

**CITY OF COOS BAY**

# **FIRE DEPARTMENT**



**FIREFIGHTER/ENGINEER**

**INSTRUCTION PACKET**

**May 2016**



# Coos Bay Fire Department

450 Elrod Avenue, Coos Bay, Oregon 97420 • 541-269-1191

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May 16, 2016

Dear Firefighter Applicant:

We are pleased that you are starting the application process to become a Firefighter/Engineer for the Coos Bay Fire Department. The testing phases you must complete are designed to evaluate the skills, attitudes and knowledge required to become an effective Firefighter/Engineer within our department. Adequate preparation and familiarization with the various parts of the selection process may greatly improve your chances of passing the tests and becoming a Firefighter/Engineer with Coos Bay.

The attached pages constitute your applicant information packet. It is important that you read very carefully all of the information in this packet. Your information packet should contain the following documents:

- 1) Firefighter/Engineer Applicant Requirements
- 2) Firefighter/Engineer Application Checklist
- 3) Candidate Physical Ability Test Instruction
- 4) Selection Process Summary
- 5) Selection Process Schedule
- 6) Background Investigations Policy and Policy Statement on Felony Convictions
- 7) Substance Abuse Policy
- 8) Firefighter Code of Ethics
- 9) Organization Core Values

Please check to see that your application packet is complete. We are extremely proud of the efforts and dedication of our department members, and we commend you for your interest in joining our team.

Sincerely,

*Mark R. Anderson*

Mark R. Anderson, Fire Chief  
Coos Bay Fire Department



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## Firefighter/Engineer Applicant Requirements

Firefighter/Engineer Applicants must:

- Be at least eighteen (18) years of age at the time of application
- Be a citizen of the United States of America
- Have a high school diploma (or GED equivalent)
- Not have been convicted of a felony
- Have a valid Oregon Class C driver's license
- Have certification as an Oregon EMT (or higher)
- Have certification as an Oregon DPSST<sup>1</sup>/NFPA<sup>2</sup> Firefighter II
- Have certification as an Oregon DPSST/NFPA Pumper/Operator

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<sup>1</sup> Department of Public Safety Standards and Training

<sup>2</sup> National Fire Protection Association



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## Firefighter/Engineer Application Checklist

### IMPORTANT

Candidates are to submit the following information with a completed City of Coos Bay application no later than 5:00 p.m. on June 10, 2016:

- Documentation of a high school diploma (or GED equivalent)
- Documentation of college degree or certificate (if applicable)
- College or post-high school transcripts (if applicable)
- Documentation of current Oregon EMT certification (or equivalent)
- Documentation of Oregon DPSST/NFPA Firefighter II certification
- Documentation of Oregon DPSST/NFPA Pumper/Operator certification
- Photocopy of your current valid driver's license
- Photocopy of your DD214 Military form (if applicable)
- A signed and notarized Substance Abuse Policy (in this packet)
- A Personal Resume' and Letter of Interest

If you have a change of address, telephone number, or email address after your application has been submitted, please contact the City of Coos Bay, City Manager's office (541) 269-8912 with the changes.

All Candidates meeting the minimum requirements and meeting the application conditions will be invited to the Written Exam. Candidates will be notified of their status via email. At the time of the Written Exam, Candidates must show photo identification and provide proof of successful completion of the CPAT within the last 12 months.



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## **Candidate Physical Agility Test (CPAT) Instruction**

The physical agility test being used for this process is the IAFF/IAFC Candidate Physical Agility Test (CPAT). Candidates must provide proof of successful completion of the CPAT within the past 12 months at the time of the written exam. The City of Coos Bay, Fire Department will not be conducting this test, but rather Candidates must complete this test through an independent source.

This testing is conducted through the National Testing Network. Their only location for testing in the State of Oregon is located at Chemeketa Community College, Fire Science campus in Brooks, Oregon. There is a \$125 testing fee.

The CPAT is a Pass/Fail exam with a time limit of 10 minutes, 20 seconds. As this test evaluates the candidates strength, flexibility and endurance, preparation for the test should include weight training, stretching and cardiovascular conditioning.

Written and verifiable proof of completion of the CPAT from a different source may be accepted.

For information regarding the CPAT or to schedule an exam, visit: [nationaltestingnetwork.com](http://nationaltestingnetwork.com) and follow the directions for scheduling a CPAT exam.

### **IMPORTANT**

In order to participate in the Written Exam, candidates must:

- show photo identification
- provide proof of successful completion of the CPAT within the last 12 months



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## Selection Process Summary

Selection of applicants for placement on the list is based on total accumulated points earned in the following components of the Selection Process:

Component 1 – Written Exam

Component 2 – EMS Skill Exam and Report Writing Exercise

Component 3 – Spontaneous Presentation

Component 4 – Oral Interview Board

Component 5 – Chief's Selection Interview

All qualified applicants will participate in Component 1, the Written Exam. The Written Exam is a multiple-choice test that is designed to evaluate the candidate's general knowledge. Subject matter may include basic mathematics, fire pump operation, EMT – Basic skills, Firefighter II knowledge and other related subjects. The exam will be given and supervised by a proctor. Please listen carefully to the proctor and follow the directions carefully. The proctor will be available throughout the exam to clarify instructions and answer questions that you may have about the process. A score of 75% on the Written Exam is required. Only the top 10 passing scores (including ties for 10<sup>th</sup>) will be invited to continue in the process. Applicants failing to meet these minimum standards in Component 1 will be eliminated from further consideration.

Successful applicants will then proceed to Components 2, 3 and 4. The scores from Components 1 through 4 will be tabulated and ranked in descending order. Candidates with the top five (5) scores will be invited to participate in Component 5, the Chief's Selection Interview. Following Component 5, Candidates will be ranked on a list from which recruit firefighters may be selected.

This process is for a specific job opening in the department, but the department may consider Candidates on this list for future job openings within the following calendar year.



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## Selection Process Schedule

- May 16<sup>th</sup> Application packets available at [www.coosbay.org](http://www.coosbay.org)
- June 10<sup>th</sup> Completed Application packets due by 5:00 p.m. in the City Manager's Office, City Hall, 500 Central Avenue, Coos Bay, OR 97420. Faxed applications will not be accepted or applications received by mail after June 10, 2016 will not be accepted.
- June 22<sup>nd</sup> The Written Exam will be held at the Coos Bay Fire Station #1, 450 Elrod Avenue, Coos Bay. Report to the exam site at 9:00 a.m. Results will be posted by 3:00 p.m.
- June 22<sup>nd</sup> There is a voluntary Open House for the top 10 candidates hosted by the IAFF Local 2935. This casual meet/greet will be at the Coos Bay Fire Station #1, 450 Elrod Avenue, Coos Bay. The Open House will be between 5 p.m. and 7 p.m.
- June 23<sup>rd</sup> The top 10 Candidates completing the Written Exam will be evaluated through three exercises: an Oral Interview, An EMS Skills Evaluation and a Spontaneous Presentation. These evaluations will be scheduled throughout the day at the Coos Bay Fire Station #1, 450 Elrod Avenue, Coos Bay. Candidates should report to Station #1 at 8:00 a.m. to receive their assigned evaluation times.
- June 24<sup>th</sup> Selected candidates will be scheduled for an interview with the Fire Chief. Candidates will be notified of the scheduled time of their interview. Interviews will be conducted at Coos Bay Fire Station #1.



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## **Background Investigation Policy**

It is the policy of the City of Coos Bay to recruit the best qualified applicants from all segments of the surrounding community. In pursuing this goal, a background investigation of each applicant may be conducted with respect to factors that may have a bearing upon the applicant's future job performance.

Members of the Fire Department are public servants and must present a good image of the City and the Department to the public. Department personnel must be of high integrity and character and exhibit personal habits that make them compatible with the other members of the Department. As the Firefighter/Engineer's job often involves critical and dangerous situations, an employee in that job should not be subjected to external pressures which would affect his/her ability to perform the job.

Accordingly, the following items, and the circumstances surrounding such items, are reviewed during the background investigation:

1. Contents and completeness of the employment application packet.
2. Driving summary provided by the Department of Motor Vehicles.
3. Former employment.
4. Criminal record.
5. Character references.
6. Other sources of personal history and character.

A negative finding in any one of these factors shall not result in the automatic rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job of a Firefighter/Engineer.

The background investigation phase of the hiring process shall be based upon objective factual findings. Any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner so as not to discriminate on the basis of race, creed, color, national origin, sex, age, or disability. The background investigation procedures shall be reviewed periodically so that it does not result in unintended discriminatory selection of applicants.

## **Policy Statement on Felony Convictions**

The applicant must not have been found guilty of a felony in any court unless the decision was reversed by a court of appeal or otherwise removed judicially from the applicant's records.





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## Substance Abuse Policy/Condition of Employment

I have been forewarned that if I am employed as a Firefighter/Engineer with the City of Coos Bay, Fire Department, that the Department retains the right with reasonable suspicion, and I will permit, further drug testing, including canabanoids, during my probationary year without notice and throughout the duration of my employment with the City of Coos Bay.

I specifically agree that if I refuse to take a urinalysis test or such a test registers positive above department standards, and after two additional retests in a thirty (30) day period on any drug, including canabanoids, during my probationary year, my employment with the City will be reviewed. If the results after a review, confirm a drug problem, I will be terminated.

The City of Coos Bay will not condone the use of or being in the environment where drugs, including canabanoids may be present.

I further understand that I have the right to not execute this document. However, if I choose to decline to execute this document, I waive any and all employment opportunities with the City of Coos Bay Fire Department.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
County of Residence



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## Firefighter Code of Ethics

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...**

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers



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## Organizational Core Values

### ***Service Excellence***

We do all we can to ensure we deliver the best possible service to our community through well trained, dedicated, and professional career and volunteer staff. We are active participants in improving the community where we live and work.

### ***Integrity and Honesty***

We value the public's trust and are committed to honest and ethical behavior. We hold ourselves accountable to these values. We believe in a personal commitment to the organization and the community that we are fortunate to serve.

### ***Teamwork***

We seek out and value the input and opinions of members at all levels of the organization. We work as a team and cooperate as a shift, a department, and regional partner to improve service to the public and maintain a safe, effective work environment. We recognize that only through effective communication, positive attitude, shared workloads and collective commitments to common goals will we be able to meet our responsibilities to our customers, and each other. We believe that members have a responsibility to mentor others.

### ***Communication***

We believe that communication is essential to the cohesiveness and performance of our organization. We are committed to providing effective and responsive means of communication throughout the organization and community.

### ***Innovation***

We recognize the value of change in responding to and meeting the ever-evolving needs of our customers and members. We are committed to seeking out effective methods and progressive thinking toward change. We recognize the value of ongoing education and encourage professional and personal growth.

### ***Honor and Respect***

We are a fire department family. We are committed and accountable to each other because our lives depend on it. We value the role each member plays in our organization. We respect those that came before us and will strive to make the organization better for those who follow. We will strive to support each other and push each other to be better.