Hiring Eligibility List

Minimum Requirements to test:
- MFRI/Pro-Board/IFSAC Firefighter 1
- Maryland EMT-B or Reciprocal
  Preference given to those with MFRI/Pro-Board/IFSAC Firefighter 2

Examination Process:  Quick Position Details:
- Training File Evaluation  - Starting Salary $40,106
- Physical Agility Test  - 24/48 Schedule w/Kelly Day
- Oral Interview(s)  - Health & Dental Insurance
- No Written Exam  - Deferred Compensation Program

Application packet due by 4:30pm on Friday, September 4, 2020
For application packet and more information, hagerstownmd.org/fire
August 13, 2020

The City of Hagerstown Fire Department (HFD) would like to announce that testing will be conducted to establish an eligibility list for the position of FIREFIGHTER. In order to register for the process, applicants must possess the minimum qualifications of:

1. MFRI, Pro Board or IFSAC Firefighter I
2. Have current EMT-Basic certification from the State of Maryland OR the ability to achieve reciprocity in the State of Maryland
3. High School Diploma/GED (not due if still actively enrolled in school/provide proof)
4. Valid driver's license

The application process will close on Friday, September 4, 2020 at 4:30 pm. The application packet with all the necessary information may be found at hagerstownmd.org/fire. Failure to submit a completed application packet will result in removal from the process.

The evaluation process consists of the application process, training review, a physical agility test, and an oral interview. After successful completion of all evaluation components, candidates will be placed on an eligibility list which the Fire Chief may choose from for a second oral interview when a vacancy occurs.

The City of Hagerstown is an equal opportunity employer. Benefits include starting salary of $40,106.56, twelve (12) paid holidays per year, three (3) personal days per year, health insurance that you take with you into retirement, 24/48 work schedule, annual uniform allotment, and Union representation after completion of one-year probation period. New employees are required to refrain from all tobacco use (including vape) both on and off duty for the duration of employment, and must successfully promote to Fire Apparatus Operator within two years of hire date; with a Class A driver’s license from the state in which you reside.

In order to complete the process, you must be present on the required dates, at the time you are assigned by the department – no exceptions. Tardiness will not be tolerated.
New Hire Candidate Testing Process

The testing process for new hire candidates will consist of four different components to establish an eligibility list for the Fire Chief to select candidates for a second interview. The components include: Application Submission, Training Evaluation, Physical Agility Test (PAT), and Oral Interview. The eligibility list will be broken into two distinct categories: Well Qualified and Qualified.

1. Application Submission – **Due September 4, 2020 at 4:30pm**
   - Must complete all requirements on the checklist or application is void
   - **Must have the following at a minimum to apply:**
     - MFRI/Pro-Board/IFSAF Firefighter I
     - Maryland/National Registry/Reciprocal EMT-Basic
     - High School Diploma/GED (not due if still actively enrolled in school/provide proof)
     - Valid driver’s license

2. Training Evaluation – **Due September 4, 2020 at 4:30pm**
   - Worth a maximum of 50 points
   - See Attachments for training submission

3. Physical Agility Test – **week of September 21, 2020**
   - The top 49 individuals from the training submission will be invited to complete a Physical Agility Test
   - This component is PASS/FAIL

4. Panel Oral Interview – **week of September 28, 2020**
   - All candidates passing the PAT are invited to the panel oral interview
   - Worth a maximum of 50 points
   - Scoring Criteria
     - Consensus scoring
     - Eight questions at 5 points a piece
     - Appearance worth 5 points
     - Demeanor worth 5 points

The overall testing process is worth a total of 100 points.
- Well Qualified = Greater than or equal to 80 points
- Qualified = Less than 80 points

Candidates will be assigned a category and listed in alphabetical order. When a position needs filled, the Fire Chief will then choose candidates for a second round interview from the Well Qualified category until that list of candidates is exhausted, and then move down through the Qualified category. The list of candidates shall be good for two (2) years from the establishment of an eligibility list. The Fire Chief may void the list at any time at their discretion. Final hiring decisions are made at the discretion of the Fire Chief.
New Hire Candidate Application Checklist

☐ Completed City of Hagerstown Employment Application
☐ Authorization for Release of Information Form
☐ Copies of the following:
  ☐ MFRI/Pro-Board/IFSAC Firefighter 1
  ☐ Maryland/National Registry/Reciprocal EMT-Basic
  ☐ High School Diploma/GED (not due if still actively enrolled in school/provide proof)
  ☐ Valid Driver’s License
☐ Resume
☐ Training Record Submission as outlined in the packet (the training items above should be resubmitted here as well to receive credit)

IMPORTANT NOTES:
• Failure to submit a complete packet will result in your application being rejected.
• Completed packet must be RECEIVED by 4:30pm on Friday, September 4, 2020
  o May be emailed to jstatler@hagerstownmd.org
  o May be hand delivered to the address above
  o May be mailed to the address above, ATTN: Employment
• Any questions contact Julie at 301-791-2544, or jstatler@hagerstownmd.org
EMPLOYMENT APPLICATION FORM
City of Hagerstown Human Resources Department
City Hall, 1 East Franklin Street, Hagerstown, MD 21740

THIS APPLICATION WILL BE ACTIVE FOR THE POSITION INDICATED ONLY AND ONLY FOR A PERIOD OF 60 DAYS. IN ORDER TO APPLY FOR ANOTHER POSITION, A SEPARATE APPLICATION WILL BE REQUIRED.

All questions, requests for information, and items on this application must be fully and legibly answered for your application to be considered. Please clearly print all information.

Position Applying For ____________________________   Today’s Date ____________________________

Last Name ____________________________ First ____________________________ Middle ____________________________

Address ____________________________ City ____________________________ State ____________________________ Zip ____________________________

Home Phone ____________________________ Cell Phone ____________________________ Email ____________________________

If you are under 18 years old, can you furnish a work permit? ______ Yes ______ No

Are you legally authorized to work in the United States? (Proof of eligibility will be required upon employment) ______ Yes ______ No

Have you ever been convicted of a crime other than a minor traffic offense? ______ Yes ______ No

If yes, please explain: [Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.]

__________________________________________

Have you ever been employed by the City of Hagerstown previously? ______ Yes ______ No

If yes, when: ____________________________

Do you have any relatives currently employed by the City of Hagerstown? ______ Yes ______ No

If yes, please explain: ____________________________

Are you able to perform the essential functions of the job for which you are applying, with or without accommodation? ______ Yes ______ No

(You may be asked to describe or demonstrate how you will be able to perform these functions, with or without accommodations.)

THE CITY OF HAGERSTOWN IS AN EQUAL OPPORTUNITY EMPLOYER
The City does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic prohibited by law.

THE CITY OF HAGERSTOWN IS COMMITTED TO A DRUG-FREE WORKPLACE
The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in or on City of Hagerstown property.
EMPLOYMENT HISTORY

Please provide your employment history for the past seven (7) years. Start with your present or most recent job, including military service assignments. Please attach additional pages if needed. All requested information must be provided.

Company Name: ___________________________ Address: ___________________________
City: ___________________________ State: ___________________________ Zip: ___________
Dates of employment: ___________________________ Position Held: ___________________________
Supervisor: ___________________________ Title: ___________________________ Phone: ___________________________
Responsibilities: ___________________________

Currently Employed? (Y/N) ______ May we contact this employer for a reference? (Y/N) ______
Reason for leaving: ___________________________

Company Name: ___________________________ Address: ___________________________
City: ___________________________ State: ___________________________ Zip: ___________
Dates of employment: ___________________________ Position Held: ___________________________
Supervisor: ___________________________ Title: ___________________________ Phone: ___________________________
Responsibilities: ___________________________

Currently Employed? (Y/N) ______ May we contact this employer for a reference? (Y/N) ______
Reason for leaving: ___________________________

Company Name: ___________________________ Address: ___________________________
City: ___________________________ State: ___________________________ Zip: ___________
Dates of employment: ___________________________ Position Held: ___________________________
Supervisor: ___________________________ Title: ___________________________ Phone: ___________________________
Responsibilities: ___________________________

Currently Employed? (Y/N) ______ May we contact this employer for a reference? (Y/N) ______
Reason for leaving: ___________________________

Professional licenses and/or certifications: ___________________________

______________________________
EDUCATION
Please Print Clearly

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<tr>
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<th>Years Attended</th>
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<td>Other</td>
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For purposes of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you listed in your Employment History or Education? (Y/N) ______
If yes, other name(s) used: __________________________________________

PROFESSIONAL REFERENCES
Please provide the names of three professional references who you have known for at least three years.

Name: __________________ Phone number: __________________ Email: __________________
How do you know this person? __________________ Years Known: __________

Name: __________________ Phone number: __________________ Email: __________________
How do you know this person? __________________ Years Known: __________

Name: __________________ Phone number: __________________ Email: __________________
How do you know this person? __________________ Years Known: __________

CERTIFICATION, ACKNOWLEDGEMENT, AND CONSENT

1. I HEREBY CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE NOT WITHHELD ANY FACTS OR INFORMATION THAT, IF DISCLOSED, COULD AFFECT MY APPLICATION UNFAVORABLY. I understand that false, misleading, or incomplete information given in this Application and/or in my interview(s) will void this application or subject me to discharge at any time, if I am employed.

Initials: __________

2. If I am hired and my employment terminates for any reason, the City may answer all questions asked by a prospective employer concerning my abilities and employment record, and I RELEASE THE CITY OF HAGERSTOWN FROM ANY AND ALL LIABILITY THAT MAY RESULT FROM ITS RESPONDING TO ANY SUCH QUESTIONS.

Initials: __________

3. NOTICE TO APPLICANTS: Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed $100.

The above does not apply to applicants or prospective applicants for the position of law enforcement officer.

Initials: __________

4. By my initials, I confirm that I have read and understand each of the certifications, acknowledgements, and consents set forth above.

Applicant Signature: _______________ Date of Signature: _______________
CITY OF HAGERSTOWN
AUTHORIZATION FOR RELEASE OF INFORMATION

[Form details]
do hereby authorize a review and full disclosure of all records, or any part hereof, concerning myself by/to any duly authorized agent of the City of Hagerstown, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature. I acknowledge and agree that such an investigation may include a review of information publicly available on the Internet. The intention of this authorization is to provide information which will be utilized as pre-employment requirements. I expressly agree to sign whatever forms the City reasonably requires, including appropriate authorization forms, so that it may contact such employers, references, and other persons, entities, and sources and obtain relevant information about me.

I authorize full and complete disclosure of the records of educational institutions, a criminal background check and a review of my driving record. I also understand that I will be required to take a pre-employment physical; including a drug test and that a check will be made of my driving record.

I hereby release my former and prospective employers, their employees, agent, officers, directors, and affiliates from any and all liability for damages of whatever kind, which may at any time result to me, my family or associates, because of their compliance with this authorization. I understand and agree that any information released by any source, including the identity of the source, shall remain confidential and will not be released to me, regardless of whether or not I become an employee of the City of Hagerstown.

This release is executed with full knowledge and understanding that the information to be provided is for the sole purpose of gaining employment, and shall remain in effect until such time as I provide a written notice to the Human Resources Department at the City of Hagerstown, withdrawing this release.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original of my signature.

[Applicant signature]

[Date]

[Witness signature]

[Date]
Training Evaluation Guidelines

August 13, 2020

Dear Candidate,

All training must be turned in as part of the application packet – NO EXCEPTIONS. Enclosed you will find the scoring rubric so that you may maximize your points. **Training shall need to be listed in spreadsheet format with copies of the training as well (training certificates must be in the order in which they appear on the spreadsheet).** Transcripts will be acceptable in lieu of training certificates. The spreadsheets are included, feel free to make multiple copies to be able to document all of your training, or re-create the spreadsheet so that you may type the information, or contact Julie at jstatler@hagerstownmd.org to have the files emailed to you. **All training must be marked correctly or it will not be counted (you must have it documented on the spreadsheet and have a copy of the class completion certificate/transcript to verify).**

Training should be turned in and documented in the following order:

1) Section I, II and III Cover Sheet  
2) Documentation for Sections I, II and III  
3) Section IV Cover Sheet  
4) Documentation for Section IV  
5) Section V- A Cover Sheet  
6) Documentation for Section V- A  
7) Section V- B Cover Sheet  
8) Documentation for Section V- B  
9) Section VI- A Cover Sheet  
10) Documentation for Section VI- A  
11) Section VI- B Cover Sheet  
12) Documentation for Section VI - B

The training evaluation of the new hire candidate testing process is worth fifty (50) points. Points are awarded in the following manner:

- Sections I, II & III are worth point for point towards the overall fifty (50), for a maximum of twenty-five (25) points
- Sections IV, V & VI are combined together and worth the following
  - Section IV is worth point for point towards this section
  - Section V A is worth half a point for each hour of training earned from a State or College Training Agency
  - Section V B is worth a quarter of a point for every hour of fire service related training NOT from a State or College Training Agency
Section VI A is worth one point for each credit hour of a Fire Service College Class
Section VI B is worth a third of a point for each credit hour of a NON Fire Service College Class
The point total for Sections IV, V & VI are then added together and worth the following:
- 1-150 = 5 points
- 151-300 = 10 points
- 301-450 = 15 points
- 451-600 = 20 points
- 601 + = 25 points
The totals from Sections I, II & III are then combined with the totals from Sections IV, V & VI to determine the overall training score.

If you have any questions about how the training should be submitted, please contact Julie at the Hagerstown Fire Department Office at 301-790-2476 or by email at jstalger@hagerstownmd.org. Remember, this is due with your completed application packet, NO EXCEPTIONS.

Sincerely,

[Signature]
Adam A. Hopkins
Battalion Chief
HAGERSTOWN FIRE DEPARTMENT
CITY OF HAGERSTOWN
25 West Church Street
Hagerstown, Maryland 21740

Adam A. Hopkins
Battalion Chief

(301) 791-2544
FAX (301) 797-7448
ahopkins@hagerstownmd.org

Name: ____________________________ Date: ______________

I. Required Certifications

<table>
<thead>
<tr>
<th>Program</th>
<th>No (0 pts)</th>
<th>Class (2 pts)</th>
<th>Certification (4 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter I</td>
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<tr>
<td>Firefighter II</td>
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<tr>
<td>HAZMAT OPS</td>
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<tr>
<td>RT – Vehicle Machinery</td>
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<td>RT – Confined Space</td>
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<tr>
<td>Inspector I</td>
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<tr>
<td>FD Safety Officer</td>
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</tbody>
</table>

Total Points: __________

II. Emergency Medical Service

<table>
<thead>
<tr>
<th></th>
<th>FR (1 pt)</th>
<th>EMT (2 pt)</th>
<th>MD EMT (4 pt)</th>
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</thead>
<tbody>
<tr>
<td>None (0 pt)</td>
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</table>

Total Points: __________

III. NIMS

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<tr>
<th>100</th>
<th>200</th>
<th>300</th>
<th>400</th>
<th>700</th>
<th>800</th>
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<td>1 pt</td>
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</tbody>
</table>

Total Points: __________

IV. Other Certifications (Worth 2 pts each)

<table>
<thead>
<tr>
<th>PIO</th>
<th>Telecommunicator I</th>
<th>Telecommunicator II</th>
<th>FADO – Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td>FADO – Aerial</td>
<td>FADO – Tiller</td>
<td>FADO – MWS</td>
<td>FADO – Aircraft</td>
</tr>
<tr>
<td>Airport FF</td>
<td>HM Awareness</td>
<td>HM Tech</td>
<td>HM – IC</td>
</tr>
<tr>
<td>Inspector II</td>
<td>Inspector III</td>
<td>Plan Exam I</td>
<td>Plan Exam II</td>
</tr>
<tr>
<td>Fire Investigator</td>
<td>Instructor I</td>
<td>Instructor II</td>
<td>Instruction III</td>
</tr>
<tr>
<td>Life Safety I</td>
<td>Life Safety II</td>
<td>Life Safety III</td>
<td>FO I</td>
</tr>
<tr>
<td>FO II</td>
<td>FO III</td>
<td>FO IV</td>
<td>HSO</td>
</tr>
<tr>
<td>ISO – TR</td>
<td>Structural Collapse</td>
<td>Rope</td>
<td>Trench</td>
</tr>
</tbody>
</table>

Total Certs: __________ x 2 pts = __________
V. Training Hours

A. State or College Agency Training
   # hours x 0.5 pt
   Total # of hours: _______ x 0.5 = Total Points: _______

B. Other Training
   # of hours x 0.25 pt
   Total # of hours: _______ x 0.25 = Total Points: _______

Section A: _______ + Section B: _______ = Section V Points: _______

VI. College Credits

A. Fire Science Classes
   # of credits x 1
   Total # of credits: _______ x 1 = Total Points: _______

B. Non-Fire Science Classes
   # of credits x 0.33
   Total # of credits: _______ x 0.33 = Total Points: _______

Section A: _______ + Section B: _______ = Section V Points: _______

VII. Final Total

Section I: _______

Section II: _______

Section III: _______

A. TOTAL for Sections I, II, III: _______

Section IV: _______

Section V: _______

Section VI: _______

TOTAL for Sections IV, V, VI: _______

1-150: 10 pts;  151-300: 20 pts;  301-450: 30 pts;  451-600: 40 pts;  601+: 50 pts

B. Points Assigned for Sections IV, V, VI: _______

TOTAL A + TOTAL B = FINAL TOTAL _______

Evaluated By: ____________________________
Name:  

Sections I, II and III. **Provide appropriate documentation.**

I. Required Certifications – Select only the highest in each category

<table>
<thead>
<tr>
<th>Program</th>
<th>No</th>
<th>Class</th>
<th>Pro Board or IFSAC Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter I</td>
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<tr>
<td>FD Safety Officer</td>
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</table>

II. Emergency Medical Service – Circle correct EMS certification.

EMT  MD EMT

Should you be a medic or paramedic in Maryland, please circle MD EMT. Should you be a medic or paramedic in another state, please select EMT. You must provide documentation showing that the certification is current.

III. National Incident Management System – Circle those you have.

NIMS 100
NIMS 200
NIMS 300
NIMS 400
NIMS 700
NIMS 800
Section IV. Other Pro Board or IFSAC Certifications

Please circle which certifications that you possess that have been obtained through Pro Board or IFSAC. Include documentation for each certification that you circle.

<table>
<thead>
<tr>
<th>PIO</th>
<th>Telecommunicator I</th>
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<th>FADO – Pump</th>
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<td>Instructor III</td>
<td>Life Safety I</td>
<td>Life Safety II</td>
<td>Life Safety III</td>
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<td>Fire Officer I</td>
<td>Fire Officer II</td>
<td>Fire Officer III</td>
<td>Fire Officer IV</td>
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<td>Health Safety Officer</td>
<td>Incident Safety Officer (ISO)</td>
<td>ISO – EMS</td>
<td>ISO – Tech Rescue</td>
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<td>ISO – Fire Suppression</td>
<td>ISO – Hazardous Materials</td>
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<td>Structural Collapse</td>
<td>Rope Rescue</td>
<td>Water Rescue</td>
<td>Trench Rescue</td>
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<tr>
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<td>Course Name</td>
<td>Issuing Agency</td>
<td>Hours</td>
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**TOTAL HOURS:**
# Section V - B. Other Training

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<tr>
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<th>Course Name</th>
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<th>Hours</th>
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**TOTAL HOURS:**
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FIREFIGHTER PHYSICAL AGILITY TEST

TEST DESCRIPTION

The Physical Agility Test consists of the following evolutions which are to be performed wearing full turnout gear suitable for interior firefighting and pressure-demand breathing apparatus without the facepiece in place. The agility test is timed, and the candidate must complete each task before moving on to the next. Candidates must complete all five (5) of the following tasks within ten (10) minutes to successfully pass the agility test and remain in the process:

Task #1: Beginning at the starting line, walk to a 35-foot extension ladder and extend the fly section fully, lock it in, then lower the fly section without letting the halyard slip through the hands.

SPECIFIC POINTS - Candidates are not allowed to bend their knees so their body weight is utilized to raise the ladder. The candidates can be told while raising the ladder whether they need to go higher or lower. This information is given to assist with locking the fly.

Task #2: The candidate must carry the 60 pound standpipe hose pack from the outside of the fire training building up to the fourth floor landing in the fire training building. Once the candidate reaches the fourth floor landing, he/she should place the hose pack where marked.

SPECIFIC POINTS - The candidates are allowed to carry the standpipe pack in any way as long as it is off the ground.

Task #3: The candidate now moves to the fourth floor deck where he/she must pull a 11/2-inch utility line over a hose roller to hoist a section of 2 1/2-inch hose (with double-male and double-female couplings attached) weighing 45 pounds to the fourth floor windowsill, then lower same without letting the rope slip through the hands.

SPECIFIC POINTS - There is a line marked five (5) feet behind the windowsill which marks an area the candidate must remain inside while performing this task. This is to prevent candidates from walking back while pulling the rope/hose. Candidates may accomplish this task in any way, as long as the hand-over-hand method of pulling is used. The first hose coupling should be pulled to the windowsill and touch the hose roller. Candidates can rest with a foot on the rope and they can put a foot against the wall while pulling. Improper
performance of this task will result in the candidate having to lower the hose and start over. The rope/hose is to be lowered hand-over-hand and not allowed to slip through the hands.

Task #4: The candidate then returns to the fourth floor stairwell landing where he/she must simulate a rescue using the 130 pound hose dummy. The candidate must either drag or carry the hose dummy down from the fourth floor, outside the fire training building to the area marked with an "X."

SPECIFIC POINTS - The candidate may drag or carry the dummy, but must remain in contact with the hose dummy at all times, including when resting.

Task #5: The final evolution involves simulating forcible entry. The candidate, while standing in an upright position, must use the eight-pound sledge hammer to strike a railroad tie a total of twenty (20) times. Each strike must be with force and must begin with the head of the hammer raised to (or over) the brim of the candidate's helmet.

SPECIFIC POINTS - Candidates must stand in an up-right position with the hammerhead raised to or past rim of helmet before each strike. They must hit the railroad tie with force. The evaluator should count out loud each time the candidate successfully strikes the railroad tie. If they hit the tie without force by just letting the hammer drop, the evaluator should not count that attempt.

AGILITY TEST SCORING

The scoring for the Physical Agility Test is PASS/FAIL. Failure to successfully complete this component results in removal from the testing process.