtain the proper climbing angle. The applicant shall then place the ladder back to a vertical position, then, pull the halyard hand over hand, thereby lowering the fly section to its bedded position and then lower the ladder to its original horizontal position on the ground.

Event	LADDER RAISE				
Points	5	4	3	2	1
Time	1:00 or Less	1:01 to 1:20	1:21 to 1:40	1:41 to 2:00	2:01 or More

# *Salisbury Fire Department*

## Physical Agility, Strength, & Endurance Test (Continued)

### Aerial Ladder Climb

**\*Applicants will need turnout gear for this test component\*.**

Simulates the personnel's ability to maintain balance while ascending and descending an aerial ladder, as well as the ability to perform from ladders effectively without undue fear. The applicant shall ascend and descend an aerial ladder approximately five (5) stories.

Event	AERIAL CLIMB				
Points	5	4	3	2	1
Time	1:00 or Less	1:01 to 1:20	1:21 to 1:40	1:41 to 2:00	2:01 or More

# *Salisbury Fire Department*

## **RELEASE AND WAIVER OF LIABILITY FOR PHYSICAL AGILITY, STRENGTH, AND ENDURANCE ASSESSMENT**

Name: \_\_\_\_\_

SSN#: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, individually and on behalf of my heirs, executors, administrators, agents, successors and assigns (Releasor) for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, hereby remise, release and forever discharge the City of Salisbury and the City of Salisbury Fire Department to whom the undersigned has applied for employment, and all of their respective officers, directors, employees, representatives, agents, attorneys, successors and assigns (hereinafter collectively referred to as Releasees) of and from any and all debts, demands, actions, causes of action, covenants, contracts, controversies, agreements, promises, omissions, damages, executions, claims, rights, liabilities, suits, sums and sums of money, rights to attorney's fees and extents whatsoever both at law and equity, now existing, or which may result from the existing state of things, including, but not limited to, all claims for injury, damages, personal injury, death, disability, loss of earning capacity, loss of consortium, and conditions incurred, during, or a result of my participation in the **Physical Agility, Strength, & Endurance Assessment for the Salisbury Fire Department**, for the purpose of demonstrating my abilities to perform certain physical tests, as a prerequisite to employment as a Firefighter/EMT with the City of Salisbury Fire Department.

I acknowledge that I have reviewed and understand the requirements and descriptions for each and every separate physical test comprising the **Physical Agility, Strength, & Endurance Assessment for the Salisbury Fire Department** that I will be required to perform, and do hereby state that I am not aware of any physical or medical condition that will be aggravated, worsened or otherwise adversely affected by the strenuous nature of these tests and that I have fully and adequately prepared myself to take such tests before attempting any of them.

**I DO HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND REVIEWED THIS RELEASE AND WAIVER OF LIABILITY FORM AND FULLY UNDERSTAND, AGREE WITH, AND VOLUNTARILY ACCEPT THE TERMS AND CONDITIONS THAT HAVE BEEN OUTLINED ABOVE AND THAT I AM OVER THE AGE OF 18 YEARS, OF SOUND MIND AND AM SIGNING IT VOLUNTARILY.**

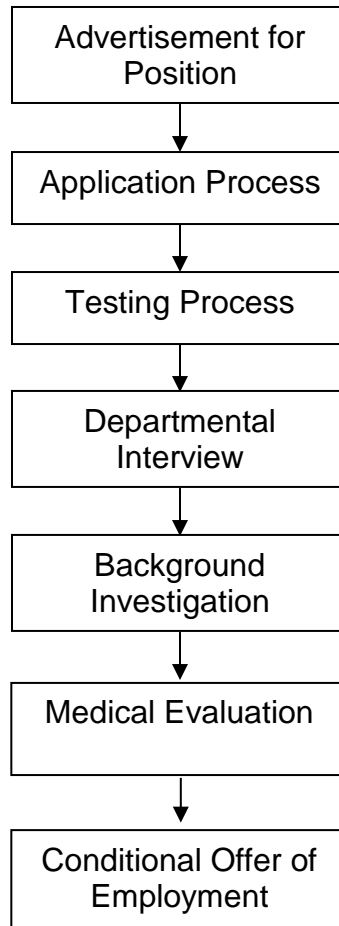
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# *Salisbury Fire Department*

## **Application Flow Chart**



# *Salisbury Fire Department*

## **Process Check off List**

- Employment Application Completed
- Copy of Birth Certificate
- Copy of High School Diploma or G.E.D.
- Copy of Military Discharge (*if applicable*)
- Certified* copy of Driving Record
- Copy of Class 'C' or higher Driver's License
- Copy of Firefighter I (minimum)
- Copy of current EMT-B or EMT-P *license* – not just a MFRI card!
- Copy of current AHA CPR Card
- Copy of current ACLS Certification (**if applicable**)
- Copy of Haz-Mat Operations level training – MFRI card is acceptable.
- Copy of MFRI Emergency Vehicle Operators Course (EVOC) card.  
(\* **Must obtain within 1 year of hire date**)