

In this slide you will find information on the Saint Paul Firefighter/EMT position, testing process, and hiring timeline. Please reach out to jobs@stpaul.gov if you have questions.

Saint Paul Fire Department's Mission

The dedicated professionals of the Saint Paul Fire Department will seize every opportunity to provide compassionate, prompt, state-of-the-art services to ensure the safety and well-being of our community.

We strongly encourage you to familiarize yourself with Saint Paul Fire Department's mission. Understanding what SPFD strives to do on a day to day basis will help you, as the candidate, better prepare yourself for the position.

## We look for Individuals should individuals who are: possess: Respectful Problem solving Supportive skills Ideal Dependable Communication **Candidates** Punctual skills Accountable Customer service skills Physically Fit

We have listed a few key traits that SPFD desires in an ideal candidate. Each of these traits are an essential part of being a Firefighter/EMT.

The ideal candidate for the position of Firefighter/EMT possesses the following characteristics and abilities:

- Is a leader and demonstrates initiative, accountability and respect
- Displays and practices integrity
- Communicates well with others and demonstrates empathy and compassion
- Demonstrates self-control during intense and chaotic situations
- Supports the safety of one another in a team
- Solves problems and makes decisions both as an individual and as a team
- Maintains physical fitness
- Understands the diverse communities of Saint Paul and has a connection to its neighborhoods

This Ideal Candidate language can be found on the Firefighter/EMT job announcement.

The following are additional skills desirable to the City of Saint Paul but are <u>not</u> required:

- Fluency in a second language prevalent in Saint Paul
- Experience working in diverse communities
- Post secondary education, an Associate's degree, or higher degree
- Paramedic Certification
- Experience as an Emergency Medical Responder, or a full-time, volunteer or military Firefighter

Top Reasons to become a Firefighter/EMT

- 1. Serve your Community
- 2. Become a part of the Firefighter family
- 3. Starting Salary \$53,000
- 4. Great benefits
- 5. Lifelong Career Development



We have listed the top 5 reasons to become Saint Paul Firefighter/EMT!

# Responds To: • Medical Emergencies • Fire Calls • Vehicle Extrication • Water, rope and confined space rescue • Hazardous Materials Incidents (Hazmat)

SPFD is an all hazard response department. This means that our Firefighter/EMT's respond to the types of calls listed above, and more. Over half of the calls received are EMS related!

# Salary and Benefits

### Salary

- Firefighter Trainee Salary: \$1,580.80/bi-weekly
- Firefighter/EMT Salary: \$53,202.24 - \$77,313.60

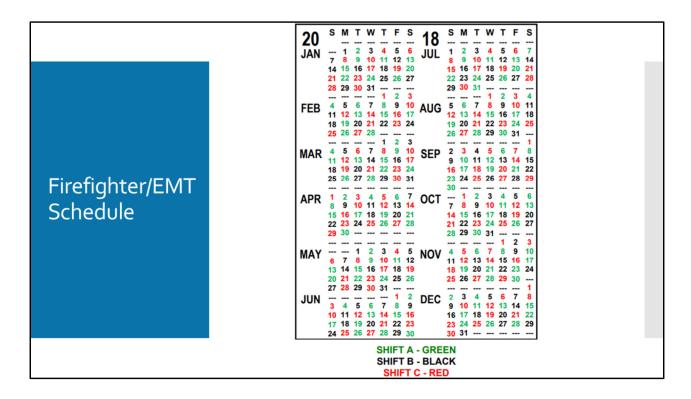
#### **Benefits**

- Medical and Hospitalization Insurance
- Basic Life Insurance
- Paid Holidays, Sick and Vacation
- Pension Plan



Firefighter/EMT's must first go through a Fire Academy as a Firefighter Trainee. We've identified the two salaries for both Firefighter Trainee and Firefighter/EMT.

This Firefighter/EMT career also comes with a great benefits package. All Firefighter/EMT's will receive medical insurance, hospitalization insurance, basic life insurance, paid holidays, 14 day vacation, sick leave, and a pension plan.



If you are offered a position with SPFD, all new Firefighter/EMT's must go through a Fire academy. This is a 16 week Fire Academy that meets M – F from 8 am – 5 pm at the Fire Training Facility in Saint Paul. Once you've graduated from the Fire Academy, you will be transitioned to a regular Firefighter shift. Most Firefighter/EMT's know their schedule 2 - 3 years in advance!

The calendar shows the 3 different shifts that SPFD operates on. Each shift is 24 hours long. The shift typically starts at 8 am, however Firefighter/EMTs show up at 7 am to relieve the crew before them.

There are no typical days, however there are typical things that are done in each station.

- 7 am- 8 am: Shift Change
- 8 am: Morning cleaning duties, checking engines and supplies
- Breakfast/Lunch vary depending on station
- Errands such as fuel, grocery shopping, and picking up supplies
- Scheduled community events
- Company trainings
- Physical fitness

You can be interrupted at any time to respond to EMS or Fire related calls!

# Firefighter/EMT Minimum Requirements

Now accepting applications through <u>4:30 p.m.</u> on May 11,2018 See handout on how to create profile and apply today!

#### Requirements

- Must be at least 18 years of age
- Must have High School diploma or GED
- Must possess and maintain a valid MN Class D Driver's License
- Must show proof of current State of MN Emergency Medical Technician (EMT) Certification to be on the certification list for interviews.

Interviews are tentatively scheduled for October 2018. Candidates not selected will be placed on an eligible list which last a minimum of 3 years.

See minimum requirement deadlines to apply for the Firefighter/EMT position.

- High School Diploma or General Education Development (GED) Diploma by <u>October 1</u>,
   2018.
- Must be at least eighteen (18) years of age by <u>October 1, 2018</u>.
- Must possess and maintain a valid Minnesota Class D Driver's License, or equivalent outof-state driver's license by <u>October 1, 2018</u>. The driver's license must have no
  suspensions or revocations for driving-related offenses within the two year period prior
  to the date of appointment. Suspensions for parking-related offenses are excluded.
- Must show proof of current State of Minnesota Emergency Medical Technician (EMT) certification.\*\*

Candidates may participate in the testing process and be placed on the eligible list without submitting proof of EMT certification, however, candidates will not be eligible for an interview until the Minnesota Emergency Medical Services Regulatory Board (EMSRB) verifies the candidate has a current State of Minnesota EMT-Basic, or higher, certification. Candidates are responsible to ensure the EMSRB has up to date and accurate information. Please check the EMSRB website or call them at 651-201-2800 if you have questions regarding your status. If you'd like to be considered for the first round of interviews, you must obtain your state of MN EMT Certification by **October 1, 2018**.

The above information will be verified during the background check process. If it is determined that you do not meet the minimum requirements by the specified deadlines above, your application will be rejected and, if applicable, your name will be removed from the eligible list. EMT Certification, however, may be obtained at anytime during the length of the eligible list.

#### **Application**

Part 1: Apply online at <a href="https://www.stpaul.gov/jobs">https://www.stpaul.gov/jobs</a>

**Part 2**: Submit the \$50.00 application fee, submit a Economic Hardship Waiver, or submit proof of residency for fee exemption by 4:30 p.m. on Friday, May 11, 2018. Applications received without the application fee, waiver, or proof of exemption by the application deadline will be incomplete and rejected.

More information is available at www.stpaul.gov/firefighter

#### **Additional Requirements**

If your name is certified to the hiring department for consideration, candidates must participate in a hiring interview and background check. If you receive a conditional job offer, you must pass a medical and psychological exam.

Candidates can participate in the testing process without an EMT certification, but you must have the certification in order to be interviewed.

**Emergency Medical Technician Training** 

- Century College
- Hennepin Technical College
- Anoka-Hennepin Technical College
- Inver Hills Community College
- Hennepin County Medical Center
- Allied Medical Training

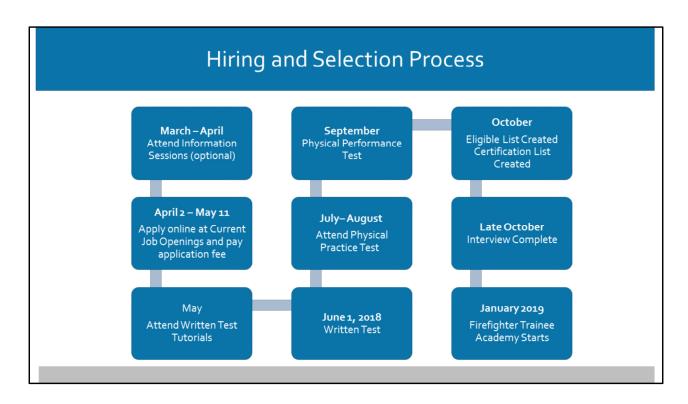
For more information: www.stpaul.gov/firefighter



See a list of the schools and organizations that offers Emergency Medical Technician courses in the Twin Cities Metro area.

If you already possess a National Registry EMT certification, but do not possess the State of Minnesota certification, please contact Minnesota's Emergency Medical Services Regulatory Board at <a href="https://www.emsrb.state.mn.us">www.emsrb.state.mn.us</a>, or call 651-201-2800.

Link: https://www.stpaul.gov/departments/human-resources/jobs/firefighter-information-page/obtaining-state-minnesota-emt



This is the projected timeline for the Firefighter/EMT hiring process.

#### Written Test - June 1, 2018

- Tests a broad range of abilities and characteristics that have been found to be important to the job of a Firefighter.
- Written Test Prep Guide
- Written Test Tutorial May 2018
- Must pass with 75% or higher to participate in the physical performance test.

The Written Test

The Written Exam tests both Cognitive and Non-Cognitive Skills or Attributes.

#### "Can-do"

- Basic Math
- Reading Comprehension
- Includes Reasoning and Problem Solving
- Success in learning

#### "Will-do"

- Emotional Intelligence
- Motivation, Adaptability, Integrity
- Interpersonal Relations
- Important in day-to-day performance

The City will be offering Written Exam Tutorials to Firefighter/EMT applicants in the month of May.

The Written Exam Tutorial is approximately 3.5 hours long and includes:

• Instructor led PowerPoint presentation with Written Exam information and strategies

- A short practice quiz
- Opportunity to ask Written Exam questions

## Physical Performance Exam – September 2018

- Physical Performance Test:
  - · Climbing Stairs Under Load
  - Dragging a Charged Hoseline
  - Victim Rescue
  - Equipment Carry
  - Forcible Entry Simulator

 Candidates must complete the 5 exercises in a maximum of 7:00 MINUTES The Physical Performance Test

The Athlete Lab, CrossFit Slipstream, and The Power House at Highland are approved training sites for this test.

If you pass the Written Exam with 75% or higher, SPFD will invite you to participate in the Physical Performance Test. The Physical Performance Test is scheduled for mid to late September 2018.

The Physical Performance Exam is broken down into 5 sections, see above for reference.

# Preference Points

## **Residency Points**

 10 Points for City of Saint Paul residents who live in the City at the application deadline and for one year prior

#### **Veteran's Preference Points**

- 10 Points for veterans
- 5 Additional Points for veterans with a service connected disability

Human Resources will request information from candidates requesting residency points later in the process.

Candidates who wish to claim veteran's preference must submit a DD214 member 4 copy to the Office of Human Resources or a letter from the Veteran's Administration stating the candidate has a service connected disability.

Scores from Written and Physical Tests are combined and put into bands.

Final score consists of written test at 50% weight and physical test at 50% weight. If candidate attains 75% or higher (passing score), veteran's preference and/or residency points are added.

Written Test Score	Written Test Band Score
95-100	100
90-95	95
85-90	90
80-85	85
75-80	80
Less than 75	Fail

Physical TestCompletion Time	Physical Test Band Score
Less than 3:30	100
3:30 to 4:14	95
4:15 to 4:59	90
5:00 to 5:44	85
5:45 to 7:00	80
Over 7 minutes	Fail

Creating the Eligible List

#### Example:

If you score a 90 on the written exam, and a 80 on the physical exam, your overall score is an 85. Then residency and/or veteran preference points are added.

$$(90 * .50) + (80 * .50) = 85 + 10 + 10$$
  
Final Score = 105

A rank is assigned to the final score. Candidates are placed on the eligible list in rank order (highest scores receive higher rank). Candidates are referred to the fire department for interview based on the City's Civil Service Rules and number of vacancies.

## After the Test

- If eligible for hire, a hiring interview, background check, medical exam and psychological exams are required
- Past education, experience and certifications are taken into consideration
- New hires go through a 4 month fire academy scheduled to start January 2019

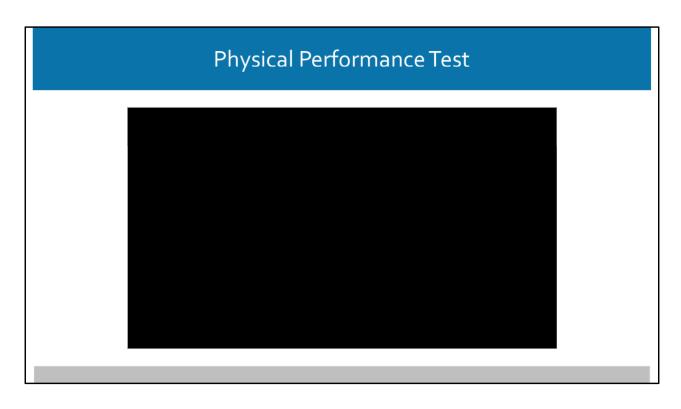
You will be notified if you are invited to participate in the final selection process which will include an interview and background check. Successful completion of the background check is required before an applicant is considered for employment. Criminal convictions are not an eliminating factor, therefore, we encourage individuals to apply for this position regardless of criminal history.

**Pre-Employment Process:** Candidates receiving a conditional offer of employment are required to pass a comprehensive medical examination including drug testing, and a psychological assessment before appointment.

# What if I'm on the eligible list but didn't receive a job offer?

- Keep your EMT certification up to date
- Continue physical fitness
- Continue education and experience related to the Firefighter/EMT career path
- Apply for Fire Medic Cadet
- Identify ways to get to know Saint Paul and its residents
- Sign up on the Saint Paul Firefighter/EMT Interest Form to get updates on the hiring process at www.stpaul.gov/firefighter

We've identified various ways for you to stay engaged in the Firefighter/EMT hiring process if you're on the eligible list but didn't receive a job offer.



Please review the Physical Performance Test.

Link: <a href="https://www.youtube.com/watch?v=IGCoEYBwarl&t=4s">https://www.youtube.com/watch?v=IGCoEYBwarl&t=4s</a>



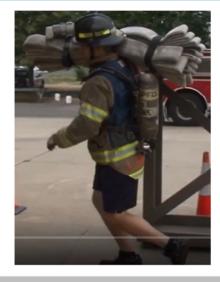
#### Clothing:

Fire Turn Out Coat = approx. 8 lbs. Weighted Vest = 20 lbs. Empty SCBA air tank = 18.25 lbs. Fire Helmet = 2.5 lbs. Fire gloves = insulated finger gloves

Simulate the turn out coat with a heavy winter jacket. The weight vest can be purchased at sporting goods stores or simulated by adding sand bags to a hunting type vest or other coat. Another option is to weight a backpack with 20 lbs. for the vest and an additional 18.5 lbs for the air tank. Wear insulated work gloves to simulate the fire gloves. Wear a safety hard hat or other hat weighted to 2.5 lbs. to simulate the fire helmet. .

# Station 1: Climbing Stairs Under Load

 Candidate shoulders a standard high-rise pack of 100' - 1¾" hose weighing approximately 58 lbs up 5 flights of stairs.



Note: Candidate must touch each of the 64 steps on the way down.

#### **Description of Typical Job Duties:**

Fighting fires as well as responding to emergency medical calls may require climbing stairs while carrying equipment. Two to three flights is very common, and fire fighting in a high-rise building will require climbing many more. Equipment weighing from 25-60 pounds is commonly carried by one person over the shoulder (hose bundles) or in the hands (fans, medical kits, tools) while ascending and descending stairs.

Therefore, upper body (arms, back, shoulders and neck), lower body (back, buttocks and legs) and abdominal (stomach and waist) strength and endurance, aerobic endurance and grip strength are all necessary for this common task.

#### **Description of Station 1:**

Candidate shoulders (from a table 5'1" high) a standard high-rise pack of 100' of 1.75" hose weighing 58 lbs. The candidate then carries the bundle up to the fifth floor inside the Drill Tower (64 steps with 6.5"rise/step). Upon reaching the fifth floor landing, candidate drops bundle of hose in designated area, and returns to the bottom of the tower without the bundle. Candidate must touch each step on the way down. Candidate walks 75' to next task.

Training: Climb stairs in an apartment or business building or use outside stairs. Simulate

the hose bundle with a duffle bag filled with sand, a tube of sand, or a log or telephone pole. Practice climbing the stairs as fast as possible (taking more than one step at a time going up is permitted, and use the handrail). Practice descending the stairs as fast as possible touching each step on the way down. Exercising on a stair climbing machine would also be another way to simulate this task. As you progress, add a weighted vest to your stair climbs.

# Station 2: Dragging a Charged Hoseline

• Candidate picks up the nozzle of a charged 13/4" hose line from hydrant, places it over the shoulder, and drags it a distance of 75' ft.



#### **Description of Typical Job Duties:**

In addition to carrying various equipment, firefighters also have to drag a charged hose line; this means the hose is filled with water from a fire engine or hydrant at great pressure. The weight of this charged hose line varies based on the diameter of the hose but can weigh in excess of 80 pounds. Firefighters are required to drag this hose on the ground, sometimes across great distances (as with field fires) and up stairs through houses and buildings.

For this task, firefighters must possess upper and lower body and abdominal strength as well as grip strength and overall endurance because of the distances and force it takes to drag and manipulate the charged hose.

#### **Description of Station 2:**

Candidate picks up the nozzle of a 100' section of 1.75" hose line charged with water from the hydrant, places it over the shoulder, and drags it a distance of 75'. Candidate drops hose once the distance is reached. The nozzle and coupling must cross the line indicated on the ground. Candidate walks 27' to next task.

<u>Training</u>: This can be simulated by attaching a rope to a log, piece of telephone pole, railroad tie or sandbags and dragging it for a distance of 75'. If unable to perform the task, start with a lighter weight and increase weight as you progress with training.

# Station 3: Victim Rescue

 Candidate lifts (from under the arms and from behind) a 175 lb. rescue mannequin, and drags it 100' ft. while walking backwards.

Note: Candidates must initially lift from under the arms, and pull mannequin backwards.



#### **Description of Typical Job Duties:**

One of a firefighter's main duties is protecting and saving lives. This may require carrying and/or dragging a victim from an accident scene or burning building. The victim may even in some cases be an injured firefighter. There is no way to predict the weight of a victim; if it is another firefighter, s/he will be wearing 59 pounds of gear in addition to his/her body weight. It is therefore realistic to assume that firefighters must be able to carry and/or drag 200+ pounds by himself or herself if called upon to do so.

This task requires all of the attributes already mentioned: upper and lower body strength, abdominal and grip strength and overall endurance.

#### **Description of Station 3:**

Candidate lifts (from under the arms and from behind) a 175 lb. rescue mannequin, and drags it 100' while walking backwards. Once the feet of the mannequin pass designated mark, candidate releases mannequin and proceeds to next station. Candidate walks 35' to next station.

<u>Training</u>: This task can be simulated by filling a duffle bag with sand or other heavy material. Or use a live body. The simulated victim should be picked up by squatting down, reaching around it with both arms in a "bear hug" and lifting it off the ground. Make sure to

use your legs to lift rather than your back to avoid possible injury. Once you have a good grip on the "victim", walk backwards, and drag it for 100 feet. If unable to perform as described, start with a lighter weight which you can handle without straining and/or shorter distance, and gradually increase the weight of the dummy and the distance dragged as you progress with training.

# Station 4: Equipment Carry

 Candidate picks up a 12" steel exhaust fan (weighing approximately 47.5 lbs.) with one or both hands, and carries it while walking a distance of 150' ft.



Note: Fan cannot be carried on the candidate's shoulder.

#### **Description of Typical Job Duties:**

Although walking on level ground is less taxing than climbing stairs, firefighters often make numerous trips from the fire truck or engine to the fire scene, carrying equipment, hose bundles, ladders, etc. Even after the fire is put out, firefighters must overhaul or complete the fire suppression task by removing furniture and debris from the burned structure.

The weight of this equipment varies, so upper body, lower body and abdominal strength, as well as aerobic endurance and grip strength are required for this task also.

#### **Description of Station 4:**

Candidate picks up a 12" steel exhaust fan (approximately 47.5 lbs.) with one or both hands, and carries it while walking a distance of 150'. Candidate places fan in marked box on ground. Candidate walks 17' to next station.

<u>Training</u>: This task can be simulated by using a plastic milk carton carrying case. Add weight by filling gallon milk containers with sand or water. If you are unable to carry 47.5 lbs, start with less and add more as you progress.

# Station 5: Forcible Entry Simulator

 Using an overhead chopping motion with an 8-lb. shot mallet, the candidate drives the girder a distance of 5' along a stainless steel track.



#### **Description of Typical Job Duties:**

Part of the fire suppression tasks involve ventilation of smoke and heat by chopping through roofs, floors, and doors of a burning house or building. Because some roofs may have two to three layers of shingles, a firefighter may be required to start and use a chain saw while balanced on a roof ladder. Inside a house or building, the firefighter may have to pull down ceilings by using a pike pole. This tool has a sharp spike and hook and is used to punch through and remove parts of a ceiling.

All three tasks require primarily upper body strength and endurance. Back, arm, shoulder, abdominal and neck muscles as well as grip strength must be adequately developed to perform these tasks.

#### **Description of Station 5:**

Candidate straddles a steel I-beam girder mounted on Teflon glides. Using an overhead chopping motion with an 8-lb. shot mallet (similar to a sledgehammer), the candidate drives the girder a distance of 5' along a stainless steel track. Time stops when girder passes over end of track.

<u>Training</u>: Simulate this task by using a sledgehammer and 3 railroad ties. Using the two outside ties as rails for your feet, drive the middle tie along the ground by striking the end

of it. Or chop with an ax on a log. Most people can do this task in 15-60 strokes, so train for chopping up to a minute without stopping.

Time Breakdown		
Physical Test Completion Time	Physical Test Band Score	
3:29 or less	100	
3:30 to 4:14	95	
4:15 to 4:59	90	
5:00 to 5:44	85	
5:45 to 7:00	80	
7:01 or more	Fail	

Candidates are encouraged to complete the test as quickly as possible. This is a breakdown of the test score correlating to the Physical Performance Test completion time.

## F.A.Q

#### FREQUENTLY ASKED QUESTIONS

#### Do I need to be a resident to apply?

No. The Firefighter/EMT position is open to everyone.

#### Do I need to have my EMT certification to apply?

You do not need your EMT certification to apply! You may apply and participate in the testing process without your EMT certification.

I have an EMT certification but it's not through the state of MN, what should I do? If you already have an EMT certification you must apply for a MN certification. This should be a relatively fast application process through the EMSRB (https://mn.gov/boards/emsrb/).

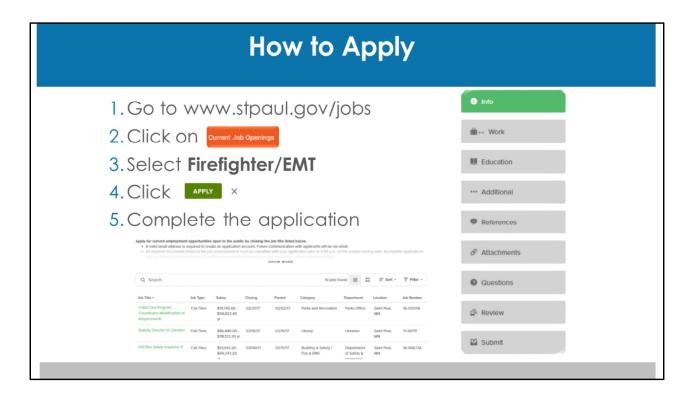
#### What is the Pool?

This refers to when Firefighters rotate to various Fire stations or rigs during their shift. After their apprenticeship period (lasting 3 years), Firefighters will have the option to offer a bid to stay with a Fire station permanently.



You need to create a profile to complete your application. This slide details the steps to creating an account and completing your profile.

We do not require a cover letter, resume, and or references.



See how to apply today!



Thank you for taking the time to get information on the Firefighter/EMT position.

Now currently accepting applications through 4:30pm on May 11, 2018.

For more information, please visit: www.stpaul.gov/firefighter

This information was last updated May 02, 2018