



FORT DODGE FIRE

Thank you for applying for a part-time or full-time position with the Fort Dodge Fire Department. This packet is intended to provide you information about our hiring process and requirements.

Please contact our recruiter or the City of Fort Dodge Human Resources Department with any questions regarding this hiring process.

Fire Department Recruiter:

Matt Price, Assistant Chief

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Human Resources Director

Jamie Anderson

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HIRING PROCESS – TENTATIVE TIMELINE

Applications: Applications will be accepted until 5:00pm on November 3rd, 2023. Applications must be complete with required documents attached to the application; incomplete applications will not be accepted.

Written Testing and Physical Ability: Evaluations must be completed by November 8th, 2023. (Reference additional information in this packet)

Civil Service Certification: Civil Service Commission Certification of full-time Firefighter EMT or Paramedic lists is planned for December of 2023.

Interviews: Panel interviews will be scheduled the week of November 13th, 2023, for full-time applicants.

Offers of employment: will be extended as positions become available.



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WRITTEN AND PHYSICAL ABILITY EVALUATIONS

The City of Fort Dodge Fire Department will require the completion of both a Written Evaluation and Physical Ability Evaluation (PAE) as part of the application process for all full-time and part-time positions.

Applicants are encouraged to carefully and fully read this packet to understand the requirements and expectations.

The City of Fort Dodge utilizes the Central Iowa Fire and EMS Testing Consortium (CIFETC) for written and physical ability evaluations with exceptions as noted in this packet. Please read the packet carefully and contact us if you have any questions or need clarification of the expectations.

- A passing score for both the written testing and the physical ability evaluation must be achieved and/or provided to the City of Fort Dodge Human Resources Department by January 31, 2023.
- Written and Physical Ability Evaluations do not need to be completed in a specific order, but both must be successfully completed by November 8th, 2023, to be considered for the City of Fort Dodge full-time positions.

WRITTEN EVALUATION

The Central Iowa Fire and EMS Testing Consortium (CIFETC) will be conducting the written testing in cooperation with Des Moines Area Community College Testing Center in Ankeny or Iowa Central Community College in Fort Dodge.

The National Firefighter Selection Inventory (NFSI) exam will be utilized for the written test. This examination is provided by Industrial Organizational Solutions, Inc. (IO Solutions). Industrial/Organizational Solutions, Inc. is a human resource consulting firm that specializes in personnel selection. The company develops, validates, and implements entry-level and promotional tests and assessments.

If you have previously taken the CIFETC test and have a valid score within the previous 12 months of November 8th, 2023, you may use this score. Documentation of your previous score must be submitted to the City of Fort Dodge Human Resources Department to be considered. Please note the following:

- Improving this score (re-taking the exam) is allowed after six months from the original test date.
- **The new score must be used for this and future hiring processes.**



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- If you took the CIFETC exam and did not receive a passing score, you may be eligible to re-take the exam. Re-taking the exam is allowed after three months from the original date of the exam.

If you need to take the written test, schedule the test at the following link:

Ankeny Site: [Consortium Fire Testing Appointment Calendar](#)
Fort Dodge Site: <https://www.iowacentral.edu/ARC/testing.asp>
Scroll down to Fire Testing

Your test must be completed by November 8th, 2023.

About the Exam:

1. A minimum score of 70% is required for successful evaluation completion.
2. The **National Firefighter Selection Inventory (NFSI) exam** is a 155-question multiple choice examination
3. Testing will be conducted at the Des Moines Area Community College Testing Center, or Iowa Central Community College Testing Center. The center is located on the DMACC Ankeny Campus, Building 6, Room 23, 2006 South Ankeny BLVD, Ankeny, Iowa, or at Iowa Central: 1 Triton Circle, Fort Dodge, IA(<https://dmacc.edu/testingcenter/Pages/acankeny.aspx>)
<https://www.iowacentral.edu/ARC/testing.asp>
4. The applicant will be allowed 2 ½ hours to complete the examination.
5. FEE's: The following fee's will be payable on arrival at the testing center via credit card.
 - a. \$20 testing center fee that is required for the use of the Testing Center
 - b. \$25 fee for purchasing the exam through IO Solutions
6. A government issued ID will need to be presented to the testing center staff on arrival.

7. Prior to arriving at DMACC or ICC, you must create a login for the written exam at IO Solutions

Site: <https://iosolutions.com/membership-login/>

Please create your login for testing prior to coming to DMACC or ICC, and make sure you have logged into and out of several times to ensure proper username and password.



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Written Exam Preparation:

Candidates are encouraged to prepare for the National Fire Selection Inventory evaluation. Industrial Organizational Solutions, Inc. offers online and print materials that will assist the candidate in preparing for the National Fire Selection Inventory. Additional information is available on their website at: <http://recruitment.iosolutions.com/Preparation-Materials/NFSI2/>.

PHYSICAL ABILITY EVALUATION

Applicants are required to successfully complete a Physical Ability Evaluation (PAE). The following will meet the Physical Ability Evaluation requirement:

- A **CPAT (Candidate Physical Ability Test) certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Fort Dodge Human Resources Department.
- A **Central Iowa Fire and EMS Testing Consortium certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Fort Dodge Human Resources Department.
- A **Fort Dodge Fire Department** physical agility test completed within the previous 12 months.

This Candidate Physical Agility Test was established to allow the Fort Dodge Fire Department to obtain a pool of trainable candidates who are physically able to perform essential job tasks at fire scenes. The following tasks were developed to mirror real life situations firefighters encounter on the job.

There are **three** separate parts to the Physical Agility Test.

1. **PART 1 – LADDER CLIMB** is an un-timed, pass/fail event demonstrating the ability to climb a ladder without fear of heights.
2. **PART 2 – ZERO VISIBILITY** is an un-timed, pass/fail event demonstrating the ability to function in total darkness while remaining calm.



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3. **PART 3 – PHYSICAL AGILITY** is a timed, pass/fail sequence of seven events requiring you to progress along a predetermined path from event to event in a continuous manner. If you do not complete this portion of the test within a total of 8 minutes and 28 seconds you fail.
 - 1) Stair Climb
 - 2) Fire Hose Drag
 - 3) Hydrant Operation
 - 4) Ladder Extension
 - 5) Ladder Carry
 - 6) Pike Pole Pull
 - 7) Rescue Drag

During part 3, you must wear a hard hat with chinstrap, a 50-pound weighted vest, work gloves, and footwear with no open heel or open toe. You are allowed to wear shorts or long pants and a short or long sleeve shirt. Watches and loose or restrictive jewelry are not permitted.

All props were designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety, and validity in measuring your physical abilities.

The events are placed in a sequence that best simulates fire scene events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. You may speed walk, but no jogging is allowed. This walk allows you approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy by eliminating timer failure, two stopwatches are used to time the test. One stopwatch is designated as the official test time stopwatch; the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. If time elapses prior to the completion of the test, the test is concluded, and you fail the test.

Test Forms

You must present valid identification and sign several forms before taking the Candidate Physical Agility Test. Prior to the start of the Candidate Physical Agility Test you must complete the Sign-In- Form. You are required to complete the Waiver and Release Form.



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PART ONE – LADDER CLIMB (Un-timed, pass/fail)

Demonstrate the ability to climb a ladder without fear of heights.

Equipment:

An in-service aerial ladder will be placed in position suitable to climb, with a rescue harness and rope.

Purpose of Evaluation:

This event is designed to simulate the critical task of climbing an aerial ladder without the fear of heights.

Event:

For this event you must successfully climb a ladder to the height of 50 feet and return to the ground without any assistance.

Failures:

Falling, freezing, or needing assistance will end the test and will constitute a failure.

PART TWO – ZERO VISIBILITY (Un-timed, pass/fail)

Demonstrate the ability to function in total darkness while remaining calm.

Equipment:

Blacked out mask and an established obstacle course.

Purpose of Evaluation:

This event will evaluate your ability to remain calm when wearing a blacked-out face mask.

Event:

For this event you will successfully navigate through an obstacle course while wearing a blacked-out mask.

Failures:

Failure to keep mask on your face, freezing, or asking for assistance will constitute a failure.



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PART THREE – PHYSICAL AGILITY (Timed, pass/fail)

Demonstrate the ability to perform essential tasks firefighters encounter on the job while wearing a hard hat with chinstrap, a 50-pound weighted vest, work gloves, and footwear with no open heel or open toe. The test begins when the proctor says the word "GO".

1. **Stair Climb** – Climb for 3 minutes on level 6 then actively rest for 1 minute, while walking slowly to the next station (no sitting allowed).

Equipment:

This event uses a Step Mill stair-climbing machine.

Purpose of Evaluation:

This event is designed to simulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and climbing stairs in full protective clothing carrying firefighter equipment. This event challenges your aerobic capacity, lower body muscular endurance, and ability to balance. This event affects your aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, and lower back stabilizers.

Event:

For this event, you must mount and walk on the Step Mill at a set stepping rate of 60 steps per minute for 3 minutes. Once 3 minutes have passed, you will actively rest for 1 minute while walking to the next event (Fire Hose Drag).

Failures:

If you fall or dismount the Step Mill after the timed exercise begins, the test is concluded, and you fail the test. During the test, you are permitted to touch the wall or handrail momentarily for *balance only*. However, if the wall or handrail is grasped or touched for an extended period (2 seconds), or if the wall or handrail is used for weight bearing, you will be warned by the proctor. No more than two warnings are allowed. The third infraction constitutes a failure.

2. **Fire Hose Drag** – Stretch out 150 feet of dry 3-inch hose.

Equipment:

This event uses an uncharged 3-inch fire hose with a hose line nozzle. The hose line is marked at 8 feet past the coupling at the nozzle to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest.

Purpose of Evaluation:

This event is designed to simulate the critical tasks of dragging an uncharged hose line from the fire apparatus to the fire. This event challenges your aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand grip.



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Event:

For this event, when the proctor says "GO" you must pick up and grasp a hose line nozzle attached to 150 feet of 3-inch hose. Place the hose line over your shoulder or across your chest, not exceeding the 8-foot mark. You are permitted to run during the hose drag. Drag the hose 150 feet to the pre-positioned line. Place (do not drop) the nozzle to the ground. This concludes the event. Walk the minimum 85 feet within the established walkway to the next event (Hydrant Operation).

Failures:

During the hose drag, if you turn around and walk backwards the test time is concluded and you fail the test. If you throw or drop the nozzle to ground the test time is concluded and you fail the test.

3. Hydrant Operation – Open hydrant.

Equipment:

This event uses a working hydrant, hydrant wrench and a marked box to stand in.

Purpose of Evaluation:

This event is designed to simulate the critical tasks of opening a hydrant while remaining in a stationary position. This event challenges your aerobic capacity, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand grip.

Event:

Complete 8 revolutions of a fire hydrant valve stem with the attached hydrant wrench (turn the wrench counterclockwise to open the hydrant). Walk the minimum 85 feet within the established walkway to the next event (Ladder Extension).

Failures:

If you are unable to complete all revolutions, the test time is concluded, and you fail the test.

4. Ladder Extension – Extend and lower 24' aluminum extension ladder.

Equipment:

This event uses a 24-foot extension ladder.

Purpose of Evaluation:

This event is designed to simulate the critical tasks of extending the ladder to the roof or window of a fire structure. This event challenges your aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand grip, glutes.

Event:

For this event, you will proceed to the pre-positioned and secured 24-foot aluminum extension ladder, stand facing the ladder and extend the fly section hand over hand until it



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hits the stop. Lock the "dogs" at full extension, then unlock and lower section hand over hand in a controlled fashion to the starting position and lock the "dogs" at the bottom. This concludes the event. Walk the minimum 85 feet within the established walkway to the next event (Ladder Carry).

Failures:

If during the ladder extension, you do not maintain control of the ladder in a hand over hand manner or let the rope halyard slip in an uncontrolled manner, your test time is concluded, and you fail the test.

5. **Ladder Carry** - Remove a 14-foot ladder from the rack and walk back 12 feet across the yellow line then 12 feet forward and replace on the rack without dropping the ladder or allowing either side to touch the ground.

Equipment:

This event uses a 14-foot fire department roof ladder.

Purpose of this Evaluation:

This event is designed to simulate the critical tasks of removing a 14-foot fire department roof ladder from a fire apparatus, carrying it to the emergency scene and returning the ladder to the fire apparatus. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. This event affects your aerobic energy systems well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand grip, glutes, quadriceps, and hamstrings.

Event:

For this event you must remove a 14-foot fire department ground ladder from a ladder rack mounted 67 inches above the ground, safely carry it 10 feet back and then 10 feet forward to replace it on a ladder rack mounted 67 inches above the ground. The you are not allowed to rest the ladder on their shoulders. The ladder must not be dropped or touch the ground. This concludes the event. Walk the minimum 85 feet within the established walkway to the next event (Pike Pole Pull).

Failures:

If the ladder touches the ground or the ladder is dropped, the test time is concluded, and you fail the test.

6. **Pike Pole Pull** – Pull the handle of pike pole downward until it touches the ground repetitively for 25 times.

Equipment:

This event uses a pike pole, a rope, and a 70-pound weight.

Purpose of this Evaluation:

This drill is designed to simulate the critical task of pulling down a ceiling to check for fire extension. This drill challenges your aerobic capacity, upper and lower body strength and endurance, grip strength and endurance, and anaerobic endurance.



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Event:

You will pull the handle of a pike pole downward until it touches the ground 25 times. The pike pole will be attached to a rope that is attached to a 70-pound weight. The bottom of the pike pole will be 30" from the ground. You will be required to complete this task using only your arms to complete the pull. The pike pole handle and weight must touch the ground successively to complete the cycle. Your hands must be on the pole of the pike pole and not touch the rigging or head of the pole. This concludes the event. Walk the minimum 85 feet within the established walkway to the next event (Rescue Drag).

Failures:

If you are unable to complete the 25 reps, the test time is concluded, and you fail the test.

7. **Rescue Drag** - Drag 140-pound rescue dummy 120 feet while walking backwards.

Equipment:

This event uses a weighted mannequin equipped with a body harness.

Purpose of Evaluation:

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges your aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, trapezius, deltoids, latissimus dorsi, biceps, and muscles of the forearm and hand (grip).

Event:

For this event, you must grasp a 140-pound mannequin by the straps on the shoulder(s) of the harness (either one or both shoulder straps are permitted) and drag it 120 feet to the finish line. The entire mannequin must be dragged until it crosses the marked finish line. This event ends when the mannequin's foot has fully crossed the marked finish line. At this point, the proctor will call out "TIME" and your test is concluded.

Failures:

If you turn and walk forward, fall, or lose your grip on the mannequin at any time, one warning is given. The second infraction constitutes a failure, time is stopped, and you fail the test.

Contact the Fire Department Recruiter or the City of Fort Dodge Human Resources Department with any questions or the need for clarification on the expectations provided in this document.

Fire Department Recruiter:

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