

## **THE HIRING PROCESS FOR THE MORGANTOWN FIRE DEPARTMENT**

### **Qualifications for eligibility:**

- Applicant must be between the ages of 18 years and 35 years of age at the time application is due.
- Applicant must not have been convicted of a felony.
- Applicant must have received a high school diploma or GED equivalent.
- Applicant must be physically fit and in good health.
- Applicant must be willing to abide by the residency requirements after serving a probation period.
- Applicant must possess a valid driver's license.
- Applicant must be a citizen of the United States of America.

### **Application Process:**

- Applicant must contact the City Clerk's Office to obtain an application.
- The applicant will be furnished with a description of the agility testing procedure.
- The applicant will be notified when and where the agility testing will take place.
- Applicant will receive a form waiver letter to be signed by their doctor prior to taking the agility test.

### **Testing procedures: Agility**

- The first step in the testing procedure is the agility test. The applicant is expected to take his or her copy of the agility testing procedure to their personal doctor for review. The applicant must have their personal physician sign the form waiver letter provided to them by the City Clerk stating that he or she has reviewed the agility testing procedure and feels that the applicant is physically capable of participating. This letter must be current, signed, and dated by the examining physician. The applicant will be expected to arrive on time to the designated testing place on the designated date. Prior to any participation in the agility testing procedure, the applicant's release letter from their doctor will be collected and their identification checked. The applicant will be asked to sign a document verifying that all the information provided is true and accurate.
- The applicant is expected to wear long pants and a work-type shirt. Sweatpants, sweatshirts, and tee-shirts are acceptable depending upon the climate. The applicant may wear any type of shoe that is non-slip, does not have an open toe or open heel, and is regular athletic wear, such as tennis shoes. The applicant may bring their own leather work gloves; however, gloves will be provided for those who do not bring

their own. Along with gloves, helmets will also be provided and must be worn throughout the entire test.

- The applicants will have the entire testing evolution explained to them prior to their participation. The applicant will be given an opportunity to ask questions. Once the testing procedure begins, however, the applicant must not stop during any part of an evolution. In order to qualify for further testing, the applicant must complete all stations within a seven minute and fifteen second time frame. Failure to complete the entire exercise in the proper manner and in the accepted time frame will disqualify the applicant from participating in any further testing. There are six evolutions in this test, and they are as follows:

### **Event 1: Stair Climb Equipment**

This event uses a stair-climbing machine. The handrails will remain attached to assist in mounting and dismounting the stair-climber. Placement of the equipment should be done so mounting and dismounting can be as easy as possible.

### **Purpose of Evaluation**

This event is designed to stimulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and climbing stairs in full protective clothing carrying firefighter equipment. This event challenges your aerobic capacity, lower body muscular endurance, and ability to balance. This event affects your aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, and lower back stabilizers.

### **Event**

For this event, you must wear two 12.5 lb. weights (only this event) on your shoulders to simulate the weight of a high-rise pack, and a 50 lb. vest throughout entire test. Prior to the initiation of the timed Morgantown Agility Test (MAT), there is a 20-second warm up on the stair-climber at a set stepping rate of 50 steps per minute. During this warm-up period, you are permitted to dismount, grasp the rail, or hold the wall to establish balance and cadence. If you fall or dismount the stair-climber during the 20 second warm-up period, you must remount the stair-climber and restart the entire 20-second warm-up period. You can restart the entire 20 second warm-up period twice. The timing of the test begins with the warm-up, but you will be informed when the step rate will increase. There is no break in time between the warm-up period and the actual timing of the test. For the test, you must walk on the stair-climber at a set stepping rate of 60 steps per minute for 3 minutes. This concludes the event. The two 12.5 lb weights are removed from your shoulders. Walk 50 feet within the established walkway to the next event.

## Failures

If you fall or dismount the stair-climber three times during the warm-up period, you fail the test. If you fall, grasp any of the test equipment, or dismount the stair-climber after the timed MAT begins, the test is concluded, and you fail the test. During the test, you are permitted to touch the wall or handrail for balance only momentarily. However, if the wall or handrail is grasped or touched for an extended period, or if the wall or handrail is used for weight bearing, you are warned. Only two warnings are given. The third infraction constitutes a failure.

## **Event 2: Hose Drag**

### **Equipment**

This event uses an uncharged fire hose with a hose line nozzle. The hose line is marked at 8 feet past the coupling at the nozzle to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest. The hose line is also marked at 50 feet past the coupling at the nozzle to indicate the amount of hose line that you must pull into a marked boundary box before completing the test.

### Purpose of Evaluation

This event is designed to simulate the critical tasks of dragging an uncharged hose line from the fire apparatus to the fire occupancy and pulling an uncharged hose line around obstacles while remaining stationary. This event challenges your aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand (grip).

### Event

For the event, you must grasp a hose line nozzle attached to 200 feet of 1 ½” hose. Place the hose line over your shoulder or across your chest, not to exceed the 8-foot mark. You are permitted to run during the hose drag. Drag the hose 50 feet to a prepositioned drum, make a 90 degree turn around the drum, and continue an additional 50 feet. Stop within the marked 5-foot x 7-foot box, drop to at least one knee and pull the hose line until the hose line’s 50-foot mark crosses the finish line. During the hose pull, you must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. This concludes the event. Walk 50 feet within the established walkway to the next event.

## Failures

During the hose drag, if you fail to go around the drum or go outside of the marked path (cones), the test time is concluded, and you fail the test. During the hose pull, you are warned if your knees go outside the marked boundary line. The second infraction constitutes a failure, the test time is concluded, and you fail the test.

## **Event 3: Equipment Carry Equipment**

This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck.

## Purpose of Evaluation

This event is designed to simulate the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene, and returning the equipment to the fire apparatus. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. This event affects your aerobic energy system as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

## Event

For this event, you must remove the two saws from the tool cabinet, one at a time, and place them on the ground. Pick up both saws, one in each hand, and carry them while walking 70 feet around the drum, then back to the starting point. You are permitted to place the saw(s) on the ground and adjust your grip. Upon return to the tool cabinet, place the saws on the ground, pick up each saw one at a time, and replace the saw in the designated space in the cabinet. This concludes the event. Walk 50 feet within the established walkway to the next event.

## Failures

If you drop either saw on the ground during the carry, the test is concluded, and you fail the test. You receive one warning for running. The second infraction constitutes a failure, the test time is concluded, and you fail the test. If you do not retrieve or replace the saws one at a time it is a failure.

#### **Event 4: Forcible Entry Equipment**

This event uses a Keiser sled and an 8-lb dead blow sledgehammer.

#### **Purpose of Evaluation**

This event is designed to simulate the critical tasks of using force to open a locked door or to breach a wall. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, glutes, triceps, upper back, trapezius, and muscles of the forearm and hand (grip).

#### **Event**

For this event, you must use an 8-lb dead blow sledgehammer to strike a sled until reaching the designated mark. This concludes the event. Walk 50 feet within the established walkway to the next event.

#### **Failures**

If you do not maintain control of the sledgehammer and release it while swinging, it constitutes a failure. You are given a warning for reaching above the mark on the sledgehammer, a second time constitutes a failure. The test time is concluded, and you fail the test.

#### **Event 5: Search Equipment**

This event uses an enclosed search area with a hose line to be followed to the exit.

#### **Purpose of Evaluation**

This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges your aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: muscles of the chest, shoulder, triceps, quadriceps, abdominals, and lower back.

#### **Event**

For this event, you must crawl through a hallway, while following a 1 ½ hose line for approximately 100 ft. At the end of the hose line exit the event. This

concludes the event. Walk 50 feet within the established walkway to the next event.

#### Failures

A request for assistance at any point constitutes a failure, the test time is concluded, and you fail the test. If you leave the hose line or try to shortcut in any way, that will constitute a failure, the test time is concluded, and you fail the test.

### **Event 6: Rescue**

#### **Equipment**

This event uses a weighted mannequin equipped with a harness with shoulder handles.

#### Purpose of Evaluation

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges your aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, trapezius, deltoids, latissimus dorsi, biceps, and muscles of the forearm and hand (grip).

#### Event

For this event, you must grasp a 165-lb mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drag it 35 feet to a prepositioned drum, make a 180 degree turn around the drum, and continue an additional 35 feet to the finish line. You are not permitted to grasp or rest on the drum. It is permissible for the mannequin to touch the drum. You are permitted to lay the mannequin down and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line. This concludes the event and the test.

#### Failures

If you grasp or rest on the drum at any time, one warning is given. The second infraction constitutes a failure, the test time is concluded, and you fail the test. Failure to complete entire test in seven minutes and fifteen seconds is automatic failure.

### **Testing Procedures: Written**

- Each applicant who has received certification that they have passed the agility testing is to take this verification slip to the City Clerk's office in order to receive their study guide materials for the written test. The applicant is required to pay a \$25.00 testing fee prior to receiving his or her guidebook. The City Clerk will either notify you at that time when and where the written testing procedure will be conducted, or she will notify you later.
- When the applicant receives the time and location for the written test, they are expected to show up for that test on time. Once the testing materials have been passed out and the testing procedure has begun, no other applicants will be permitted to enter and take the examination because the disruption would not be fair for those who were punctual.
- After completing the written test, you will either be notified when and where the oral testing procedure will take place, or you will be notified later.
- A minimum score shall be established prior to the test. If a candidate fails to reach that minimum score, he or she will be eliminated from eligibility for the next phase of the testing procedure.

### **Testing Procedures: Oral**

- Applicants are expected to arrive to the oral testing on time. Failure to do so may eliminate the candidate from further consideration. If, however, the candidate has an acceptable excuse for their tardiness, they will be expected to wait until all other scheduled tests are completed before given theirs.
- After completing the oral testing procedure, candidates are finished until the eligibility list is compiled. Placement on that list will be contingent upon written and oral test scores along with military points as per WV Code 6-13-1. A minimum final score shall be established for placement on the eligibility list. Those whose combined written and oral testing scores do not meet the established minimum shall be eliminated from eligibility.
- Candidates will be sent the results of their final placement on the eligibility list. This list will remain in effect for a period of three years. Only those who have been placed on the eligibility list will be considered for employment as a Morgantown Firefighter.

### **Hiring Process:**

- When a vacancy occurs on the fire department, and the position needs to be filled, the top three names on the eligibility list are sent to the City Manager and the Fire Chief for their consideration.
- The City Manager's office will contact those three individuals to schedule interviews. The City Manager's office will make contact through the phone numbers which were provided on the original application, and only those numbers. Candidates need to be sure that if their contact numbers have changed that they need to notify the City Clerk to have your contact information updated.
- The City Manager and the Fire Chief will interview the three applicants and choose the best one for the position. The position will be awarded to one of the three applicants but not necessarily in the order of their placement on the eligibility list. This, and all hiring guidelines are outlined in the State and Local Civil Service Laws pertaining to paid fire departments.
- The successful applicant will be offered the job in writing by the City Manager. The other two applicants will also be notified that they will not be given the position at this time. It should be noted that this job offer is contingent upon the applicant successfully completing the next steps.
- The successful applicant will be sent for a complete physical examination to determine if he or she meets the medical criteria of the NFPA1582 medical standards.
- The successful applicant will be sent for a psychological evaluation.
- The successful applicant will be given a background investigation to verify the information provided on the original application form.
- The successful applicant will be given another physical agility test if it has been over one year since their original agility test for the department.
- The successful applicant will be given a drug test.
- The successful applicant will be given an acclamation interview with the Chief of the Department and other supervisory staff.

### **Post Hiring Requirements:**

- All new firefighters will serve a one-year probation period. The probationary firefighter may be discharged for any reason that makes them incompatible with the objectives or operations of the department.

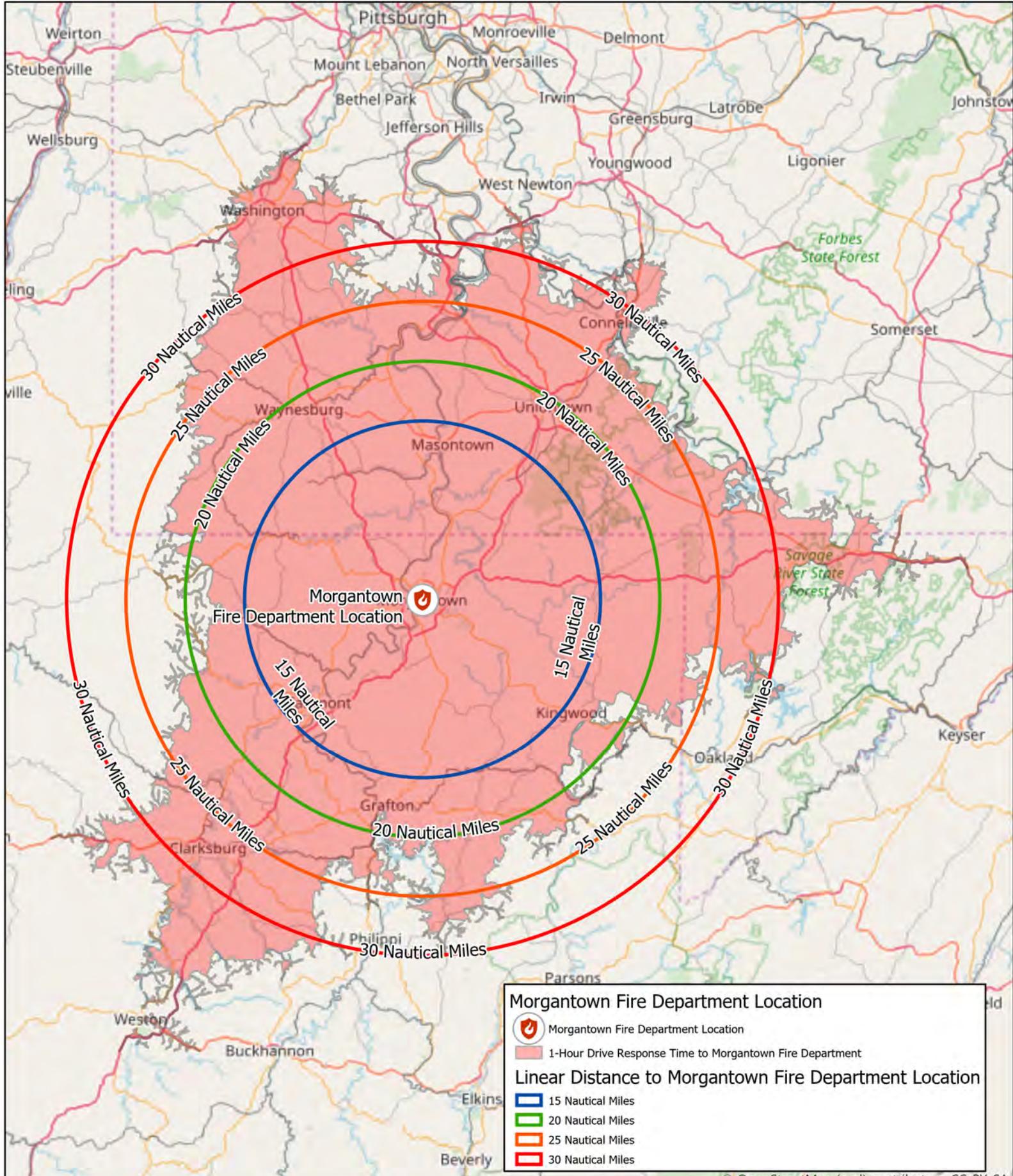
- All members of the department are required to maintain a good physical condition and must pass an annual physical fitness test to remain employed.
- All new members must successfully complete a WV Dept. of Labor Apprenticeship program within a three-year period. This includes a comprehensive test at the end. If a member fails to pass this test within two attempts, then that member will be discharged.
- Within sixty-days of completing the one-year probationary period, the new member must comply with the residency requirements of the department. Must maintain a permanent physical residence within a one-hour driving time – as shown on the attached map – of the administrative office of the Morgantown Fire Department, 300 Spruce Street, Morgantown, West Virginia. Failure to do so will be grounds for immediate termination. Compliance for this requirement will be verified by using a Global Positioning System as outlined in the Local Civil Service Laws.

### **Career Benefits:**

- FY 2019-2020 Base Salary = \$45,164.64
- Pension Plan
- Shift Differential
- Longevity Pay
- Deferred Compensation Plan (optional)
- Hazardous Duty Pay
- Uniform allowance
- Uniform cleaning allowance
- Health/Life Insurance
- Dental/Vision Insurance
- Sick Leave
- Vacation Leave
- Holiday Leave
- Special Leave
- Educational Opportunities

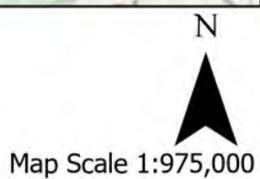
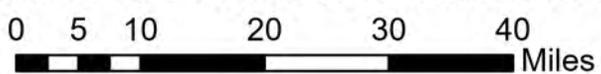
### **Departmental Information:**

- 61 sworn members, 1 admin. secretary
- 3 Stations
- Average 56-hour workweek
- Twenty-year pension vestment (must be fifty years old to draw it)
- Civil Service position
- Any other questions you may call 304-284-7480 for more information



Wednesday, February 5, 2020

# Morgantown Fire Department Nautical Mile and Drive Time Analysis



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