



Van Broughton
Mayor

CITY OF ELKINS

401 Davis Avenue
Elkins, West Virginia 26241

August 2020

Firefighter Candidate:

Thank you for your interest in joining the Elkins Fire Department. Please review the enclosed materials and return your completed application as soon as possible.

Applications will not be accepted after 3:00 p.m. on Friday, September 11, 2020.

Please note that the Elkins Fire Department does not currently have any openings. The purpose of this testing process is to generate the civil service list from which appointments will be made in the event that any openings arise or new positions are created. Lists remain valid for three years.

To apply:

- Complete application (FCSC Form 1) and submit to the Mayor's Executive Secretary on the second floor of City Hall, 401 Davis Ave, during regular business hours.

This packet contains the following materials. Please double check to make sure you have all of these documents, as they will help you prepare for and understand the testing process, in addition to the compensation and benefits enjoyed by Elkins firefighters.

- Firefighter Civil Service Application (FCSC Form 1)
- 2020 Civil Service Testing Schedule (with test locations)
- Advisory to Firefighter Applicants (with attachment: Compensation and Fringe Benefits)
- Physical Agility Test Information
- Civil Service Exam Preparation

Sincerely,

Jessica R. Sutton

City Clerk and Clerk to the Elkins Firefighters Civil Service Commission

APPLICATION FOR FIREFIGHTER CIVIL SERVICE TEST

Full Name (Last,First,Middle) _____ Today's Date ____/____/____

Social Security Number _____ Driver's License Number _____

Email _____

Address _____ City _____ ST _____ Zip _____

Primary Telephone Number (____) _____ Secondary Telephone Number (____) _____

Date of Birth ____/____/____ Place of Birth (city and state) _____

SPECIAL PURPOSE QUESTIONS

Height ____Feet ____Inches Weight ____Lbs. Are you a U. S. Citizen Yes ____ No ____

Is the state of your health and your physical capacity currently sufficient to allow you to safely and efficiently perform the duties of a firefighter? Yes ____ No ____

I understand and agree that I may be required to take a physical examination and/or an agility test. I agree to take such test(s) at such time as designated by the Commission and to release the Commission, its members, officers or agents from any claim arising in connection with the use of such test(s). Yes ____ No ____

Have you been convicted of a felony or misdemeanor? Yes ____ No ____ Describe _____

Have you taken the Elkins Fire Department entry-level written exam in the last three years? _____
If yes, please provide the date: _____

EDUCATION

	NO. OF YEARS ATTENDED	NAME OF SCHOOL	CITY	MAJOR OR FIELD OF STUDY	DID YOU GRADUATE?
High					
College					
Other					

MILITARY SERVICE RECORD

Branch of Service _____ Discharge Date ____/____/____ Honorable? Yes ____ No ____ Rank _____

Service-connected disability? Yes ____ No ____ Presently in National Guard or Reserve? Yes ____ No ____ Date obligation ends ____/____/____

RESIDENCES

(List **All** For the Previous 5 Years)

ADDRESS	CITY	STATE	FROM	TO

BUSINESS & EMPLOYMENTS

(List **All** For the Previous 5 Years)

NAME & ADDRESS OF COMPANY	FROM	TO	POSITION	REASON FOR LEAVING

I acknowledge that I was informed that **I must have photo identification in my possession on the day of the written test** and, if selected for interview and planning to claim extra points for military service, service-related disability, and/or criminal justice or related degree, must produce documentation of the same at the interview (DD-214 form, service-related disability award letter, diploma, etc. **THIS WILL BE VERIFIED DURING BACKGROUND CHECK**). Yes ___ No ___

I, _____, do solemnly swear or affirm that the foregoing information contained in this application is true and accurate to the best of my knowledge and belief. I understand that any misrepresentations, falsifications, or omissions may be grounds for disqualification or dismissal.

Signature of Applicant

City of Elkins
Elkins Fire Department
2020 Civil Service Testing Schedule

Saturday, Sep. 12: fitness test

8 a.m.
Elkins Fire Department
216 4th St.
Elkins, WV 26241

Saturday, Sep. 12: written exam

1 p.m.
Elkins Fire Department, 2nd Floor
216 4th St.
Elkins, WV 26241

Tuesday, Sep. 29: interviews

5 p.m.*
Elkins Fire Department, 2nd Floor
216 4th St.
Elkins, WV 26241

***Interviews will begin at 5 p.m. for applicants who have passed the fitness and written tests. Each applicant will be assigned a specific time to appear. Please inform us ASAP if you foresee a problem with the interview time/date.**

For questions/more information, contact:

Jessica Sutton
(304) 636-1414, ext. 1211
jsutton@cityofelkinswv.com

City of Elkins

Advisory to Firefighter Applicants

Because the Elkins Fire Department holds its firefighters to high standards, we subject all applicants to:

- **Exhaustive background investigations.** These include but are not limited to searches of government databases for arrests, convictions, and confirmation of details about military service. We also conduct interviews of family members, employers, and acquaintances. These interviews *are not limited* to people who have agreed to provide you with references. To gain a complete picture of an applicant, we interview *anyone we choose*.
- **Medical and physical testing.** Not everyone is suited for firefighting, either mentally or physically. A doctor will examine you to ensure that you meet our medical standards. (You must also pass a challenging physical fitness test during the application process. Many applicants fail this test, so please see the attached explanation for details and **start training now.**)

In addition to past criminal activity, we are also searching for any other factors that indicate poor judgment or weak moral character. Grounds for rejection include (but are not limited to):

- Past termination for cause from other fire departments.
- Termination for certain causes by other past employers.
- Drug use or related activity, ***even if*** you were never arrested or convicted of a crime.
- Personal indiscretions. Examples include but are not limited to inappropriate pictures on the internet, a reputation for disorderly behavior or violence, and indications of an inability to show professionalism toward all members of our community.

Age Requirements

Elkins Civil Service Rules and Regulations requires you be between the ages of eighteen (18) and thirty-five (35) at the time of application. Honorably discharged veterans of any branch of the U.S. armed forces may be up to age forty (40) at the time of application.

Residency Requirement

City policy requires civil service firefighters to reside within ten (10) miles from the fire station ("as the crow flies") miles from the fire station. If you are appointed to the fire department, you must comply with this requirement prior to the completion of your probationary period. You must continue to reside within 10 miles of the fire station throughout your employment with the department.

City of Elkins

Entry Level Firefighter

Compensation & Fringe Benefits

COMPENSATION

- Probationary period of employment (day 1 through day 365): \$12.38 per hour.
- Overtime is paid at one and one-half times the regular rates of pay.
- The hourly rate of pay for non-probationary firefighter 1 is \$13.12 per hour.
- Firefighters with a minimum of 180 days longevity and satisfactory evaluations may be eligible for a pay raise effective July 1 each year.

Fire Department personnel work a 3 shift cycle, 24 hours on duty and 48 hours off duty. This schedule is subject to change.

ANNUAL LEAVE

Employees earn 3 hours of annual leave per paycheck, or 78 hours per year, from the date of hire until the end of year two. After year two, the annual leave accrual increases. (Annual leave is earned and accrued from date of hire; however, it cannot be used until completion of the initial 90-day period of employment.)

SICK LEAVE

An employee earns 5 hours of sick leave per paycheck, or 130 hours per year. (Sick leave is earned and accrued from date of hire; however, it cannot be used until completion of the initial 90-day period of employment.)

HEALTH INSURANCE

The employer currently pays the majority of WV PEIA health insurance coverage premium. A cash payment is available for employees who do not take health insurance coverage. Additional coverage is available at the employee's expense.

LIFE INSURANCE

The City pays for the premium for \$10,000 of basic life insurance coverage. Additional coverage is available at the employee's expense.

HOLIDAYS and PERSONAL DAYS

Eleven paid holidays are observed annually: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, West Virginia Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. (New employees are not paid for holidays until they have completed the initial 90-day period of employment. Firefighters hired before January 1 are entitled to one (24 hr.) personal day. Firefighters may be scheduled to work on holidays.

RETIREMENT

New Civil Service firefighters participate in the WV Municipal Police and Fire Pension Fund. Firefighters contribute 9.5 percent of each gross pay. The City contribution is determined annually by actuarial requirement.

DISCLAIMER

The above information has been provided to assist you in understanding the nature of employment as a civil service firefighter in Elkins. This document does not constitute a contract; the city is not responsible for any errors; and the city will not be bound by any of the above information.

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City of Elkins Fire Department

Physical Agility Testing

When hiring for a new firefighter, the following physical agility test shall be administered. Each station is outlined along with how it relates to the job of being a firefighter and pass/fail criteria is also stated. While much of these tasks are relatively simple by design, it is important that they are done as described so that each test is comparable to the other with no advantage given.

Each of these tasks is to be completed consecutively and it is a timed event. It is a Pass or Fail event, with an eight (8) minute time limit. Stopping or quitting in the middle of the test will result in automatic failure of the test. The location for this test will be the apparatus bay at the Elkins Fire Department. Any changes in venue may also require minor modifications elsewhere in the course layout. The City of Elkins Fire Department reserves the right to make any changes necessary.

During this test, each candidate shall wear long pants, appropriate closed toe footwear, and long sleeve shirt. Candidates will be provided with a safety helmet, gloves, and a 40 pound weighted vest. Each of these shall be worn throughout the test. **Failure to dress as instructed above will prohibit a candidate from the opportunity to take the test and shall result in a disqualification.**

The candidate will be guided through the course by an attendant. The attendant will provide the candidate with the name of the next station and guide him/her in the right direction. Assistance at the station will not be given. The attendant will tell the candidate when the task is complete. The attendant has final say on the completion of tasks. For example, if the candidate does not pull the hose completely across the line, the attendant will advise them that they must pull further before the station is complete.

Task 1 – Stair Climb with Hose Bundle

This station will be performed on a step-up box. The candidate will carry a high-rise bundle consisting of 100 feet of hose over one shoulder. One (1) complete step up will consist of both feet being planted on top of the step box, then returning both feet to the floor. An example is to step up with the left foot, step up with the right foot, step down with the left foot and step down with the right foot. This completes one (1) repetition. The candidate must complete sixty (60) step ups or repetitions in order to proceed to the next station. Upon completion, the high rise bundle shall be placed on the floor beside the step box.

Pass/Fail Criteria: During this task, the candidate must not drop the hose bundle or skip steps in the sequence of a repetition. The candidate may not, at any time, grasp anything for balance or steady themselves by placing a hand or hands on the wall. Failure to complete the station will result in failure.

Job Correlation: As a firefighter you are expected to maintain a good aerobic exercise capacity. Many tasks on an emergency scene can test your cardiovascular system. What this test ensures is that you can keep a steady pace for a period of time. Also stairs, hills and other grades are often encountered on different scenes. This ensures that the candidate will not be affected greatly by such an obstacle. The test is also a good test of balance as you are not allowed to grasp anything while doing the task. This is also difficult at times in the fire service with the weight and amount of equipment one may be asked to carry.

Task 2 – Hose Drag and Pull

During this portion of the test, each candidate will drag the hose and nozzle connected to the weighted sled a distance of 100 feet. The hose and sled must cross the designated line. Attached to the sled will be 100 feet of 1 ¼ inch hose. After crossing the line, the candidate will drop to one knee and pull 50 feet of 1 ¼ hose, hand over hand until the hose coupling crosses the designated line.

Pass/Fail Criteria: During this task, each candidate must pull the hose by walking, jogging or running forwards and holding on to it. At no time will a candidate be permitted to move the sled in any other fashion. The candidate must also be sure not to stray from the established path designed for this section of the course. The length from start to finish for dragging the hose will be 100 feet. Dragging the hose any length shorter than this before starting the next task will result in failure of the test.

Job Correlation: As a firefighter, the candidate may be required to hoist, drag, or pull hose or other equipment on the fire scene, thus requiring core, lower and upper body strength.

Task 3-The Sled

During this task, the candidate will be required to drive a block of steel with a sledgehammer while straddling the block of steel. The candidate will be required to drive the block 4 feet. This task is completed using a “sled” similar to the Keiser Force Sled.

Pass/Fail Criteria: This task should be accomplished with safety in mind. Reckless swinging or losing control of the sledgehammer will be grounds to immediately end the candidate’s test. Candidates must be completely on the sled with both feet straddling the block while swinging the sledgehammer. If at any time, the candidate steps off of the sled, he/she shall remount the sled prior to striking the steel block. Hooking and/or pulling the block is prohibited. The candidate shall receive one warning. A second infraction will constitute failure. The candidate must complete the task before starting the next task. Failure to comply with these criteria will result in failure of the test. If the candidate misses the steel block and strikes anything other than the block they will receive one warning. A second infraction will constitute failure.

Job Correlation: As a firefighter, a candidate will be expected to use heavy hand tools such as sledgehammers and axes to force entry into buildings or to create openings through different building materials. This will test the candidate’s ability to generate enough force with a weighted tool.

Task 4 – Equipment Carry

During this task, the candidate must pick up and move two (2) 35 pound dumbbells a distance of 100 feet. This will be accomplished in an upright and forward facing position.

Pass/Fail Criteria: The candidate must walk at all times during this task. No running or jogging permitted. The candidate must stay within the designated path for this task. The dumbbells must be picked up from the ground and not set down again until crossing the end line for the task. Failure to comply with these criteria will result in failure of the test.

Job Correlation: Firefighters are constantly moving heavy tools and objects over varying distances. This task tests the strength of the firefighter to both pick up and carry the object over a given distance.

Task 5 – Tunnel Crawl

The candidate will crawl through a blacked out tunnel with established obstructions.

Pass/Fail Criteria: Each candidate must safely enter, crawl through, and exit the tunnel. Failure to complete the station will result in automatic failure.

Job Correlation: Firefighters are asked to work in tight spaces and often spaces that impair vision because of smoke or darkness.

Task 6 – Dummy Drag

The dummy drag consists of moving a 165 pound rescue manikin for a total distance of 100 feet backwards. The dummy will be lying on its back with its arms at its side. The candidate must drag the dummy by placing their arms under the arms of the dummy.

Pass/Fail Criteria: The candidate must drag the dummy from start to finish backwards without going outside of the pathway designated for this task. Upon both feet leaving the pathway, the candidate will be disqualified.

Job Correlation: This task simulates a firefighter having to remove a victim from a hazardous situation.

Task 7 – Ceiling Breach and Pull

During this event, the candidate removes the pike pole from the bracket, stands within the boundary established by the equipment frame, and places the tip of the pole on the painted area of the hinged door in the ceiling. The candidate fully pushes up the 60 pound hinged door in the ceiling with the pike pole three times. The candidate then hooks the pike pole to the 80 pound ceiling device and pulls the pole down five times. Each set consists of three pushes and five pulls. The candidate repeats the set four times.

Pass/Fail Criteria: The candidate is permitted to stop and, if needed, adjust the grip. Releasing the grip or slipping from pike pole handle, without the pike pole falling to ground, does not result

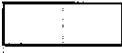
in a warning or constitute a failure. The candidate may re-establish the grip and resume the event. If the candidate does not successfully complete a repetition (i.e. complete the up and down motion), the proctor calls out "MISS" and the candidate must push or pull the apparatus again to complete the repetition. The event and the total test time ends when the applicant completes the final pull stroke repetition as indicated by the proctor who calls "TIME". Stepping outside the boundary twice or dropping the pike pole twice will constitute failure.

Job Correlation: This event is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance.

Conclusion

This test is designed to ensure that each candidate is able to physically complete firefighting duties. At all times during this test, safety is our utmost priority. The City of Elkins Fire Department reserves the right to make any necessary changes as they see fit. Any changes made will be pointed out and explained. All of these tasks are to be completed consecutively. Between each of these tasks, candidates **shall not run or jog**. Administrators will give directions to aid the candidate. Examples of these directions may be to let the candidate know that they have completed the task or that they are starting towards the edge of the designated pathway. Verbal cues and reminders of proper form and technique will not be offered.

It is our intent to encourage and aid candidates to pass this test of their physical ability to perform the tasks of a firefighter. However, we will not bend the rules or allow rules to be broken in order to gain more candidates. Please understand this ahead of time.



HOSE



DB CARRY



DUMMY

STEP BOX

S
L
E
D

BLACK OUT
BOX

CEILING
BREACH

CITY OF ELKINS FIRE DEPARTMENT

PHYSICAL AGILITY TEST

Release of Liability and Hold-Harmless Agreement

I, _____, am over the age of eighteen (18) years, am able to read, write, and understand the English language, have been provided the opportunity to seek review of this legal document by a licensed attorney (at my own expense), understand that my execution of this document forfeits various legal rights to which I might otherwise be entitled, have read and understand this document and agree to the conditions set forth in this document, as evidenced by my signature below, said signature being freely and voluntarily provided.

I understand that the physical agility test which I am required to perform is a demanding exercise which requires a certain level of physical fitness to accomplish safely. I understand that the risk to my physical health and welfare is substantially increased if I have a medical history of heart trouble, heart or chest pain, dizzy spells or fainting spells, high blood pressure, arthritis or other bone or joint abnormality, or other medical conditions.

My execution of this document evidences my understanding of the risks associated with the physical agility test, my willingness to personally assume said risks, and release and hold-harmless the City of Elkins, Elkins Fire Department, and Elkins Firemen's Civil Service Commission, from any and all administrative or civil liability resulting from any illness, injury, or other harmful outcome of my participation in the physical agility test.

Candidate's Signature

Date

Witness's Signature

Date

City of Elkins
Elkins Fire Department
Civil Service Exam Preparation

It is highly recommended that you study for the written exam that you will be required to take as part of this process. Although the exams do not require past firefighting experience or formal training to pass, studying will help prepare you for the types of questions that may be asked and also for the specific requirements of this test, which might be different from other standardized tests you may have taken in the past.

Most public and college libraries, including the Elkins-Randolph County Public Library, hold copies of firefighter test preparation books; please note that they are not necessarily published by the same company that produces the test you will be taking, but they will still cover similar subject matter.

Another option is to search online for "firefighter test preparation," or something similar. There are multiple websites providing free information that may help you anticipate and practice the kinds of questions that are typically asked on a firefighter test.

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