

PALO REGIONAL VOLUNTEER FIRE DEPARTMENT



HIRING PROCESS FOR A FIREFIGHTER:

- A. Two (2) Officers and at least Two (2) Firefighters and One (1) Township Supervisor conduct written test and work performance test, evaluate, and assign points.
- B. Scores are added and totaled.
- C. Hiring committee will select candidates based on points for interviewing. A set of questions will be developed for the interview.
- D. Fire Department Hiring Committee will recommend candidates for the number of position openings to the Town Board for approval of hiring.

FIREFIGHTER JOB DESCRIPTION

APPLICANTS SHOULD MEET THE FOLLOWING CRITERIA:

- A. Live within a reasonable distance for timely emergency responses.
- B. Have no physical restrictions for performing the duties of firefighting.
- C. Residency established, being able to respond to most emergency calls of the Palo Fire Department.
- D. Must be at least 21 years of age.
- E. Be prepared to make a lasting commitment to the Fire Department

PURPOSE OF A FIREFIGHTER:

- A. To uphold fire suppression activities on emergency response call-out pages.
- B. To assist in fire safety objectives for existing and non-existing emergency situations.
- C. Assist under the FEMA Emergency Response Plan when needed.
- D. Administer first aid and/or other assistance when needed or directed.

RESPONSIBILITIES OF A FIREFIGHTER:

- A. Be Firefighter I Certified within two (2) years of employment.
- B. Suppress fires by using proper fire ground techniques and procedures.
- C. Operate equipment in an efficient and safe manner.
- D. Perform rescue and first aid tasks as needed using proper techniques, procedures, and safety of victims and personnel.
- E. Follow all inter-department policies whether written or verbal, and follow all general policies of the department.
- F. Follow the Standard Operating Guidelines of the department.
- G. Follow all established departmental rules, regulations, and safety standards.
- H. Assist in various community projects and fire safety issues.
- I. Maintain proper levels of training for the proficient execution of firefighting responsibilities and in meeting regulatory training to the standards of the department.
- J. Must maintain CPR and First Aid Certification.

PHYSICAL AGILITY TEST FOR A FIREFIGHTER APPLICANT:

1. Climb to the top of a 2 stage ladder.
2. Stretch 100 feet of uncharged 1¾ hose line, attach and operate the nozzle with 100 psi nozzle pressure with full turnout gear and scba without mask.
3. Walk 15 feet on the edge of the sidewalk with full turnout gear and scba without stepping off the curb, each participant gets 3 attempts.
4. Move in any manner a 180 pound dummy for 25 yards in 45 seconds or less with full turnout gear and scba.

WAIVER FOR PHYSICAL AGILITY TESTING

The undersigned agrees that he/she is applying for the following position with the Palo Regional Volunteer Fire Department located in the Town of White.

The undersigned agrees that, in connection with applying for the above position, that he/she is undergoing certain strength and agility tests, and other testing. The undersigned agrees that the Town of White/Palo Fire Department is not familiar with the current physical condition of the undersigned, and whether the testing creates a risk of injury to the undersigned by reason of any pre-existing condition. Therefore, the undersigned agrees that he/she waives any claim of liability against the Town of White, the Palo Volunteer Fire Department, or their agents and employees, and agrees to defend, indemnify, and hold them harmless from any and all claims of personal injury or death that may result from, occur, be sustained, or otherwise arise out of the application for employment and the above described testing.

Signature

Witness

Date

(Letterhead)

**TOWN OF WHITE
BACKGROUND CHECK WAIVER**

I hereby authorize the Town of White to verify any information submitted in order to determine my qualifications for the position for which I am applying. In addition, I authorize the Town of White to conduct a criminal history check, background check, and/or driver's license record review and to have access to such records to determine my eligibility for employment with the Town of White/Palo Volunteer Fire Department.

I hereby declare that all statements made on this application are true, complete, and correct to the best of my knowledge and believe. I understand that falsification of this application will disqualify me from employment or will be grounds for termination on discovery.

Signature

Date

**PALO FIRE DEPARTMENT
VOLUNTEER FIREFIGHTER EVALUATION**

I. Minimum Qualification

- | | | |
|------------------------------------|----------|---------|
| A. Pass Work Performance Test | Yes_____ | No_____ |
| B. Valid Minnesota Drivers License | Yes_____ | No_____ |
| C. Pass Written Abilities Test | Yes_____ | No_____ |

II. Training and Experience: Possible Points 0 – 100

A. Training:

- | | |
|----|---|
| 15 | 1. Successful completion FFI course at a Minnesota Technical College or the equivalent and currently hold valid certification. |
| 10 | 2. Successful completion FFII course at a Minnesota Technical College or the equivalent and currently hold valid certification. |
| 10 | 3. Successful completion of Minnesota Department of Health EMT course and currently hold valid certification. |
| 5 | 4. Successful completion of one of the following courses: CPR, First Responder, First Aid or other Firefighter Training and currently hold valid certification. |

B. Experience: Possible Points 0 – 30

- | | |
|------|---|
| 0-15 | 1. Experience in a position requiring structural firefighter skills in the last two (2) years:

<div style="display: flex; justify-content: space-around; margin-left: 40px;"> 6 month = 7 1 year = 5 2 years = 3 </div> |
| 0-10 | 2. Experience in other types of firefighting: Forestry, Vehicle, etc. in the last two (2) years:

<div style="display: flex; justify-content: space-around; margin-left: 40px;"> 1 year = 5 2 years = 5 </div> |
| 0-5 | 3. Experience in a position requiring First Responder, EMT or Paramedic Skills in the last two (2) years:

<div style="display: flex; justify-content: space-around; margin-left: 40px;"> 1 year = 3 2 years = 2 </div> |

C. Written Examination: Possible Point 0 – 30

1. A written examination to assess abilities necessary for the position.

D. Veterans' Preference: Possible Points 5

INTERVIEW QUESTIONS

DATE _____

CANDIDATE _____

INTERVIEWER(S) _____

Tell us about your previous experiences and past employment, and how they relate to your qualifications for this position as a firefighter.

What are your most important reasons for wanting to be a firefighter?

Explain the relationship you will establish between you and other firefighters

What type of department activities do you see yourself participating in and/or contributing to outside of fire fighting?

Are you willing to travel for needed training? _____

Are you aware of the dangers and responsibilities involved in being a firefighter?

Will you have a problem devoting your time to the meetings and training required of this department? (Fire Fighter classes and Thursday nights/meeting)

What is your attitude toward safety? _____

What skills do you have that will assist you in working on the fire department?

Why are you the best candidate for this position? _____

Candidate questions/comments to the Committee _____

CANDIDATE SUMMARY

DATE _____

CANDIDATE _____

SCREENING COMMITTEE MEMBER(S) _____

Direction: Rate each candidate according to the criteria below. Total the final score. Do not discuss candidates until each has been treated individually by each member of the screening committee.

VH=Very High H=High AC=Acceptable MA=Marginal QU=Questionable UN=Unsuitable

CRITERIA	VH	H	AC	MA	QU	UN
1. Appearance - personal dress/grooming	5	4	3	2	1	0
2. Expression – clearness, grammar, vocabulary	5	4	3	2	1	0
3. Attitude – sincerity, enthusiastic, relationship to other co-workers/others, attitude toward profession.	10	8	6	4	2	0
4. Initiative – professional goals, interest in position, reasons for pursuit	10	8	6	4	2	0
5. Presence/Poise – professional image, self-confidence	5	4	3	2	1	0
6. Mental Grasp – reasoning, thinking, clear response to questions	5	4	3	2	1	0
7. Technical Knowledge – familiarity with job requirements	10	8	6	4	2	0
8. Education – meets requirements, evidence of continued education.	5	4	3	2	1	0
9. Experience – similar/related experiences	10	8	6	4	2	0
10. Leadership – involved, open, participatory in nature, group focus, human relations skills	10	8	6	4	2	0
11. Community/Civic – contacts with other services, organizations, community involvement	5	4	3	2	1	0
12. Capability – as it relates to the physical, emotional aspect of the job	10	8	6	4	2	0
13. Concern for safety	5	4	3	2	1	0
14. Overall response, reaction to candidate	10	8	6	4	2	0
TOTALS						

TOTAL SCORE FOR 1 THROUGH 14: _____

**PALO FIRE DEPARTMENT
WRITTEN EXAM**

- 1) When do fire departments expect firefighters to take excessive risks to their own safety?
 - A) During a rescue attempt that involves three or more people
 - B) While en route to an emergency
 - C) When an incident is understaffed
 - D) Never

- 2) How should firefighters deal with relatives and friends of victims?
 - A) Remove them from the cordoned area
 - B) Leave them alone to console each other privately
 - C) Restrain them from getting too close
 - D) Assure them that everything will be okay

- 3) What is the primary method of moving about in areas of obscured visibility?
 - A) Walking with arms extended
 - B) Walking bent over at the waist
 - C) Crouching or "duck" walking
 - D) Crawling

- 4) What should a firefighter check immediately before using any extinguisher?
 - A) The pressure gauge
 - B) The instructions for use
 - C) The expiration date
 - D) All of the above

- 5) When should firefighters identify alternate escape routes from a burning building?
 - A) During pre-incident planning
 - B) Before entering the building
 - C) Upon discovering routes inside the building
 - D) After determining the need

- 6) How should firefighters open doors when searching a building?
 - A) Stand to the side of the door and open it slowly
 - B) Stay low and in front of the door and open it quickly
 - C) Stay low and to the side of the door and open it slowly
 - D) Stand in front of the door and open it quickly

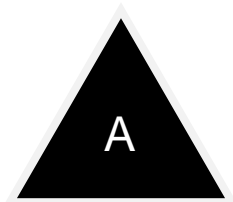
- 7) Which of the following saws is *not* a handsaw?
 - A) Coping
 - B) Reciprocating
 - C) Carpenter's
 - D) Keyhole

- 8) Water weighs the most?
- A) As ordinary fresh water
 - B) At its freezing point
 - C) At its boiling point
 - D) The weight doesn't really change, only the form
- 9) The primary purpose of the school fire drill?
- A) Establish order/control
 - B) Increase speed of exiting
 - C) Ensure adherence to regulations
 - D) Practice
- 10) It is important for the firefighters to know the ultimate capability of?
- A) A hydrant flow test
 - B) Static pressure
 - C) A particular hydrant orifice
 - D) The water system
- 11) Friction loss can be measured?
- A) In only certain types of hoses
 - B) Using the rule of thumb method
 - C) With considerable inaccuracy
 - D) With considerable accuracy
- 12) What is the type of ladder that is equipped with folding hooks at the top end for purposes of anchoring?
- A) Pole
 - B) Single
 - C) Roof
 - D) Pompier
- 13) The most difficult and responsible areas of the firefighters work are?
- A) Firefighting and rescue
 - B) Inspecting premises for fire hazards
 - C) Operating and maintaining the fire department equipment
 - D) Drilling and station duties

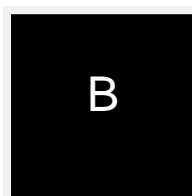
(Inserted on this page are four (4) rope drawings: a, b, c, d,

Question 14 asks What type of knot is in picture “d”

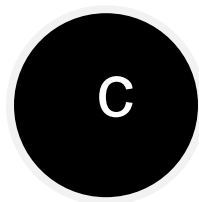
- a) Becket bend
- b) Bowline
- c) Double fisherman’s knot
- d) Figure 8 knot



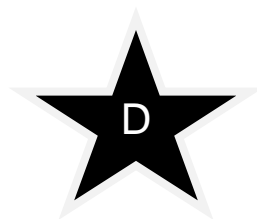
Symbol A



Symbol B



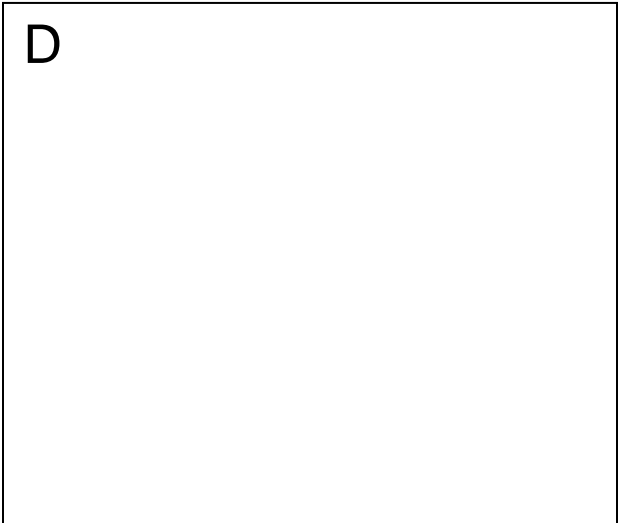
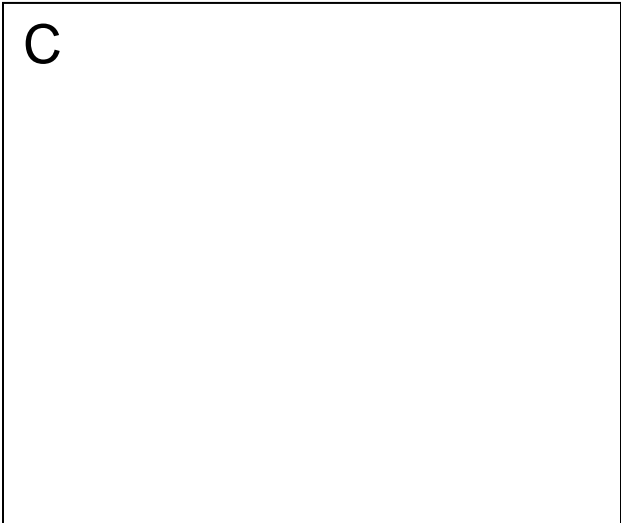
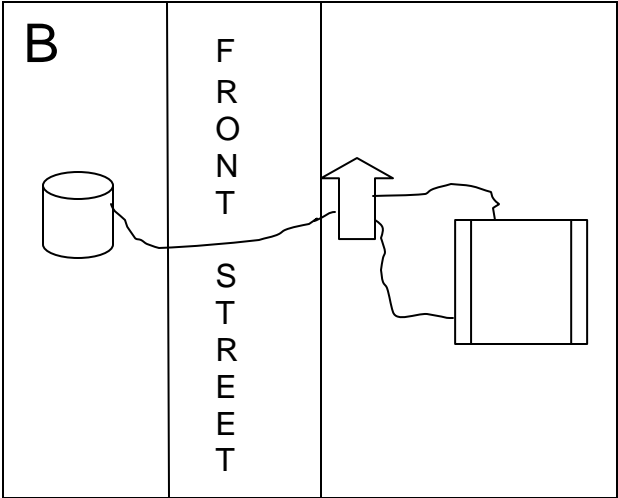
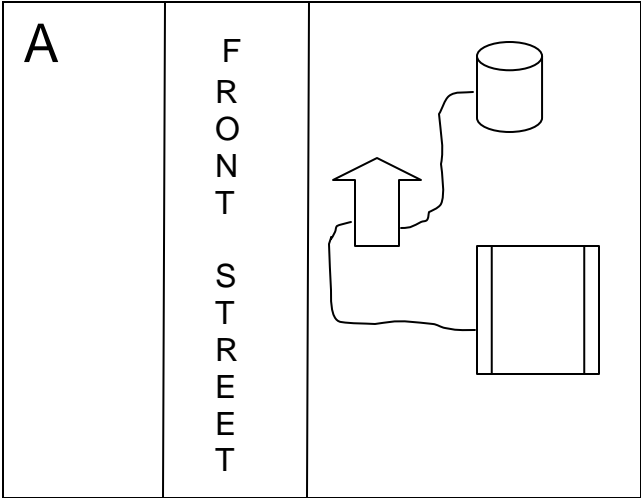
Symbol C



Symbol D

- 15) The star shaped symbol refers to which one of the following?
- A) Ordinary combustibles
 - B) Flammable liquids
 - C) Electrical equipment
 - D) Combustible metals

16) A high pressure hydrant on the west side of Front Street provides enough water to fight a fire on the east side of the street. Which of the following diagrams represents the description given above? **A** **B** **C** **D**

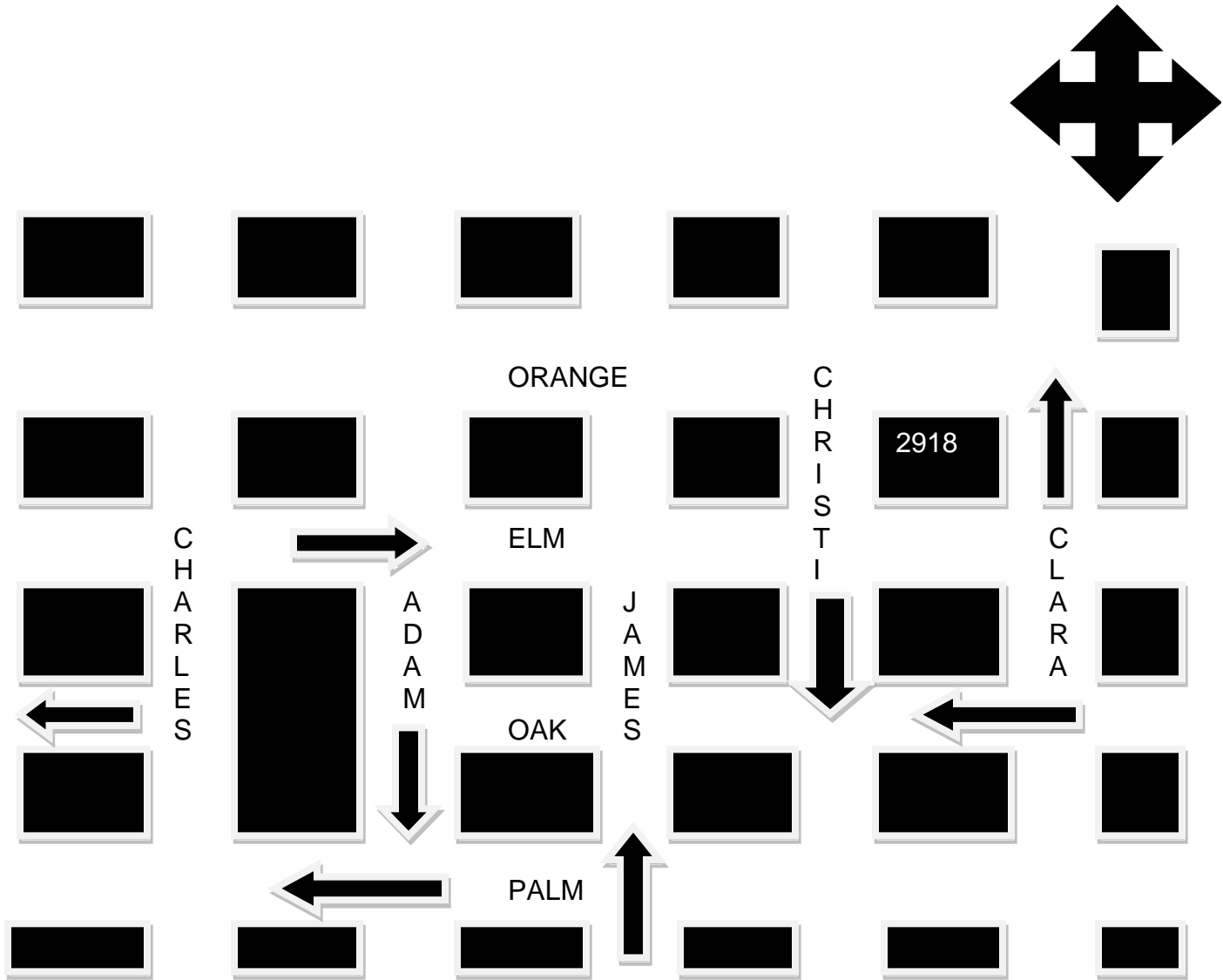


- 17) A vehicle heading south on Roberts skids into a parked vehicle on the northwest corner of Roberts and Juniper. Which one of the following diagrams best represents the description provided above? **A** **B** **C** **D**

Four drawings inserted here

DIRECTIONAL MAPS

This part of the test measures your ability to follow directions using a map. After studying the map, you are to choose the best way of getting from one point to another. From the four choices given, choose the shortest and most direct route that does not break any traffic laws. Streets are two-way unless marked by an arrow indicating a one-way direction. Pretend that you are the driver. There may be other shorter and more direct routes to a destination; however, you must choose the best one from among the four answers provided. In the test, you will be able to look at the map in order to answer the questions. Refer to the Map to answer questions 18 & 19



- 18) After fighting a fire at a building at the corner of James and Palm you are to return to the fire station at the northeast corner of Christi and Oak. Without violating any traffic laws, what is the shortest and most direct route?
- A) North on James, East on Elm, South on Christi
 - B) West on Palm, North on Charles, East on Elm, South on Christi
 - C) East on Palm, North on Clara, West on Oak
 - D) North on James, East on Oak
- 19) From the fire station at the corner of Christi and Oak, you are to proceed to a fire at a drug store at 2918 Christi. You are advised to approach from the Clara side of the street. Without violating any traffic laws, what is the shortest and most direct route?
- A) South on Christi, East on Palm, North on Clara
 - B) West on Oak, North on James, East on Elm, North on Clara
 - C) South on Christi, West on Palm, North on James, East on Elm, North on Clara
 - D) West on Oak, South on Adam, West on Palm, North on Charles, East on Elm, North on Clara

OBSERVATION JUDGEMENT

This section of the test contains a sketch with questions which refer to details within the sketch. You are asked to study the sketch carefully and to respond to questions regarding details within the sketch. You may refer back to the sketch when answering the questions.

Refer to the following sketch to answer questions 20 & 21

Three drawings of houses inserted here

20) Which way is the wind blowing?

- A) East
- B) West
- C) North
- D) South

21) Which house is most likely to catch on fire?

- A) #1
- B) #2
- C) #3
- D) All are equally likely to catch on fire.

This section of the test measures your mathematical ability. You will not be allowed to use a calculator during the examination. Choose the one best answer to each question.

- 22) The fire department spent \$400,000.00 on a new ladder truck, \$100,000.00 on new hoses, and one-fourth of this total amount on uniforms and firefighting clothes. What percentage of the total expenditures was spent on uniforms and firefighter's clothes?
- A) 10%
 - B) 15%
 - C) 20%
 - D) 25%
- 23) In a large forest fire 55,000 trees were burned. In order to replace all of these trees, how many small trees must be planted if only 75% of them are expected to grow into large trees?
- A) 63,950
 - B) 68,750
 - C) 73,333
 - D) 96,666

MECHANICAL REASONING

This section of the test measures your mechanical reasoning ability.

Beams (3) with rope and bucket inserted here

- 24) Which point of connection is the most supportive of the bucket?
- A) "A"
 - B) "B"
 - C) "C"
 - D) Any point of connection would be equally supportive

Gears inserted here

- 25) If gear "E" is turning clockwise, what gear is turning counter clockwise?
- A) "A"
 - B) "B"
 - C) "C"
 - D) "D"