

CITY OF ALCOA FIRE DEPARTMENT

Volunteer Firefighter Program

PURPOSE

The purpose of this document is to set a standard procedure for selecting volunteer firefighters within the Alcoa Fire Department Volunteer Program.

SCOPE

It is imperative that the volunteer firefighters be qualified and capable of efficiently performing the wide range of services necessary to protect life and property.

THE PROCESS

There are general elements within the standard process that a candidate may become a volunteer within the Alcoa Fire Department Volunteer Firefighter Program.

In general, the process consists of the following parts:

- a. Application for position
- b. Records/back ground check
- c. Practical (Agility) Evaluation
- d. Oral Interview by Committee
- e. Eligibility List generated
- f. Filling opening(s) in Volunteer Program

Volunteer Firefighter Program

Application

- a. Applications are taken when a position becomes available within the City Of Alcoa Fire Department Volunteer Firefighter Program.
- b. Apply for an application at the Alcoa Fire Department Administrative Building.
- c. Applications shall be filled out completely and returned to the Fire Department Administrative Building.
- d. Where documents are incomplete or late, points shall be taken from the minimum acceptable eligibility points.

Evaluation Process

- a. After closing, applications are reviewed by the Fire Chief and passed to the Deputy Chief for review.
- b. Those applications that meet the Alcoa Fire Department Volunteer Firefighter program requirements are asked to take an agility test and interview.
- c. Process will consist of 100 points:
 1. 25% - Review of application and background check.
 2. 25% - Physical Agility Test (Pass/Fail) – completion within maximum time limit is required to continue the process.
 3. 50% - Oral Interview
- d. Rating Scale
 - 5 – Strong
 - 4 – More than Adequate
 - 3 – Adequate or Acceptable
 - 2 – Less than Adequate
 - 1 – Weak

Physical Agility Test

- a. All candidates will be assembled together to be given instructions. At the end of each instruction, the candidates will be asked if they have any questions. All questions will be answered in the presence of all candidates. No individual questions will be answered once the candidates have been separated.
- b. No candidates will be allowed to watch others as they go through each evolution.
- c. Since some candidates may have previous fire service experience and others may not, a demonstration of each evolution will be demonstrated in the presence of all candidates.
- d. Minimum time standards are set for each evolution and completion times will be recorded for each evolution.
- e. Trained EMS personnel will be at the site during the entire test procedure.

The Agility Test

1. Ladder Climb

Description:

While wearing a helmet and gloves the candidate will raise a 24 foot pumper ladder which has previously been placed perpendicular to the wall with the heel of the ladder placed the proper distance from the wall. Two Alcoa Fire Department full time firefighters will stand at the base of the ladder to hold it in the up-right position and to serve as "heels".

The candidate will raise the ladder by "walking it up", then raise the fly section of the ladder to the correct height and placing it against the wall. The candidate will climb to top of ladder and touch the top rung with their hand and return down the ladder, without freezing.

Completion Time: 1 minute and 15 seconds

2. Aerial Ladder Climb

Description:

The Alcoa Fire Department Ladder Truck will be set-up and stable on level ground. The ladder will be extended forward to its maximum reach of 65 ft. and at a 60 degree angle. The candidate will wear helmet, gloves and safety belt and hook.

The candidate will climb to the top of the ladder touching each rung and hook the safety belt onto the third rung from the top. Then the candidate will unhook the belt and descend the ladder to the bottom platform, touching each rung.

Completion Time: Two minutes and 15 seconds

3. Ladder Raise

Description:

A 16-Foot roof ladder, weighing approximately 35 pounds, will be positioned at a 90 degree angle (horizontal) to a building with the bottom of the ladder touching the building.

Without dropping or losing control of the ladder, the candidate will raise the ladder from a horizontal position on the ground to a vertical position against the building by grasping consecutive rungs and walking forward. He or she must then return the ladder, in similar fashion, to its original position on the ground.

Completion Time: 45 seconds

4. Extrication Tools Operations

Description:

The Candidate will lift an Extrication Tool (commonly known as the "Jaws of Life") spreader, weighing approximately 77 pounds, from the ground to waist height and fully open the spreaders and re-close them before returning the spreader to the ground.

The candidate shall use arms and hands to hold and operate spreader without resting it upon body. The candidate must have full control over the unit and handle it steadily and smoothly. The spreader will be connected to the running Extrication Tool power unit.

Completion Time: 1 minute and 30 seconds

5. Hose Coupling/Advance

Description:

Three sections of 2 1/2 inch fire hose are laid on the ground in rolls near a fire hydrant but not connected. On the ground near the hose are a hydrant wrench and a 2 1/2 inch fog nozzle in the closed position.

At signal, the candidate will connect all sections of hose; connect the hose to the nozzle and the hose to the fire hydrant and advance hose to predetermined distance. Candidates will open the fire hydrant fully after all connections are made. Time will stop after hydrant is fully opened. DO NOT open the nozzle.

Completion Time: 5 minutes and 30 seconds

6. Breathing Equipment

Description:

The candidate, while wearing helmet, gloves and self-contained breathing apparatus, will demonstrate capability of moving in a dark environment. The face piece of the SCBA will be completely covered.

The candidate will be required to crawl, on hands and knees, a designated route.

Completion Time: 3 minutes

7. Victim Drag

Description:

The candidate shall drag a "victim" 100 feet without stopping or pausing to rest. The victim will weigh approximately 200 pounds.

Completion Time: 45 seconds

End of Agility Test

Oral Interview

- a. Each candidate will be given a copy of the department's Volunteer Firefighter Job Description to read before the interview begins.
- b. The candidate will appear before an oral volunteer committee of a three (3) member panel consisting of the Deputy Fire Chief and a Captain and a Fire Apparatus Driver/Operator in the Alcoa Fire Department designated by the Fire Chief.
- c. Each candidate will be asked if he/she has any questions concerning the Job Description.
- d. Each candidate will be asked a series of questions.

Scoring Oral Interview:

- a. This section makes up 50% of the eligibility list.
- b. The answer to each question will be rated 1 (weakest) to 5 (strongest) using the following criterion:
 - Communications Skills (e.g. listen to the tone of voice used, etc.)
 - Problem Solving Ability (e.g. How the individual deals with stress, etc.)
 - Interpersonal Relations
 - The interviewee's appearance shall be evaluated as follows:
 - Dress neat in appearance
 - T-Shirt and/or sloppy appearance

Eligibility List

- a. Each candidate will be placed on an eligibility list from highest to lowest eligible using the scores from the Application Documents, Physical Agility Test and Oral Interview.
- b. The Eligibility List will be submitted to the Fire Chief.
- c. Once the Fire Chief has received the eligibility list, the list will remain in effect for one (1) year or until exhausted, whichever comes first.
- d. The volunteer committee will recommend to the Fire Chief the candidate(s) to become a volunteer firefighter within the City Of Alcoa Fire Department.

Volunteer Position

- a. Upon recommendation of the volunteer committee the Deputy Fire Chief will contact the candidate(s) to extend an opportunity to the candidate(s) become a volunteer with the Alcoa Fire Department.
- b. If the candidate accepts the position, he/she will be scheduled a Medical Physical Examination and Drug Screening.
- c. If the candidate(s) passed these tests then he/she will be given a start date with the Alcoa Fire Department Volunteer Program.
- d. The new Volunteer Firefighter will be measured for uniforms and personal protection equipment. In stock items may be used at this time.
- e. The volunteer committee will give the new volunteer firefighter a training orientation for the Alcoa Fire Department Volunteer Firefighter Program.

- f. Volunteers are encouraged to spend one 8-hour shift per month with the duty crew at either station and will be assigned to a duty position by the Officer in charge.

Basic Volunteer Training

- a. The candidate(s) will be required to complete the Tennessee Fire Service and Code Enforcement Academy Basic Firefighting – FF100 and Live Firefighting – FF110 courses.
 - 1. FF100 – This 64 hour course is designed to provide basic fire ground skills necessary to operate and perform on the fire ground. This meets the basic skills level for the student to participate in “live” fighting training activities.
 - 2. FF110 – This 22 hour course is designed to provide the student with practical application of the skills learned in FF100. This course incorporates a variety of practical training drills and scenarios including search and rescue, structural fire attack and exterior fires.
- b. These courses will be offered as they become available and City budget allows.

Evaluation Process

- a. Volunteers will be evaluated by members of the volunteer committee.
- b. Volunteers will be evaluated the first six (6) months and at the end of the first year. After the first year the evaluation will be conducted yearly.

Volunteers that do not meet the minimum requirements will be asked to turn in the Alcoa Fire Department clothing and gear that will terminate their volunteer status.