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## **SUPPLEMENTAL INFORMATION**

### **Fire Prevention Officer – Hiring Process**

#### **TIMELINE:**

Job posted: April 3, 2019

Posting closed: April 30, 2019 @ 4:30pm

Written Testing: May 1, 2019 @ 6:30pm

Practical Skills Testing: May 15, 2019 @ TBD 6:30pm (time subject to change)

Oral Presentation and Interview: Date and time TBD.

#### **PROCESS BREAKDOWN:**

1. The written test will account for 40% of the overall mark. The test will consist of questions related to the position of Fire Prevention Officer. The minimum passing grade for the examination is 70%. The top 6 who meet the minimum passing grade will move on to the practical skills testing.
2. The practical skills testing will account for 25% of the overall mark. Only the top 3 candidates with the highest combined mark from the written and practical testing will proceed to the oral presentation and interview.
3. The Oral presentation and interview will account for 30% of the overall mark.
4. The applicants' cover letter and resume will account for 5% of the overall mark.
5. Only the top scoring applicant will receive an offer of employment subject to meeting the requirements of the terms of employment listed below.

#### **TERMS OF EMPLOYMENT**

The success applicant will be offered the position of Firefighter assigned to Fire Prevention (Fire Prevention Officer) and reports directly to the Senior Fire Prevention Officer. The Fire Prevention Officer is expected to take part in fire suppression activities and is a requirement of the position. The successful applicant will not be permitted to transfer to a fire suppression position for a period of 3 years from the official fulltime start-date.

In order to attain the position Fire Prevention Officer, the successful applicant must provide the Human Resources Manager along with their signed letter of offer;

1. A letter providing proof of medical condition from a medical physician. Applicant shall provide the physician with job descriptions for firefighter and fire prevention officer.



2. Current vulnerable sector criminal record check from the Quinte West OPP Detachment.
3. Valid DZ drivers' license
4. Current First Aid, AED and Level C CPR certification.

### **TESTING RESOURCE MATERIAL**

1. IFSTA 6<sup>th</sup> edition
2. 2015 Fire Code Compendium
3. All Current Quinte West Fire Department SOG's
4. Bylaws applicable to Fire Department operations.

### **WRITTEN TEST**

The written test will be a 3 part process. Part 1 of the test will be fire prevention related and will cover (but not limited to) topics such as; Building construction, fire detection systems, fire protection systems, water supply, fire behavior, fire scene evidence protection, bylaws and the Fire Prevention SOG's. Part 2 will be focused on using the 2015 fire code and Fire Protection and Prevention Act (FPPA), as well as reference to the building code. Applicable references will be supplied during the test. Part 3 will consist of basic firefighting questions pulled from the IFSTA manuals and departmental SOGS.

### **PRACTICAL SKILLS TESTING**

Practical testing will include evolutions specific to firefighter tasks. Pump ops will not be included, however other functions related to water supply may. Applicants shall wear all PPE including SCBA throughout the duration of the evolutions, unless otherwise specified by the testing proctor. Testing will be pass/fail and some portions may be timed events. Any unsafe acts will be stopped and will result in a fail. There will be a zero tolerance for horseplay on the day of practical testing. Horseplay will result in an automatic fail.

PPE – Applicants shall bring their own bunker gear as well as helmet, gloves, firefighting boots and balaclava. They are also required to bring 1 SCOTT air pack complete with mask, cylinder and 1 additional cylinder from their station. Please ensure your division commander is aware you have removed the equipment from a truck. If an applicant fails to bring a portion of their PPE, they will forfeit themselves from the competition.

Applicants will be tested on tasks specific to the role of the firefighter. All tasks will be marked as a pass/fail. A fail removes the applicant from the competition. The following outlines tasks that individuals will be tested on. Applicants are encouraged to reference IFSTA Essentials of Firefighting, 6<sup>th</sup> edition for each task.

## **Skill 1: 10 Metre Ladder Climb**

Each candidate must be dressed properly in full Personal Protective Equipment (PPE) for this skill test. Candidates will use the following equipment:

- Bunker gear, helmet and gloves, SCBA
- 10m ladder tied off
- Pick head axe
- Ropes
- Roof Ladder

Prepare the axe for lifting using the appropriate rope & clove hitch knot with two half hitches. You must then tie two additional knots. You must tie a bowline knot around the ladder prop as though you would be hoisting it, and then a Figure 8 on a bight knot on a separate rope. When you have completed your knots, you must ask the evaluator if you can proceed. If the evaluator says no, you must determine and fix your errors.

When advised to proceed by the evaluator, climb the 10m ladder until you encounter a rung with tape wrapped around it and apply a proper leg lock around the taped rung. Take both hands off the ladder, reach around and touch each of your toes. Climb to the top of the ladder and step off the ladder and onto the roof. Raise the axe up to roof, and then lower back to the ground, using the hand-over-hand method. Climb back onto the ladder and descend.

## **Skill 2: Self Contained Breathing Apparatus (SCBA) Proficiency Test**

Each candidate must be dressed properly in full Personal Protective Equipment (PPE) with a SCBA (Self Contained Breathing Apparatus) and a blacked out face mask for this skill test. Candidates will use the following equipment:

- Bunker gear, helmet and gloves, flash hood
- SCBA (Self Contained Breathing Apparatus)
- Blacked out face mask

Don SCBA (Self Contained Breathing Apparatus) and approach SCBA Proficiency maze on air. Enter the structure when indicated to do so by evaluator and perform a proper search technique through the entire maze, passing each obstacle as they are encountered. You

**must exit at point of entry**, once the proper search has been completed. Remain in a crawl position. Do not attempt to stand up, crawl outside or remove obstacles while inside maze. This will constitute a fail.

If at any point you feel uncomfortable inside the maze please inform your evaluator. The evolution will end, and this will constitute a fail. The partial or full removal of the SCBA is also not permitted, and will result in a fail.

### **Skill 3: Roof Ventilation**

Each candidate must be dressed properly in full Personal Protective Equipment (PPE) and SCBA (Self Contained Breathing Apparatus) for this skill test. The evaluator will ensure candidate has a tank of air that is at least  $\frac{3}{4}$  full for this evolution. Candidates will use the following equipment:

- Bunker gear, helmet and gloves
- SCBA
- Roof ladder
- Pick head axe
- Pike pole

You must choose the equipment needed to be taken up the roof ladder to ventilate the roof. You must correctly place the roof ladder and demonstrate actions required to determine the roof is safe to work on. Once positioned on the roof, cut a 22" x 22" (55cm x 55cm) vent hole using the appropriate tools in the location indicated by the evaluator. You will ask the evaluator to proceed when you have advised the evaluator that you have completed cutting your hole. The evaluator will use a template to measure the hole size. If the hole size is too large, you will automatically fail. If the hole size is too small, you will have the opportunity to correct the size.

If the evaluator advises the hole is the sufficient size, you will simulate opening the ceiling below the roof using the pike pole to make contact with the base of the structure **three times**. Once completed, you will proceed to climb down the ladder, return to the ground and place equipment on the ground at the base of the ladder.

#### **Skill 4: 7 Metre Ladder Roof Ladder Raise**

Each candidate must be dressed properly in full Personal Protective Equipment (PPE) and SCBA (Self Contained Breathing Apparatus) for this skill test. Candidates will use the following equipment:

- Bunker gear, helmet and gloves
- SCBA (not on air)
- One 7m ladder
- One roof ladder

You must be dressed in full PPE (Personal Protective Equipment) and SCBA (not on air). Using proper lifting techniques, pick up the 7m ladder and perform a one firefighter raise. Inform the evaluator whether you will complete a **beam** or **flat raise**. These are **the only** acceptable raises. Once the 7m ladder is correctly in place, evaluator will inform you if it's safe to proceed. If the evaluator says "NO" you must make the appropriate corrections to proceed. When advised it is safe to proceed, climb the 7m ladder and proceed to deploy the roof ladder correctly, and safely. A leg lock shall be utilized. Once the evolution is complete, return the roof ladder to the ground.

**For safety reasons, you must request the assistance of the evaluation staff to butt and steady the 7m ladder before raising fly and prior to climbing.** Your time will start when the 7m ladder is picked up. Time will stop when you and the roof ladder return to the ground.

#### **Skill 5: Fine Motor Skills Hose Assembly**

Each candidate must be dressed properly in full Personal Protective Equipment (PPE) for this skill test. Candidates will use the following equipment:

- Bunker gear, helmet and gloves
- SCBA (no mask)
- Hydrant
- Hydrant Wrench
- Hose Wrenches
- 65 mm hydrant gate valve
- 1 length of 100mm hose
- 3 lengths of 65mm hose
- 2 length of 45mm hose
- Gated wye (65mm to two 38mm)

- 2 45mm combination nozzles
- 65mm nozzle
- Adapter from 65mm to 100mm

Make all connections with the appropriate hoses and appliances provided. You must assemble hoses and appliances safely and properly as you would on the fire ground. Establish a water supply from the hydrant with a 100mm hose to the pump panel and dress hydrant accordingly. Establish a hose lay from the pump with a 65mm hose to two 45mm hoses using a gated wye. Both 45mm hoses will terminate with a nozzle. A second hose lay will extend from the pumper using 2 - 65mm hoses ending with a 65mm nozzle. Once these connections have been successfully established, the evaluator will advise you to proceed to the charged line and direct water through the hole on the target.

### **Skill 6: Medical Skills**

Candidate must be dressed in Personal Protective Equipment (PPE), gloves and eye protection, for this skill test.

In order to successfully complete this skills test, candidates must have advanced first aid training, CPR training and the competence and training required to insert a properly sized oropharyngeal airway, operate a bag valve mask, apply an adult non-re-breather mask and describe the oxygen flow rate or concentration required.

### **Patient Assessment/Management Skills Test**

In this skill, you will perform your assessment and **verbalize** your treatment for **all conditions and injuries discovered**. You must conduct your assessment as you **would in the field, including communicating with your simulated patient**.

As you progress through this skills test, you must state everything you are assessing. Specific clinical information not obtainable by visual or physical inspection, for example respiration, signs and symptoms, will be provided to you by asking the evaluator after you demonstrate how you would normally obtain that information in the field.

You can assume you have at least one firefighter with you who is trained to your level of care. They will correctly perform the verbal treatments and direction that you provide as necessary.

**You must demonstrate all skills prior to delegating.**

The evaluator will acknowledge your treatments and may ask for additional information if clarification is needed.

**HIRING LIST**

Applicants who successfully pass testing and attend the interview phase, but are unsuccessful may be placed on a hiring list for a period of 1 calendar year from closing date of the posting for a fire prevention officer position.

Testing results for this recruitment shall not be used for future firefighter positions. Testing questions for the positions of firefighter and fire prevention officer are different.