

# ***DYERSBURG*** ***FIRE DEPARTMENT***

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SEPTEMBER 2005

Robert J. Veal Jr.  
Fire Chief

The Dyersburg Fire Department seeks to enhance the lives and protect the citizens of Dyersburg by providing professional and progressive fire protection, emergency medical service, and public educational programs. While providing these services, we are committed to promoting and supporting the personal and professional needs of all fire department personnel.

# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

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# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

### I. PURPOSE

The purpose of these procedures is to explain how applicants are selected for employment as recruit firefighters with the Dyersburg Fire Department. Such procedures are necessary in order to assure that the selection process is efficient, effective, fair, and results in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for an effective, respected fire department.

### II. GOAL

The goal of personnel selection is to build and maintain a qualified workforce by selecting persons who possess the needed knowledge, skills and abilities, or demonstrate the capability of acquiring them through training.

# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

### AUTHORITY & RESPONSIBILITY

The fire chief has overall responsibility for coordinating the process of recruitment, screening and testing. The responsibility for the selection process is shared with the recruit program coordinator, with the chief having final authority over the selection and/or rejection of candidates for employment. The chief, acting within the personnel policies of the City, will seek to build and maintain a qualified force that is representative of the community.

The fire department has primary responsibility for performing such selection components as background investigations, oral interviews, physical fitness testing, training and probation period assessment.

The Fire Chief, or his designee, is responsible for determining the specific needs of the department, skill and attributes required for the positions, and selection of personnel on these bases. The skills and attributes are listed in the job description. The department has provided input into development of minimum physical fitness requirements.

1. It shall be the responsibility of the Recruit coordinator to direct a training and educational program for the recruit personnel.
2. It shall be the responsibility of the recruit coordinator and company officer to monitor the technical skill development and educational progress of each reserve.
3. It shall be the responsibility of the recruit coordinator and company officer to quarterly evaluate the job performance of each recruit under their supervision, during the probationary period, and annually thereafter and recommend that he/she continue in the program. This shall be done by department approved written evaluations.
4. It shall be the responsibility of the recruit firefighter to familiarize and adhere to the rules, regulations, policies and procedures of the Dyersburg Fire Department and the City of Dyersburg policies and procedures where applicable.
5. It shall be the responsibility of the Battalion Chief to rotate work assignments and supervisors so as to provide broad work experience and evaluation of work performance.

# DYERSBURG FIRE DEPARTMENT Recruit Firefighter Program

## ADVERTISEMENT & RECRUITING

072-4-CR0M2

### *Firefighter Recruit Orientation*

The Dyersburg Fire Department will be conducting an orientation class for the purpose of hiring Firefighter Recruit personnel. You must be present to become an eligible applicant.

Date:

Time:

Location:

Contact person: **Recruit Coordinator – Keith Burns**

*Bring the following items: **Black or blue pen, notebook...***

Phone: **731-288-7614**



# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

### APPLICANT PROCESS

*Several minimum requirements are stated in the application packet. In order to apply, an applicant must meet these qualifications.*

Interested candidate shall register their name and correct mailing address on the notification registry for Recruit Firefighter Orientation at the fire administration office: 216 S. Church St. Dyersburg, TN.

The registered applicants will receive notification through the mail stating date, time and location for recruit firefighter orientation.

All eligible candidates will receive an application packet at the orientation and will be required to return it on the selected date to the fire administration office 216 S. Church St. Dyersburg, TN.

Only candidates possessing a current and valid Tennessee Emergency Medical Technician license will be allowed to participate in the hiring process.

After completing orientation, eligible candidates must make arrangements to attend all three consecutive dates of physical training.

After successfully completing physical training, eligible candidates must make arrangements to attend the physical agility test. Eligible candidates will receive notification via phone as to date, time and location for this test.

After completing the physical agility examination, candidates will be ranked numerically on the *Eligible Recruit Registry*.

All future recruit personnel will be promoted to Recruit Status from this list.

# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

### DESCRIPTION

- To establish departmental procedures for filling future firefighter vacancies with trained experienced recruit firefighters.
- To provide trained personnel as supplemental manpower for emergency alarms.
- To provide quality public education in fire and public life safety.
- To develop and maintain a strong supply of quality individuals capable of meeting the fire department's future manpower needs.

To elevate the quality of permanent employees of the Dyersburg Fire Department by requiring EMT certification and completion of a comprehensive and meaningful training program prior to appointment

### ORIENTATION

An open recruit firefighter hiring process will be conducted on an as needed basis. This process will consist of applicant receiving an application packet. Several minimum requirements are stated in the application packet. In order to apply, an applicant must meet these qualifications.

All candidates must arrive on time and wear clothing for physical activity and running.

Candidates will be ranked in numerical order according to their scores.

***The eligible candidates will be placed on a hiring roster that expires every three years.***

# DYERSBURG FIRE DEPARTMENT

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### PHYSICAL FITNESS / AGILITY EXAMINATION

THE RECRUIT PHYSICAL AGILITY TEST (DESCRIBED HEREIN) WILL BE GIVEN ON \_\_\_\_\_, AT \_\_\_\_\_ THE TEST WILL BEGIN PROMPTLY AT (7:00 AM).

These tests are described in these instructions and also will be described and demonstrated the day of testing prior to each test. These tests have a minimum or maximum time assigned to each task. The candidate must complete the task within the time specified to successfully pass that particular test. **The tests listed below will not necessarily be given in the order they are listed.** Candidates will be assigned a number randomly, which will determine the order in which they will take each test. Social security numbers and names will be used along with the random order number for identification purposes. These numbers will appear on the face of the time sheets. Times will not be shown to anyone during the testing process.

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**LADDER CLIMB** – A ladder will be raised seventy five (75) feet. The candidate will don turn-out coat, helmet, firefighting gloves and safety belt. All required equipment will be provided by the Dyersburg Fire Department. The candidate will start at ground level, climb to the marked spot, and touch that rung of the ladder and climb down to ground level. Candidate must climb ladder using each rung. Skipping rungs, “sliding” of ladder, etc. will be cause for disqualification of this event.

MAXIMUM ACCEPTABLE TIME: NO SET TIME

**HOSE PACK CARRY** – A hose pack consisting of two sections of 2 ½ inch fire hose will be positioned in a designated area, 50' from a starting mark. The candidate will begin at the starting mark and run to where the hose pack is laying and pick it up, carry it back to and around the start mark, and return it to where it was originally laying, setting it down in the same area where it was picked up and then return to the starting mark. You must set the hose pack down and not throw it on the ground. No part of the hose pack will be allowed to drag or touch the ground or any other object while completing this event. Failure to set the hose pack down as described or allowing any part of the hose pack to drag or touch the ground will be cause for disqualification of this event.

MAXIMUM ACCEPTABLE TIME TO COMPLETE: 25 SECONDS

**2 ½ CHARGED HOSE DRAG** – This test will consist of 100' of 2 ½ hose with a playpipe connected on the end. The playpipe will be in the closed position, and the hose will be connected to a hydrant and charged with water. The applicant will drag the hose from a starting mark to a finish line 50 feet from the start line. Hydrant valve will require only a ¼ turn to flow water. Fire hydrant will already be on.

MAXIMUM ACCEPTABLE TIME: 10 SECONDS

**DISTANCE RUN** – The candidate will begin at a point located on Phillips Extended; the candidate will run approximately .5 miles then turn left onto Sylvan Road. The finish line is located in front of Station 3. Total distance is 7920 feet or approximately 1 ½ mile.

MAXIMUM ACCEPTABLE TIME: 13 MINUTES



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**HOSE CONNECTIONS** – A gated hydrant valve will be placed on a hydrant with a 2 ½ to 1 ½ reducer connected to the valve. Two sections of 1 ¼ inch hose will be laying stretched out end to end but not connected. There will be a nozzle laying at the end of the hose but not connected. The nozzle will be placed in full fog pattern. There will be a bucket placed approximately 25' from the nozzle. The candidate will start at a mark 10' from the nozzle end and will proceed to the nozzle and connect it to the end of the hose. Candidate will then proceed toward the hydrant and make the second hose connection. Candidate will then proceed toward the hydrant and connect the hose to the hydrant and turn the hydrant valve on and run to the nozzle end, and adjust the pattern, and flow water in such a manner as to knock over the bucket. Time will stop when the bucket is knocked over. No connections can be cross-threaded and all connections must be complete connections.

MAXIMUM ACCEPTABLE TIME: 1 MINUTE

**LADDER RAISE** – The candidate will remove a roof ladder from the side of a pumper and carry it to a designated area and will butt the ladder against the wall, and walk the ladder up to a raised position against the wall, using a one man ladder raise. They will then walk the ladder back down and return it to the pumper placing it back in position on the pumper. Candidate must keep complete control of the ladder during this exercise, not allowing it to touch the ground while carrying it or making contact with any other objects. Ladder contact made with ground while carrying or contact with other objects while carrying will be cause for disqualification for this event. MAXIMUM ACCEPTABLE TIME: 1 MINUTE

**BOTTLE (CYLINDER) EXCHANGE** – The candidate will be given an air pack and spare bottle (cylinder). This is only a bottle (cylinder) exchange; the candidate is not required to perform any checks. He/She must remove the original bottle (cylinder) from harness and replace with the spare. Making sure, all locking devices are applied and coupling is connected.

MAXIMUM ACCEPTABLE TIME: 45 SECONDS

**DUMMY DRAG** – The candidate will lift and drag a rescue dummy from a start line, past a finish line 50' away. Dummy weighs approximately 165 pounds. This exercise will be completed while wearing turnout coat and helmet. This equipment will be provided by the Dyersburg Fire Department. Candidate must maintain complete control of the dummy at all times. The dummy is to be lifted under the arms and dragged past the finish line. Do not drop the dummy. Candidate must utilize proper lifting techniques and walk backwards until the dummy's feet are completely over the finish line.

MAXIMUM ACCEPTABLE TIME: 18 SECONDS

*ALL TIMED TESTS WILL BE TIMED USING A STOPWATCH AND WILL BE TIMED TO THE NEAREST HUNDRETH OF A SECOND. ANY HUNDREDTH THAT IS EQUAL TO, OR ABOVE, .50 WILL BE ROUNDED UP TO THE NEAREST SECOND, AND ANYTHING LESS THAN, OR EQUAL TO .49 WILL BE ROUNDED DOWN TO THE NEAREST SECOND. THESE TESTS WILL BE EXPLAINED AND/OR DEMONSTRATED PRIOR TO THE BEGINNING OF EACH ONE. THIS IS ONLY ONE PHASE OF THE EMPLOYMENT PROCESS. ANY QUESTIONS CONCERNING ANY OTHER PHASE OF THE EMPLOYMENT PROCESS SHOULD BE DIRECTED TO THE CITY OF DYERSBURG PERSONNEL DEPARTMENT. YOU WILL NEED TO SIGN YOUR SCORE SHEET PRIOR TO LEAVING. YOU WILL NEED TO SIGN A HOLD HARMLESS WAIVER FORM FOR THE CITY OF DYERSBURG PRIOR TO BEGINNING THE AGILITY EXERCISES. BY SIGNING THIS FORM, YOU AGREE THAT YOU HAVE NO PHYSICAL IMPAIRMENTS THAT MAY PREVENT YOU FROM PERFORMING ANY OF THE ABOVE EXERCISES. ALL INJURIES SHOULD BE REPORTED IMMEDIATELY TO THE TIMEKEEPER OF THE TEST. EACH EXERCISE, IF COMPLETED SUCCESSFULLY, WILL COUNT FOR 6.25 POINTS EACH FOR A TOTAL OF 50 POINTS TOWARD THE OVERALL FINAL SCORE OF THE ENTIRE RECRUIT EMPLOYMENT ELIGIBILITY ROSTER.*

**Applicant must report to testing site regardless of weather conditions.** The Dyersburg Fire Department reserves the right to reschedule tests because of weather or other circumstances beyond our control.

# DYERSBURG FIRE DEPARTMENT

## Recruit Firefighter Program

Any questions should be directed to City of Dyersburg Personnel Department.

### **RULES AND REGULATIONS**

1. All personnel are expected to read and abide by these Rules and Regulations.
2. Every member of the Dyersburg Fire Dept shall be subject to call at all times and in case of emergency may be recalled to duty.
3. All shifts start at 7:00 am. A good valid excuse will be accepted for a man being late no matter how many times he has been late. By this I mean the man must be able to prove exactly what caused him to be late. Anyone without a valid excuse is subject to the provisions in the letter dated December 17, 1975. (see full explanation at the end of rules & regulations)
4. Anyone not reporting to work shall be reported to the Shift Battalion Chief who in turn will report to the Fire Chief.
5. Anyone off due to sickness must call and report to the Battalion Chief or Lieutenant at station one (1) no later than 6:30am. Anyone off sick 2 days or longer will require a doctor's statement or they are subject to being docked for that period and possible suspension.
6. If a person is off sick he must call the Battalion Chief or Lieutenant and let them know if he leaves the house to go to the doctor or drug store as you will be docked this time if you are checked on and you are not at home.
7. All companies will have training every day as per the Training Schedule requires. The Company officer is responsible for seeing that his men are training each day.
8. No cigarette butts or trash of any kind will be thrown on the grounds around the stations. There will be no smoking inside the stations or going to fires, at fires, or returning from fires without permission from your company officer.
9. All lights that are not in use shall be turned off.
10. Off duty personnel will not wear their uniform clothes unless they are on Fire Department business.
11. Vehicles may be washed around back after 12:00 on weekdays if there is no training or work scheduled and with permission of the station officer. Minor repairs may be done inside with the permission of the station officer.
12. All personnel coming on duty will have their equipment on or beside the pumper ready to ride by 7:00 AM.
13. Battalion Chiefs and Lieutenants are responsible for the appearance of their men. All personnel shall be clean-shaven before 7:00 AM.
14. No one shall lie on the beds with their shoes on. All beds will be made each morning and in the afternoon after getting up.

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## Recruit Firefighter Program

15. All turnout clothes will be properly maintained and cleaned as needed. The Company officer will be responsible for seeing that his men take care of their Turnout Gear.
16. Bunking hours is from 8:30 PM until 6:30 AM. Daytime bunking may be permitted from 1:00 PM. Until 4:00 PM. With permission from the station officer.
17. There shall be no drinking, or drug abuse while on duty and no one shall report to work under the influence. Anyone believed to be under the influence shall be subject to a drug test. If found under the influence you are subject to being terminated.
18. Firefighter's families are welcome to come and visit. Visiting hours will be set by the station officer and lady friends of single firefighters may stop by for a few minutes, but the men are not allowed to sit in the vehicle with them.
19. All fire dept vehicles will be cleaned at the Company Officers discretion. On Calls made after 4:00 PM the vehicles may be washed the next day or at the discretion of the Company Officer.
20. Each man will have his shoes shined and clothes pressed at the beginning of each shift.
21. Each man will have a medium haircut, no beard; mustache shall not extend past the corner of the mouth, and shall not hang over the top lip. It must not extend past the mouth more than a half inch and cannot be the Handle Bar type.
22. Any Firefighter convicted of D.U.I. will be dismissed from the Dyersburg Fire Dept.
23. Any Firefighter who becomes ill during his vacation may call in and request their vacation be temporarily terminated and the time charged to sick leave. A doctor's slip will be expected when he returns to work.
24. As per job classifications station duties shall consist of painting, washing of quarters, minor plumbing, minor electrical work, as well as repair of equipment.
25. All personnel will check the bulletin boards each morning when coming on duty for new orders or directives.
26. On Saturday, Sunday and Holidays the regular housework needs to be done. If window-washing day falls on a weekend or holiday it will be the station officer's decision to do them that day or the next shift day. All hose laid after 4:00 PM will be washed by the next shift.
27. All on duty personnel must eat their meals at their station or obtain permission from their Lieutenant. Anyone going after food must carry a W.T. off one of the Reserve vehicles.
28. Any person who goes directly to the Mayor or Board of Alderman about Fire Department business without first going to the Fire Chief with these problems will be dismissed.
29. All personnel are expected to follow the Chain of Command with their problems and not go over their Lieutenant's or Battalion Chief's head by going directly to the Fire Chief.
30. November 1; all personnel will go into long sleeve shirts. May 1; all personnel will go into short sleeve shirts. October and April will still be optional months.

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31. All personnel will make themselves available to go to training schools whenever the Training Officer schedules them to go. A person may excuse himself one (1) time only on any given school but the next time he must attend that particular school if he is scheduled for it.
32. All personnel are required to have their clothes cleaned and pressed before they receive their last paycheck after quitting or being fired. Any clothing not turned in or cleaned; cost of replacement/cleaning will be deducted from their last check.
33. There is a 10-minute time limit on phone calls. Lieutenants will make sure their men do not tie up the phones for an extended period of time. Also, cell phone use will not be permitted during training or work times.
34. There is no sleeping on the couch or recliners. If you must sleep go to bed.

### **Late To Work (Addendum 21 January, 2009)**

A good valid excuse will be accepted for a man being late. By this I mean the man must be able to prove exactly what caused him to be late (a flat tire, an accident, sickness, etc.) as the story may be checked.

1. The first time a person is late they will lose the amount of time from their pay as they were late. (15 minutes late; 15 minutes loss of pay)
2. The second time a person is late within a year of the last infraction will be suspended 2 hrs.
3. The third time a person is late within a year of the last infraction will be suspended 8 hrs.
4. The fourth time a person is late within a year of the last infraction will be suspended 24 hrs
5. The fifth time a person is late within a year of the last infraction will be suspended 72 hrs.
6. The sixth time a person is late within a year of the last infraction will be subject to termination.

One year from date of the last infraction; if the person has not been late the file will be cleared and he will start over.

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## Recruit Firefighter Program

### **APPOINTMENT TO RECRUIT FIREFIGHTER STATUS**

Upon the candidate being appointed to recruit firefighter status he/she shall:

- Be placed on probation and evaluated monthly on certification progress, and quarterly on performance by the battalion chief, company officer, and training officer.
- Be required to obtain the following training certifications: Tennessee Fire Service and Code Enforcement “Basic Firefighter” (64 hrs.) and Live Firefighting (22 hrs.). Upon completion of Basic/Live certifications, the recruit will enter into the three (3) mandatory certifications: Firefighter I (FF I), Firefighter II (FF II) and Pump Driver Operator (PDO), these three certifications are explained below.
- Be required to makeup any missed CEU classes (EMS), any required training missed and will perform any training their assigned lieutenant deems necessary.
- Obtain Firefighter I, within 24 months of being appointed to recruit status; with a minimum of 25 hours devoted to the written assignment and a minimum of 25 hours devoted to the practical assignment .
- Obtain Firefighter II, within 24 months of FF I certification, with a minimum of 25 hours devoted to the written assignment and a minimum of 25 hours devoted to the practical assignment .
- Obtain Pumper Driver Operator within 24 months of FF II certification , with a minimum of 10 hours devoted to the written assignment and a minimum of 30 hours devoted to the practical assignment.

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- The recruit firefighter shall be informed that a failing score on any of the above requirements may have their status reviewed for automatic termination from the City of Dyersburg Recruit Firefighter Program.
- If full time status is attained prior to obtaining all required certifications , the Recruit Firefighter title will be maintained until the required certifications are obtained , and the amount time allowed between each certification will be reduced to 12 months .
- The recruit firefighter must maintain the 1 ½ mile run , in the allotted 13 minutes each year while being a recruit and the first three (3) years after becoming a full time firefighter. After the three (3) years, the firefighter must meet Performance Test standards in a set time for your age bracket, every year thereafter.
- The recruit firefighter will be allowed to refuse a promotion to full time status two (2) times; the third (3) refusal may constitute automatic termination from the reserve firefighter program.

### **CONCLUSION:**

All standards and procedures contained within this document are subject to change as the needs of the City of Dyersburg and the Dyersburg Fire Department change. Although the purpose of this document is not to discriminate against any person, it represents a reasonable expectation of those wishing to become a reserve firefighter for the City of Dyersburg, whose purpose is to supplement the full-time personnel of the Dyersburg Fire Department during times when emergency requirements, reduce or deplete, resources needed to properly protect the citizens of the City of Dyersburg.