

Arborg Bifrost Fire Department

Fire Fighter Recruitment
for the
Arborg Fire Department

Arborg Bifrost Fire Department

Administration

Firefighter Recruitment
(Oct., 1997)

Goal

To develop an effective procedure for the selection and recruitment of qualified **volunteer firefighters** for the **Arborg/Bifrost** fire department.

Scope

To develop a procedure that provides a fair and suitable process to recruit and select **volunteer fire fighters**.

Procedure for **fire fighter** selection

Step #1 ----- Receiving of Applications

Step #2 ----- Informational Meeting and Review of Application Requirements

Step #3 ----- Job Related Physical Test

Step #4 ----- Candidate Upgrade Commitments

Step #5 ----- Interview and Applicants Selection

Application Requirements

- A. A volunteer member is expected to maintain his/her Residence within a seven (7) mile radius of the **Arborg/Bifrost firehall**.
- B. Must be 18 years of age at time of application.
- C. Must possess a Manitoba Grade 10 or G.E.D. equivalent, assessed by Manitoba Education. Proof of education must be supplied upon request.
- D. Must have a valid Manitoba class 5 driver's license at time of application and have no more than 4 demerits on driver's license. Applicant must be able to obtain a class 4 driver's license with air brakes. Drivers abstract and copy of driver's license must be supplied upon request.
- E. Meet the **Arborg/Bifrost fire department** physical test and agility requirements.
- F. Must pass the **fire department** medical examination.
- G. Committed to attend two (2) evening training sessions per month and is desirous in becoming a career **volunteer fire fighter**.
- H. Variation from the above requirements may be granted by the Review Committee under special circumstances.

Step #1

1 – 1 **Receiving of applications**

1 – 2 The **selection committee** will consist of:

- a) The **Arborg/Bifrost fire chief**
- b) The **deputy chief of operation or administration**
- c) A representative from the **department**

1 – 3 Initial sorting will begin upon the receipt of the first applicant. Two files will be setup, **probable** and **not acceptable**. **Probable** applicants with an **informational meeting date**.

1 – 4 **Applicants** will proceed to **Step #2**

Step #2

- 2 – 1 **Informational meeting**

- 2 – 2 Review of applicants **requirements**

- 2 – 3 When considering **fire fighters positions**, special consideration will be given to **applicants** who:
 - a) have a Grade 12 diploma or equivalent
 - b) hold a valid **standard first aid** certificate
 - c) have a current **basic rescuer C.P.R.** certificate
 - d) hold a Manitoba **class 4** (or better) **driver's license** with **air** and no more than 4 **demerit points**.
 - e) certified in **level 1** or **level 2** in fire fighting practices
 - f) hold certification in other **fire** related courses
 - g) has **medic** certification in:
 - industrial advanced first aid**
 - first responder (E.M.R.)**
 - medical technician (E.M.T.)**
 - h) has other **rescue** related courses

- 2 – 4 Details regarding the competitive selection process, which includes
 - a) physical testing
 - b) medical examinations
 - c) personal interviewswill be available at this time.

- 2 – 5 Fitness and job related **physical test** to be carried out with successful applicant as per **Step #3** outline.

Step #3

1 – 1 Job related physical test

The job related tests are similar to the task that a fire fighter will require to perform during their assigned duties, as per Manitoba Emergency Services College (Oct., 1997).

1 – 2 Applicants will be evaluated in the following areas:

- 1 – Legs and upper body strength test (**ladder handling**)
- 2 – Arm and wrist strength test (**rope pull**) ~ **optional**
- 3 – Balance test (**walking on a beam**)
- 4 – Hand/feet coordination test (**ladder climb**)
- 5 – Anaerobic power and lower body strength test (**hose drag**)
- 6 – Claustrophobia test (**breathing apparatus**)
- 7 – Ventilation skill test (**log drive**)

All tests are to be conducted with the candidate wearing a self-contained breathing apparatus and turnout gear (equipment weight is 22kg). It is recommended that the candidates wear street clothes or sweats during these tests (short pants are not recommended).

3 – 3 Examples of disqualification criteria

- 1 – Failure or refusal to comply with instructions
- 2 – Freezing on a ladder
- 3 – Fail to finish or unable to complete any test satisfactory

3 – 4 The decision of the evaluators are **final**.

Step #3 continued

3 – 5 Testing stations

3 – 5 – 1 Leg & upper body strength test (ladder handling)

The candidate must be able to remove a 7m (24 ft) extension ladder from wall mounted brackets (simulated side of a fire truck) and return it to its brackets. The candidate will grasp the ladder at the center, lift the ladder free of brackets, step back two (2) paces, lower the ladder to the floor or ground, flat on both beams, then pick the ladder, one end must not be lowered or raised ahead of the other. The candidate must be able to remove and return the ladder with smooth controlled movements, maintaining balance. Ladder weight is approximately 28 kg (62 lbs). Distance from the floor to brackets is approximately 2.04 m (82 in).

This is a pass/fail test.

The candidate will start when requested.

3 – 5 – 2 Arm & wrist strength test (rope pull) ~ optional 15 meters of 65 mm hose and 10 meters of 14 mm rope

The candidate is to pull a rolled section of hose weighing approximately 18 kg. (40 lbs) to the top of the tower approximately 3 stories high. The hose is pulled from the ground to the top and lowered again to the ground. If the hose does not reach the top, the candidate will be told immediately. When pulling the hose aloft, the candidate will pull it up hand over hand, and when lowering the hose the applicant will let it down the same way, hand over hand. The rope must not be allowed to slip through the hands. The candidate will stand within the indicated area at all times. Toes must not cross over the board provided as a stop.

Two tries are permitted.

3 – 5 – 3 Balance test (beam walk)

The candidate, given a beam measuring 6.6 m (20 ft) long, by 660 mm, to 880 mm (3 to 4 inches) wide, and given a length of fire hose weighing approximately 9 kg (20 lbs), will walk the length of the beam, carrying the length of hose. The candidate will then turn around and return to the starting point. This will be done without falling or stepping off the beam

There will be two trials for this task.

Step #3 – 5 continued

3 – 5 – 4 **Hand & feet coordination** (ladder climb)

While wearing breathing apparatus, the candidate will proceed to the top of an extension ladder with a length of 7 m (22 ft), step off the ladder and onto the roof of the tower. The candidate will then get back onto the ladder and climb back down to the ground. Keep safety in mind. This task is not timed.

This is a pass/fail test.
The candidate will start when requested.

3 – 5 – 5 **Anaerobic power & lower body strength test** (hose drag)

The candidate will pull two 15 m (50 ft) lengths of 65 mm (2 ½ inches) hose and nozzle over a distance of 61 m (200 ft). The hose is “snaked” behind the starting line. The nozzle is held over the shoulder and the candidate will advance to the finish line as quickly as possible. The resistance gets heavier towards the finish line and they will be dragging the full weight of the hose which is 44 kg (100 lbs) over the last 15 m (50 ft) of the course. Two trials will be completed with only the best time recorded. This test assesses lower body strength and anaerobic power.

This task is timed.
The candidate will start on request.

3 – 5 – 6 **Claustrophobia test** (self-contained breathing apparatus)

The candidate will don a self-contained breathing apparatus, with the facepiece blacked out. The candidate will then proceed along the hoseline. The course will lead the candidate from the entrance back to the entrance.

This task is not timed.
This is a pass/fail test.

3 – 5 – 7 **Ventilation skill test** (log drive)

The candidate, while wearing a self-contained breathing apparatus, will strike a section of a log with sufficient force so as to move the log from one end of a track measuring 3 m (10 ft) long, to the other end. The weight of the sledge hammer is approximately 2.7 kg (6 lbs). The candidate will then reposition and strike the opposite end of the log with sufficient force and blows so as to return the log to its starting position.

This task is timed.
The candidate will start on request.

Step #4

4 – 1 **Candidate upgrade commitment**

4 – 2 Candidates accepted into the program from **step #3** must complete **step #4** within the stated **time frame**.

Candidates must:

4 – 3 Within one (1) month:

Take a full **medical examination** from your doctor, copy to be forwarded to the firechief or selection committee.

4 – 4 Within six (6) months:

Upgrade his/her **driver's license** to a **class 4** with **air brake** endorsement.

4 – 5 Within twelve (12) months:

Complete a **standard first aid & basic rescue C.P.R.** course.

4 – 6 **Obtain vaccination** as required by the department.

Step #5

Interview & application selection

- 5 – 1 Applicants who have successfully completed **step #1-4** will be contacted for an **interview** with the **selection committee**.

- 5 – 2 **Decision for the selection of candidates by this committee are final.**

- 5 – 3 A final secret **vote** will be held with the current **Arborg/Bifrost fire department membership** as per bylaws of the department (amended Jan. 1996).