

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 may 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: Conditional Offer of Employment Letter

Step 4: Background Investigation

Step 5: Medical Evaluation

Step 6: Interview with the Chief of the Department

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

Every year, on or about the month of January, the application process will begin with advertisement for the positions of FF/EMT-B and FF/EMT-P. This will occur even when a hiring list has eligible applicants still in place from the previous year.

If an eligibility list has been exhausted, a new process may take place when there is a need for filling positions within the Department. Eligibility lists are typically only good for a one (1) year period.

Advertisement may be done in Trade Publications, Local Media, Job Fairs, and Placement Agencies.

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.ci.salisbury.md.us or 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. The Written Assessment evaluates each applicant's abilities in his/her:

- Ability to learn, remember, and apply information.
- Reading comprehension.
- Interests.
- Situational judgment.
- Logical and Mathematical reasoning ability.

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 and Trauma Skills Assessment:

Applicants that successfully complete the Written Assessment will be required to complete a Medical and Trauma 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 and Trauma Skills Assessment shall be considered unsuccessful and not move on in the testing process.

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

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

See **Appendix A** for a copy of the Medical and Trauma Skills Assessment events.

Testing & Evaluation Component

(Continued)

Physical Agility, Strength, and Endurance Assessment:

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

Each event is timed and a maximum allotted time is given for each event. All events in this assessment shall be spaced four (4) minutes apart; the maximum allotted time shall be included inside the four (4) minute spaces.

Applicants that do not complete an event within the maximum allotted time shall be stopped and scored as unsuccessfully completing the assessment and not move on in the testing process.

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 = Extremely Qualified
- 2 = Very Qualified
- 3 = Qualified
- 4 = Less Qualified
- 5 = Not Qualified

Applicants that are rated at “Not Qualified” shall be graded as unsuccessfully completing the Oral Assessment and not move on in the testing process.

The Oral Assessment shall not take place on the same day as the Physical Agility, Strength, and Endurance Assessment.

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” shall begin to take place. If the results of these components return 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.

Background Investigation Component

Upon receipt of the Conditional Letter of Employment, the Background Investigation Component shall begin. Included in the letter is a release for the Background Check to start. The applicant must sign and return this release for the process to proceed.

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.

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.

Appendix A

Forms & Supplementary Materials

- **Medical and Trauma 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 and Trauma Skills Assessment

The skills assessment test is structured as follows:

BLS: Cardiac Arrest Management with an AED
Trauma Assessment & Management
Seated Spinal Immobilization
Oral Questions

ALS: Adult Dynamic Cardiology
Trauma Assessment & Management
Seated Spinal Immobilization
Oral Questions

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 and 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.

Maximum allotted time = 4 min.

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 thirty-five (35) bent knee sit-ups.

Maximum allotted time = 90 sec.

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 twenty (20) push-ups without stopping.

Maximum allotted time = 1 min.

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.

Maximum allotted time = 2 min.

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.

Maximum allotted time = 90 sec.

Salisbury Fire Department

Physical Agility, Strength, & Endurance Test (Continued)

Ladder Raise

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.

Maximum allotted time = 2 min.

Aerial Ladder Climb

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.

Maximum allotted time = 2 min.

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 attorneys 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.

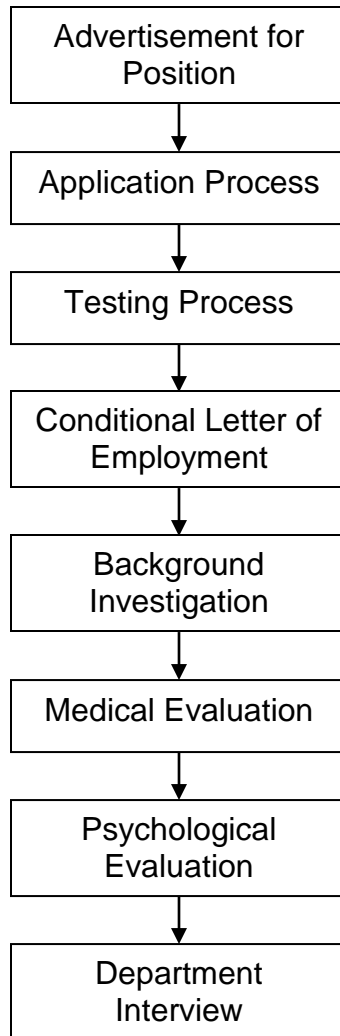
Signature: _____

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) *Pro-Board Certification* – not just a MFRI card!
- 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**)