



**2018
Firefighter
Recruitment
Packet**



Table of Contents

General Information	3
Pay Scale, Benefits & Work Hours	5
Before You Apply	6
Submitting Your Application	7
Hiring Process	8
Helpful Tips Before You Begin	9
Terms You Should Know	10
Steps in the Hiring Process	12
1. Audio/Written Screening Test	
2. Initial Orientation	
3. Personal History Questionnaire (PHQ)	
4. Candidate Physical Ability Test (CPAT)	
5. Background Screening	
6. Psychological Evaluation, Part 1	
7. Conditional Offer Letter	
8. Psychological Evaluation, Part 2	
9. Medical Examination	
10. Fingerprint	
11. Offer of Employment	



General Information

The Miami-Dade Fire Rescue (MDFR) Department will be accepting online applications for the position of firefighter from June 4, 2018 to June 24, 2018. There will be no paper applications for this hiring process. All applications must be submitted online at <http://www.miamidade.gov/jobs/>. All previous eligibility lists have expired, and everyone must re-apply to continue through the application process and become eligible for the new list. Please read the actual advertisement in the online application system for additional information.

Annual Salary Range:

Approximately, \$41,000 to \$71,000 annually (subject to periodic change).
Additional pay incentives are available.

Requirements:

- Must be 18 years of age at time of application.
- Must have a high school diploma or GED.
- Must have and maintain, a valid Florida Driver's License at the time of hire and have and maintain a good driving record.
- Must not have been convicted of a felony nor a crime punishable by imprisonment of one (1) year or more under the law of the United State or of any other country, nor have pled "nolo contendere" to any charge of a felony. Must not have been convicted of any misdemeanor relating to the certification, or to perjury, or false statements.
- Must not have been dishonorably discharged from any of the Armed Forces of the United States.
- Must submit fingerprints to be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- Must have a good moral character as determined by a thorough background investigation.
- Must be a non-user of tobacco or tobacco products for at least one (1) year immediately preceding application, as evidenced by a sworn affidavit.
- Must be in good physical condition as determined by a medical examination given by a physician according to the provisions of [NFPA Standard 1582](#).
- Must be able to work variable shifts, including shifts that require 24-hours of consecutive duty and during emergencies, mobilization, and natural disasters.
- Persons who do not possess a State of Florida EMT certification, must obtain the certification within six months of obtaining probationary status.
- If Firefighter, Paramedic, and/or EMT certified, must maintain certifications for the duration of employment.

Examinations:

- Audio/Written Screening Test
- Candidate Physical Ability Test (CPAT)
- Psychological Evaluations
- Medical Examination

Preferences:

- Preference will be given to qualifying U.S. military veterans.
- Preference will be given qualified graduates of the Miami-Dade County Academy of Fire Rescue (MDCAFR) in accordance with Resolution R-480-07.
- Preference will be given to graduates of Miami-Dade Fire Rescue Junior Cadet Program.
- Preference may also be given to person's who possess a current State of Florida Firefighter II certificate, State of Florida EMT certification or State of Florida Paramedic (EMT-P). These certification numbers and dates should be entered in the online application under licenses and certifications.



Pay Scale, Benefits & Work Hours

Approximate Bi-weekly Pay Scale (Non-Protocol):

- | | |
|--|-------------|
| • Trainee (Non-Certified Firefighter) | \$ 1,506.22 |
| • Trainee (Florida Certified Firefighter) | \$ 1,577.45 |
| • Probationary Firefighter (No certifications) | \$ 1,803.40 |
| • Probationary Firefighter (Florida Certified EMT) | \$ 2,244.00 |
| • Probationary Firefighter (Florida Certified Paramedic) | \$ 2,344.12 |
| • Probationary Firefighter (FL Certified Paramedic/Protocol) | \$ 2,438.55 |

Employee Benefits:

- Health and Dental Insurances
- Life Insurance
- 13 Paid Holidays Per Year
- Paid Vacation and Sick Time
- Florida Retirement System
- Deferred Compensation Plan
- Uniform Allowance
- Tuition Reimbursement
- Flexible Spending Account
- Annual Physical
- Short and Long-term Disability Insurance

Work Hours:

MDFR firefighters work a 24-hour duty shift, beginning at 7:00 a.m. and ending at 7 a.m. on the following day. There are three 24-hour operational shifts (A, B, and C). All MDFR firefighters are assigned to one of the three shifts, with two (2) days (48 hours) off between duty shifts. For example, a firefighter assigned to A Shift would report to duty at 7:00 a.m. on an A-Shift day, and would be relieved the following morning at 7:00 a.m. when the B-Shift firefighters report to duty. The A-Shift firefighter will be off duty for the next two days while the B and C-Shift firefighters complete their respective 24-hour duty shifts. After 48 hours off, the A-Shift firefighter would report back to work on A-Shift at 7:00 a.m., and the C-Shift firefighters would be relieved.

Firefighters are considered essential employees and are required to work during times of disaster and emergencies such as hurricanes.

Important Note: Firefighters are not automatically relieved at 7:00 a.m. after completing 24-hours of duty. Each individual firefighter's work shift ends only when the firefighter assigned to his/her position on the oncoming shift has reported to duty and all equipment has been properly transferred. If the firefighter reporting to work is delayed, the on-duty firefighter will not be released until his/her relief arrives. Additionally, if an on-duty firefighter is on the scene of an emergency incident at 7:00 a.m. when the shift change occurs, he/she will not be relieved of duty until the incident has concluded and the unit is cleared to return to the station.



Before You Apply

Working as a professional firefighter in the fire rescue service is an extremely rewarding career with many benefits. However, firefighting is also one of the most challenging jobs in the world, and the decision to dedicate yourself to protecting life and property in your community should not be taken lightly. Firefighters are required to perform countless essential tasks each day, which are extremely demanding, both physically and mentally. They must be able to perform these tasks quickly and effectively in very stressful and chaotic emergency situations.

Before you embark on the path to becoming a firefighter, careful consideration should be given to all aspects of the job, as they will have a significant impact on you physically, psychologically and personally. It is especially important that you are aware of your physical condition and capabilities. You are strongly encouraged to have a complete medical exam prior to making this career decision, so that you have a realistic assessment of your health and fitness level. This might also help you to better determine your potential ability to negotiate the challenges you will face in the process of becoming a firefighter, and then maintaining a lifelong career in the fire rescue service. Nothing is more important than your health and well-being.

Take the time to discuss the demands of the job and the work schedule with your family members and other significant people in your life. As a firefighter, you will be required to work 24-hour shifts on days that continually rotate. You will be away from your home and family for a minimum of 24 consecutive hours at a time, on two or three days per week. It is important that everyone close to you understands the commitment required by you in this pursuit, and that they are supportive of your decision to become a firefighter. It is hard work, and there are sacrifices initially, but for those who persevere to join the proud ranks of MDFR's professional firefighters, the rewards are truly immeasurable.



Submitting Your Application

Applications for the position of firefighter in Miami-Dade County are only accepted during active recruitment periods. **A recruitment period is scheduled for June 4 – June 24, 2018.** Therefore, the online firefighter application for the upcoming recruitment period will not be available until June 4, 2018, and it will no longer be available after June 24, 2018. **If you do not submit your application online between June 4 and June 24, 2018, you will not be eligible to be hired as a firefighter with MDR during this hiring period. There are no exceptions.**

This is a general guideline for the online application process. For detailed information about applying for Miami-Dade County jobs online, visit the Miami-Dade County Jobs Website:

<http://www.miamidade.gov/humanresources/library/how-to-register-external-users.pdf>

- Go to www.miamidade.gov/jobs
- At the top of the page, choose either the link for **Miami-Dade County Government Employees Login** or the link for those who are **Non-County Government Employees Login**, whichever applies to you.
- If you have not already registered, click **Register Now**.
- Follow the instructions and enter the information requested.
- Review all information for accuracy, and write down your user ID and password (case sensitive) before saving.
- Click **Save**; the system will then redirect you to the Careers home page.
- In the Quick Search box, click **Search**.
- Select the job for which you are interested; click **Apply Now**.
- Follow the instructions and enter the information requested.
- Periodically click **Save for Later** while filling out your application in the event you need to interrupt your session. The system times out after 20 minutes of inactivity, and data that has been input without saving may be lost.
- Click **Submit** only after you have completed the entire application.
- When you are certain that you have completed the entire application, read and acknowledge the Terms of Agreement section and click **Submit**.
- You will be redirected to the Careers home page.
- Log out or apply for additional job(s).
- If you do not receive the auto-generated e-mail, your application has not been submitted, and you must log into e-Jobs again and click on the submit button before the deadline.

For more information, call the Firefighter Applicant Hotline at 786-331-4700, visit the MDR Hiring Information website at www.miamidade.gov/mdfr/hiring.asp, or e-mail your questions to mdfrffrecruits@miamidade.gov.



The Hiring Process

The process of getting hired as a firefighter with a professional fire rescue department is often long and very competitive. It is not unusual for there to be thousands of applicants for only a handful of positions within a department. Even those individuals who have planned for years to be a part of the fire rescue service, and have taken key steps to prepare for this career, find the process challenging. If you are serious about becoming a firefighter, you should not allow the hurdles to discourage you. Be prepared to accept the possibility that you might spend several months, or even longer, trying to get hired. Use this time to your advantage by continuing to do everything possible to make yourself a valuable candidate.

Miami-Dade Fire Rescue (MDFR) hires both certified and non-certified firefighters. Non-certified firefighters are candidates who do not have any relevant certifications such as Florida Firefighter, Emergency Medical Technician (EMT), Paramedic or Fire Safety Inspector. Most fire departments in Florida hire individuals who have already earned one or more of these certifications prior to application. Hiring certified applicants cuts down on the cost of training personnel and allows departments to place newly hired firefighters on the job quicker.

While MDFR does hire non-certified personnel, preference may be given in the hiring process to applicants with relevant certifications. We do not recommend delaying or postponing any plans to apply for firefighter positions, but obtaining relevant certifications as soon as possible will work to your advantage during the hiring process. We have included in this guide the addresses of some locations where you can obtain these certifications.

Pay special attention to those steps in the process that you can practice in advance. You should begin working out as soon as possible and maintain a regular fitness routine. Take advantage of every physical ability test or practice session available to you, even if it's with another fire department. Every practice session is an opportunity to increase your skill level. Remember to practice your swimming. As a condition of employment, employees must pass the MDFR swim evaluation within six (6) months of obtaining probationary status. At this time, the requirement is to swim 100 yards and tread water for ten (10) minutes. This is a requirement you must pass so use your waiting time to learn how to swim, or to increase your strength and endurance in the water. Swimming is also a great form of exercise that will improve your overall fitness level.

Finally, do your research on the fire departments you have chosen. Look at more than just the salary or the days off. Become familiar with the requirements and opportunities for advancement. Examine the conditions and climate under which you will be working. You should also apply to as many fire departments as possible due to the large number of applicants who apply. Do not miss an opportunity to become a firefighter because you only applied to one department. You can never be certain that you will be hired by the fire department that is your first choice.



Helpful Tips Before You Begin

- Maintain an Applicant Journal that keeps a record of all appointments, contact numbers, messages you leave, dates, times, and the names of individuals to whom you speak to throughout the process.
- Maintain an Applicant File with all of the correspondence and information you receive about the process and copies of **every** document you submit. This file, with your Applicant Journal, may prove invaluable if you have any problems during the process.
- Always be courteous and professional in every part of the process. Show respect to everyone with whom you speak, in person or on the phone, even if someone is disrespectful to you. If a problem does occur, make a note in your Applicant Journal so that it can be properly addressed at the appropriate time.
- Set aside money for fees, copies, workout clothes, training materials/equipment, gas, bus/train fare, tolls and other items that might become necessary on a moment's notice during the process.
- Obtain or identify a reliable transportation source for all appointments.
- Make sure you inform the fire department if there are any changes to your contact information, especially your phone numbers, addresses, and e-mail addresses. If you think you will be moving, you may want to obtain a post office box to make sure you get your mail. Have a reliable source to get your phone messages. Remove any inappropriate greetings from your phone.
- MDFR and the Human Resources Department will be communicating via e-mail. Be sure to often check your e-mails and also your Spam e-mail folder.
- Do not accumulate traffic citations or get arrested.
- Be early to all scheduled appointments.



Terms You Should Know

During the process, you will hear many words and phrases that might not be familiar to you. Don't be afraid to ask questions or seek clarification on items for which you will be held responsible. Ignorance of the rules and requirements is no excuse, familiarize yourself accordingly.

Bureau of Fire Standards and Training (BFST) – BFST is located in Ocala, Florida and is composed of three major sections: Training, Standards, and Firefighter Safety. BFST is under the Division of the State Fire Marshal. The section that will affect you most as a firefighter applicant is “Standards,” which governs the nearly 30 certified firefighter centers throughout Florida, and ensures that facilities, curriculum and instructors are within Florida State Statutes and Florida Administrative Code. Firefighter certification and other certifications are governed by state statutes. There is also a Fire Academy at BFST. You should visit their website at <https://www.myfloridacfo.com/division/sfm/bfst/> and become totally familiar with the bureau. The test you will take when you complete the fire academy is administered and scored by BFST. Throughout your career you will interact with this agency regarding your certifications and advanced training.

Candidate Physical Ability Test (CPAT) – The CPAT is a practical exam used to measure a candidate's ability to perform job tasks related to firefighting. The test was developed by the International Association of Fire Fighters (IAFF) and International Association of Fire Chiefs (IAFC) Task Force. The test is used by many fire departments throughout the country. You will need to prepare yourself for this physically demanding test. Preparation information is distributed as a part of your Candidate Application Package. Do not wait until the last minute to try and get in shape.

TABE – Test of Adult Basic Education is a “norm-referenced test designed to measure achievement of basic skills commonly found in adult basic education curricula.” You will be required to take TABE 10 at Miami Dade College (MDC). The test is offered at other locations, but the Miami-Dade Fire Rescue process requires that you take the TABE at Miami Dade College North Campus. The test will measure your skills in mathematics, language and reading. You must score a 12.0 or higher in each category except spelling. Test scores are valid for two years from the original test date. Some individuals may be exempt from taking the TABE test based upon their academic background. In order to be exempt from taking the TABE, you will be required to provide very specific documentation. If you qualify to be exempt from taking the TABE, you will receive an exemption letter that does not expire. Make sure you allow adequate time to obtain these documents before applying for exemption. For further information on the TABE and exemption requirements, contact the Miami Dade College Testing Department Coordinator at 305-237-8334. You may also contact MDC about available remediation courses to prepare you to take the TABE if you feel your skills may need to be refreshed.

Postsecondary Education Readiness Test (PERT) – This test assesses readiness for college-level coursework in English and mathematics. The sections of the test include Reading, Writing and Mathematics. You will be required to take the PERT at Miami Dade College Medical Campus. The following minimum scores must be achieved: Reading - 106, Writing – 103, and Mathematics -114. The test can only be taken twice before remedial classes are required. Test scores are valid for two years from the original test date. Some individuals may be exempt from taking the PERT based upon their individual academic background. If you qualify to be exempt from taking the PERT, you will receive an exemption letter, which does not expire. For further information on the PERT, scheduling and exemption requirements, contact the EMS Chairperson at 305-237-4030 or visit www.mdc.edu/main/testing/assessments/pert.aspx.

Legal Terminology: Florida Criminal Record Dispositions

- **Acquittal, Not Guilty** – The defendant has been found not guilty of the tried offense.
- **Acquittal** – (recommended statistical terminology) – The judgment of a court, based on the verdict of a jury or a judicial officer that the defendant is not guilty of the offense(s) for which he or she has been tried.
- **Adjudication Withheld** – Court decision at any point after filing a criminal complaint, to continue court jurisdiction but stop short of pronouncing judgment. This is to avoid the undesirable effects of correction.
- **Clemency, Pardon, Amnesty Commutation, Reduced Sentence and Reprieve** – Executive or legislative action where the severity of punishment is reduced or the punishment stopped, or a person is exempted from prosecution for certain actions.
- **Conditional Release** – Early release by executive decision from prison and whose release is contingent upon obeying specified rules of behavior.
- **Discharge** – Release from confinement or suspension.
- **Dismissal** – Termination of court jurisdiction over a defendant in relation to charges before court or prosecutor.
 - **Dismissals with prejudice** – no reopening of case
 - **Dismissals without prejudice** – case could be reopened
- **Diversion** – Official suspension of criminal proceedings against an offender after arrest, but before judgment and referral of person to a treatment or care program, or no referral.
- **Incompetent to Stand Trial** – Defendant will not stand trial until the defendant may be found competent.
- **Not Guilty By Reason of Insanity** – Not mentally competent at the time the crime was committed.
- **Nolo Contendere** – Will not contest charge, but neither admits guilt nor claims innocence.
- **Guilty** – committed crime.
- **Transferred to Adult Court or Treated as an Adult** – Juvenile has been transferred to adult court for disposition of criminal activity.



Steps in the Hiring Process

Each step in the application process is designed to achieve a specific outcome. How well you are prepared and follow directions will determine your success. The steps in the process are designed to eliminate those who do not perform as requested. In cases where the information or action requested may be unclear, you may seek clarification, but you must do as requested in the timeframe outlined. Generally, you will not be able to resolve the problem at the same time you are trying to perform what is requested. The problem/issue can be resolved after the fact, once you have carried out the task. Keep in mind, once you miss a deadline it is extremely difficult, if not impossible, to get back in the process.

This guide will take you through the steps of the hiring process, after your application has been submitted.

1. Audio/Written Screening Test
2. Orientation
3. Completing and Submitting the Personal History Questionnaire (PHQ)
4. Candidate Physical Ability Test (CPAT)
5. Psychological Evaluation, Part 1
6. Background Screening
7. Conditional Offer Letter
8. Psychological Evaluation, Part 2
9. Medical Examination
10. Fingerprinting
11. Offer of Employment

1. Audio/Written Screening Test (AWST)

- Know your strengths and weaknesses
- Know what the test measures
- Stay calm – think positive
- Arrive early with proper ID

The candidate package outlines exactly what the test is about. It reads: “The audio test was developed to represent situations and problems encountered in a typical firefighter’s tour of duty. All test items involve materials and situations common to the fire service.” The term “audio” means there is information you have to listen to. You will also read and listen to instructions. The key is how well you can listen and follow directions; your memory is important as well.

The AWST consists of approximately 110 multiple-choice questions. You should listen carefully to the instructions and be aware of time limits. Preparation should consist of reviewing your basic math skills, grammar and reading comprehension. Knowing your directions (north, south, east and west) and basic map reading are also helpful.

2. Orientation

- Know your way to the location indicated
(Usually MDFR's Training Facility at Headquarters).
- Arrive early and park in designated areas only.
- Dress in business casual attire
(No t-shirts, shorts, mini-skirts, tight pants, flip-flops or sneakers).
- Bring a valid ID – Florida Driver's License.
- Bring everything requested in your written notice, which may include:
Current TABE scores, current PERT scores, valid driver's license,
7-year driving history from the Department of Highway Safety and Motor Vehicles, Social Security
card, birth certificate, high school diploma, certifications, etc.
- Bring any and all information requested and the number of copies specified.
- Keep a copy of everything you turn in (*make the copies before you arrive*).
- Make sure what you turn in is neatly organized and clean.
- Plan to be in orientation for 2 to 3 hours.
- Take plenty of notes (bring pen and pencil).
- Ask questions on items you do not understand
(write down the response and the name of the person answering the question).

The orientation session may be your first opportunity to speak with fire department personnel involved in the process. Remember to speak, dress and act professionally. Every encounter leaves an impression; make it a positive one. The personnel you interact with may have input on whether or not you get hired. Things such as profane language, crazy hair styles, t-shirt and shorts, or loud music in the parking lot will be negatively remembered. Do not let inappropriate behavior ruin your chance for a great career.

3. Completing and Submitting the Personal History Questionnaire (PHQ)

- Gather all required information before you begin
- Get clarification on anything you don't understand
- Follow the directions closely (get documents notarized in advance if required)
- Answer all questions honestly and completely
- Be accurate – If you are not sure, indicate "approximately"
- Be neat
- Attach all required documents in the order specified
- Use valid documents – Don't submit documents that have expired
- Be consistent – Use the same dates all the time
- Be honest – Falsifying statements are grounds for termination
- *Keep a Copy of Your Application and all documents submitted*

It is important to read and understand every question. The questions are designed to make sure you are providing accurate information (telling the truth) and to serve as a basis for hiring or not hiring an applicant. The information you provide will be reviewed, verified, and will become a part of your permanent file if you are hired. The application also serves as a roadmap to guide the background investigators through various aspects of your life.

Dates are extremely critical on the application. Before you begin, contact old employers to verify the dates they have on record as to when you worked there. Use your resume as a guide for the dates (once you are sure they are correct). Obtain the names, addresses and phone numbers of past supervisors and employers. Incorrect information on your application causes problems and gives the appearance that you are being deceptive. In addition, it is suggested that you ask for copies of your files from old employers or at least know what information is in them. Indicating you resigned when you were terminated may result in your elimination from the process.

Make sure you attach all the requested information in the format outlined. If the document has to be notarized, make sure it is done well in advance. Many check cashing stores will notarize for less than \$10.00 if you have proper ID. If an original copy is requested, make sure it is a certified original. Do not take chances. Original documents, such as transcripts, birth certificates, or residency verification may take a long time to arrive. Get the information early! **Note:** MDFR will go over the PHQ package page-by-page and answer questions during orientation.

4. Candidate Physical Ability Familiarization & Test

- Check your medical status
- Get in shape early
- Work out regularly
- Areas of fitness
 - Flexibility
 - Grip Strength
 - Cardiopulmonary Endurance
 - Muscular Strength & Endurance
 - Upper Body Strength
 - Lower Body Strength
- Take advantage of practice sessions
- Bring required documents and identification to all sessions
- Have your Medical Release Form and Release of Liability Form ready
- Dress appropriately – long comfortable pants and proper footwear (preferably sneakers) with no open heel or toe

The CPAT is designated to measure your ability to safely and effectively perform the physical job tasks associated with the job of a firefighter. The test you will take is physically demanding and requires that you are physically fit to be successful. This guide was developed to encourage you to begin physically preparing for the CPAT well in advance. Physical fitness alone will not enable you to pass the test. You will have to master various techniques and follow the rules established for the CPAT.

Miami-Dade Fire Rescue provides a CPAT Orientation and Preparation Guide at www.miamidade.gov/fire. The guide should be read from cover to cover; you cannot begin preparation too soon. First, make sure your doctor has indicated you are in good medical condition to begin your workout program. You will also need official documentation to present to the fire department when you go for your actual CPAT.

The Medical Release Form must be in the proper format requested by MDFR. Release forms must be on the physician's official letterhead. Keep in mind that some physicians may not provide the release on their letterhead on the same day you have your appointment and there may be a charge for the additional paperwork. Make your appointment with your physician well in advance of the day you need to have your Medical Release Form.

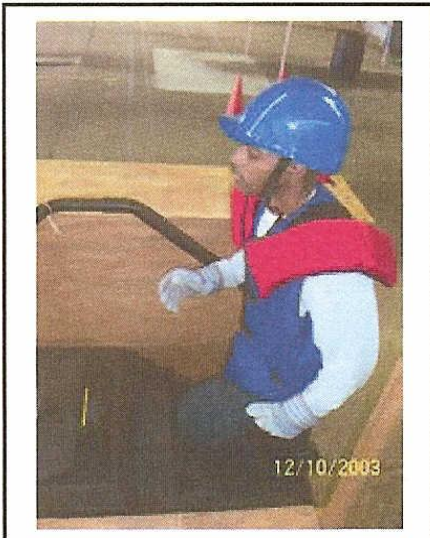
The CPAT is a timed event that is scored on a pass/fail basis. You will have a total time of ten (10) minutes and 20 seconds to complete the test. During the events, you will wear a 50-pound vest to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighting protective clothing. An additional 25 pounds, using two 12.5-pound weights, to simulate a high-rise pack, is added to your shoulders for the stair climb event. You will also wear a hard-hat with a chinstrap and work gloves. Watches and loose or restrictive jewelry are not permitted.

The CPAT consists of eight tasks that must be performed in a continuous manner and under the specified timed conditions with the required gear/equipment.

The eight events include:

- Stair Climb (on a Step-Mill)
- Hose Drag (uncharged)
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

Event 1: Stair Climb



Using a Step-Mill stair-climbing machine, this event is designed to simulate the critical task of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and firefighter equipment. This event challenges aerobic capacity, lower body muscular endurance and the ability to balance. Participants wear a 12.5-pound weight on each shoulder to simulate the weight of a high-rise pack. Immediately following a 20-second warm-up period at a rate of 50 steps per minute, the timed part of the test starts as indicated by a proctor. There is no break in time between the warm-up period and the actual timing of the test. During the warm-up period, dismounting, grasping the rail, or holding the wall to establish balance and cadence is permitted. The timed part of the test lasts three (3) minutes at a stepping rate of 60 steps per minute. Failure can occur by falling or dismounting three times during the warm-up period, or by falling or dismounting the Step-Mill after the timed CPAT begins. During the test, the participant is permitted to touch the wall or handrail for balance only momentarily; if that rule is violated more than twice during the test, failure will result.

Event 2: Hose Drag



This event is designed to simulate the critical tasks of dragging an uncharged hose line from a fire apparatus to a structure and pulling an uncharged hose line around obstacles while remaining stationary. This event challenges aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. A hose line nozzle attached to 200 feet of hose is grasped and placed over the shoulder or across the chest up to eight (8) feet. While walking or running, the participant drags the hose 75 feet to a pre-positioned drum, makes a 90° turn, and continues an additional 25 feet. After stopping within the marked box, the candidate drops to at least one knee and pulls the hose line until the 50-foot mark crosses the finish line. During the hose drag, failure results if the participant does not go around the drum or goes outside of the marked path. During the hose pull, a warning is given if at least one knee is not kept in contact with the ground or if the knees go outside the marked boundary line; a second warning constitutes failure.

Event 3: Equipment Carry

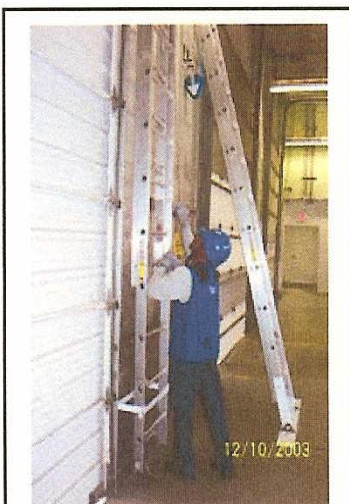


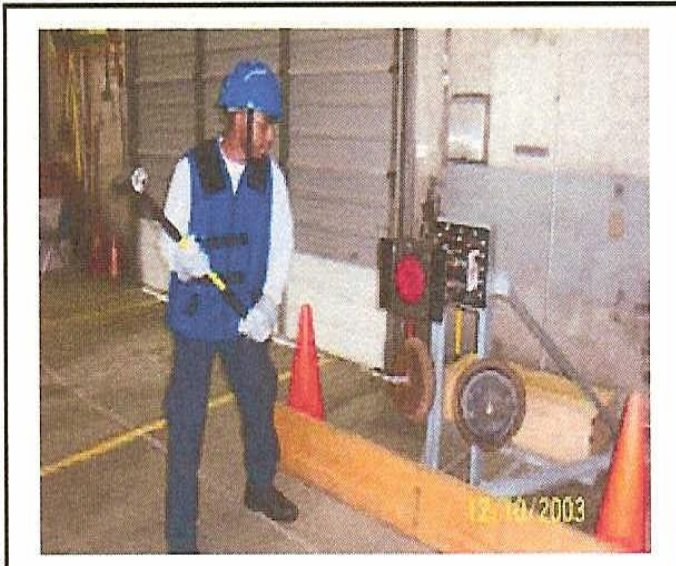
This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck. It simulates the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene, and returning the equipment to the fire apparatus. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. The candidate must remove the two saws from the tool cabinet, one at a time, and place them on the ground. Then he/she picks up both saws (one in each hand) and carries them while walking 75 feet around a drum, then back to the starting point. Placing the saw(s) on the ground to adjust a grip is permitted. Upon return to the tool cabinet, the saws are placed on the ground, then picked up one at a time, and replaced in the cabinet. Dropping either saw on the ground during the carry will result in immediate failure. A warning will be given for running; a second warning constitutes a failure.

Event 4: Ladder Raise and Extension



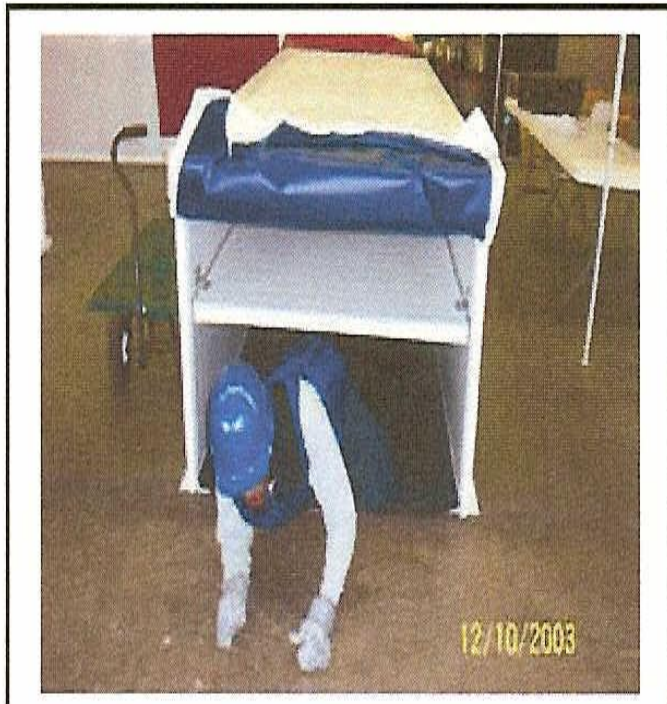
This event, which uses two 24-foot aluminum extension ladders, is designed to simulate the placement of a ground ladder at a fire structure and extending it to the roof or window. This event challenges aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. The participant must lift the unhinged tip of the ladder from the ground, and walk it up hand over hand until it is stationary against the wall. Then he/she immediately proceeds to the other prepositioned ladder, stands with both feet within the marked box, extends the fly section hand-over-hand until it hits the stop, then lowers it back to the starting position. Immediate failure will result if the ladder is allowed to fall to the ground, if control is not maintained in a hand-over-hand manner, or if the rope halyard slips in an uncontrolled manner. Missing any rung during the raise or allowing one's feet to extend outside of the boundary results in a warning; a second warning constitutes a failure.





Event 5: Forcible Entry

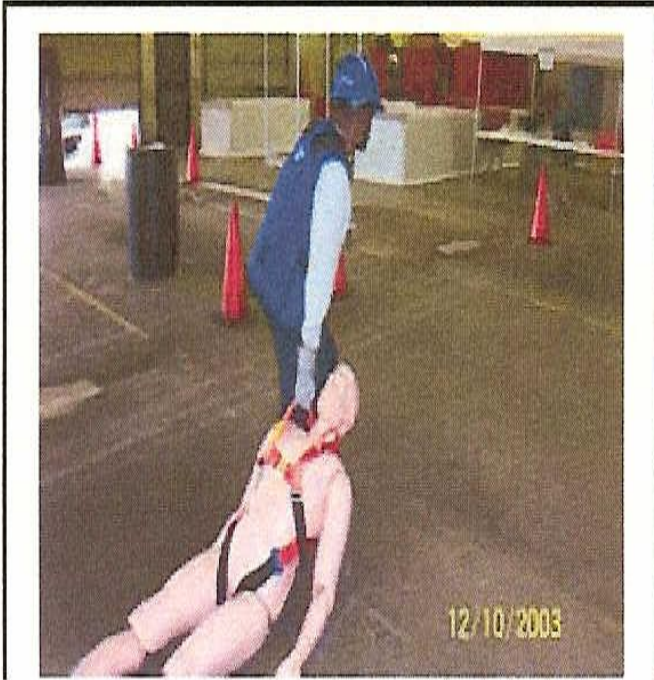
This event uses a mechanized device that measures cumulative force and a ten (10) pound sledgehammer. It simulates the critical tasks of using force to open a locked door or to breach a wall. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. For this event, the candidate uses the sledgehammer to strike a measuring device in a target area until the buzzer activates. Feet must be kept outside the toe-box at all times. Failure results if the participant does not maintain control of the sledgehammer and releases it from both hands while swinging. A warning is given for stepping inside the toe-box; a second warning constitutes a failure.



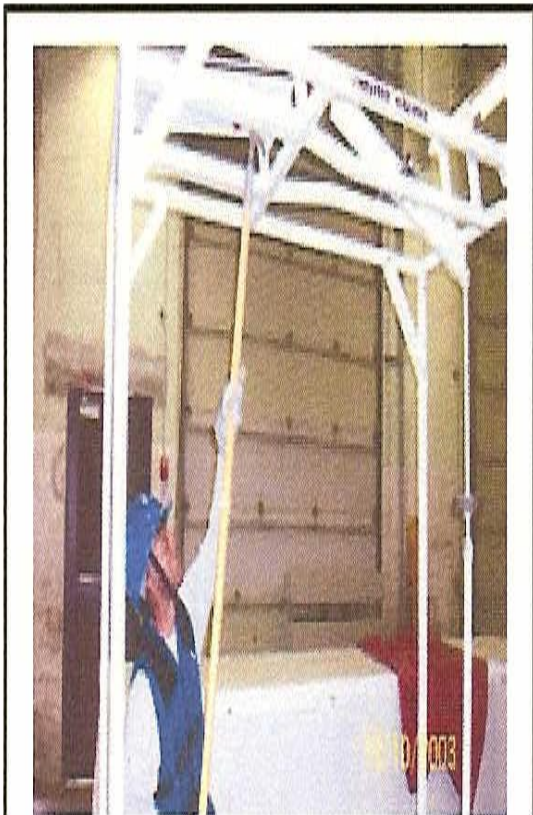
Event 6: Search

This event uses an enclosed search maze that has obstacles and narrowed spaces. It simulates the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. For this event, the candidate crawls through a tunnel maze that is approximately three (3) feet high, four (4) feet wide, 64 feet in length, and has two (2) 90° turns and multiple obstacles. In addition, there are two (2) locations where the dimensions of the tunnel are reduced. If at any point the participant chooses to end the event, he/she can call out or tap sharply on the wall or ceiling and will be assisted out of the maze, although doing so will result in failure of the event. Failure also will occur if the candidate requests assistance that requires the opening of the escape hatch or opening of the entrance/exit covers.

Event 7: Rescue



This event uses a weighted mannequin equipped with a shoulder harness to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. The participant grasps a 165-pound mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drags it 35 feet, makes a 180° turn around a pre-positioned drum, and continues an additional 35 feet to the finish line. Grasping or resting on the drum is not permitted, but the mannequin may touch the drum. The candidate is permitted to drop and release the mannequin to adjust his/her grip. The entire mannequin must be dragged across the finish line. Grasping or resting on the drum at any time results in a warning; a second warning constitutes a failure.



Event 8: Ceiling Breach and Pull

This event uses a pike pole and a mechanized device that measures overhead push and pull forces. The pike pole is a commonly used piece of equipment that consists of a six (6) foot long pole with a hook and point attached to one end. This event simulates the critical task of breaching and pulling down a ceiling to check for fire extension. It challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. After removing the pike pole from the bracket, the participant places the tip of the pole on a 60-pound hinged door in the ceiling and pushes it three (3) times while standing within the established boundary. Then, the pike pole is hooked to an 80-pound ceiling device and pulled five (5) times. Each set consists of three (3) pushes and five (5) pulls, and is repeated four (4) times. A pause for grip adjustment is allowed. Releasing one's grip or allowing the pike pole handle to slip does not result in a warning or constitute a failure. The candidate may re-establish his/her grip and resume the event. If a repetition is not successfully completed, the proctor calls out "MISS," and the apparatus must be pushed or pulled again to complete the repetition. This event and the total test time ends when the final pull stroke repetition is completed and the proctor calls "TIME." A warning is given for dropping the pike pole to the ground or for feet straying outside the boundaries; a second warning of either violation constitutes a failure.

General CPAT Information

This is a pass/fail test based on a validated maximum total time of ten (10) minutes and 20 seconds.

In these events, the candidate wears a 50-pound vest to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two (2) 12.5-pound weights that simulate a high-rise pack (hose bundle), is added to the shoulders for the stair climb event.

Throughout all events, the participant must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and jewelry are not permitted to be worn.

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

The events are placed in a sequence that best simulates fire scene events while allowing an 85-foot walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk allows approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy, two stopwatches are used to time the CPAT. 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. The stopwatches are set to the pass/fail time and countdown from ten (10) minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and the participant fails the test.

CPAT Test Forms

Prior to taking the CPAT, each candidate must present valid identification, sign a number of forms, and complete a waiver and release form and a sign-in form. Candidates are provided an opportunity to review a video detailing the CPAT and the failure points. It is the candidate's responsibility to ask questions if any parts of the test events or procedures are not understood. At the conclusion of the CPAT, the candidate must sign the CPAT Evaluation Form and complete and sign the Rehabilitation Form. Failure to complete and sign any of these forms results in failure of the CPAT.

The CPAT Candidate Review Guide prepared by the Miami-Dade Fire Rescue Department outlines how the test is administered and the rules. The booklet also provides valuable tips on how to prepare for the CPAT. You must follow the rules exactly as they are outlined.

Valuable Tips When Preparing for the CPAT

Other fire departments and fire academies give the CPAT. You can sign up and take the test with other agencies to get more actual practice taking the test under testing conditions. MDFR will not accept these test results, but you will get the practice and develop the skills you need. Be careful not to injure yourself, and be aware that there may be fees at these other locations. Practice makes perfect.

The importance of getting into shape in advance cannot be stressed enough. Do not assume that because you jog, play basketball or lift weights that you are in the best physical condition required to pass the CPAT. The CPAT is designed to test all aspects of physical fitness. You will need strength, endurance and flexibility.

You may also want to make sure you are not claustrophobic (fear of confined spaces). The Rescue task of the CPAT requires you to crawl through a dark, tunnel-like structure. Make sure you are comfortable in these situations and are not prone to panic easily.

A printable version of the CPAT Candidate Preparation Guide is available using the following link on our website: <http://www.miamidade.gov/fire/>.

5. Background Screening

- Know what is on your personal history questionnaire (PHQ)
- Be honest about certifications and degrees
- Employment history
- Criminal history
 1. Obtain copies of all documents pertaining to each arrest, i.e., case disposition and arrest form
 2. If you have questions, get legal advice
 3. Provide the facts; answer all questions
- Obtain your 7-year driving history from the Department of Highway Safety and Motor Vehicles for every state where you had a driver's license
- Military service records
 1. Have a copy of your DD214 (Member 4 Form)
 2. Provide the facts
 3. Veteran status
- Reference letters
 1. Have accurate addresses and contact information
 2. Make sure letters are signed and include contact information

Your criminal history and your driving record are probably the most important aspects of the criminal background screening process. Your driving record is critical because you will be required to drive emergency vehicles under stressful conditions with other lives onboard and on the road. You should obtain a copy of your criminal history before you complete your PHQ; even if you are certain that you have all of the information on your criminal background. Make sure your identity has not been used by someone else. It is not uncommon for similar names or stolen identification to cause confusion when incorrect information appears on your record. Any information on your record that is incorrect will have to be documented and handled before your background screening can be completed. The background investigators *will not take your word that there is an error*. You may be removed from the process if your background contains false information that you cannot prove is false. You should seek the assistance of an attorney to help correct this situation.

Please note that if you have outstanding bench warrants, you are subject to arrest at any time. These issues must be resolved before applying for employment. Reviewing your criminal history in advance will assist you in accurately completing the PHQ. Any information you do not provide, even if by accident, may count against you as it may appear you are not being truthful.

6. Psychological Stability Evaluations

MDFR conducts pre-employment psychological stability screening through a bifurcated process (Test and Clinical Interview) for the firefighter position, and other positions. The personality and psychological screenings assessment is intended to identify potential risk factors, traits, attributes, psychological conditions, or mental health concerns that would potentially interfere with the satisfactory performance of the duties of the public safety position.

7. Medical Evaluation

- Based on the NFPA 1582 requirements and additional Miami-Dade Fire Rescue Standards
- Will include a thorough physical examination
- Stress test is used to measure the heart's tolerance for exercise and detect various forms of heart disease

NFPA (National Fire Protection Association) Standard 1582 contains medical requirements for firefighters, including full-time or part-time employees and paid or unpaid volunteers. These requirements are applicable to organizations providing rescue, fire suppression, and other emergency services including public, military, private, and industrial fire departments. The purpose of this standard is to specify minimum medical requirements for candidates and current firefighters. These guidelines specify minimum medical requirements consistent with the essential functions of both candidates and current firefighters. Miami-Dade Fire Rescue uses these guidelines and other local standards (which may exceed NFPA 1582) to determine if applicants are medically eligible to be hired as firefighters. You may review the entire NFPA standard at a variety of web sites.

The stress test is used in conjunction with the medical evaluation. The stress test combines some form of mild exercise with an electrocardiogram (EKG) to measure the heart's activity both at rest and while working. This test is noninvasive, generally safe and painless.

Typically, the medical evaluation is used to determine if an applicant can perform the essential functions of firefighting as stated in NFPA 1001. A local fire department may add additional requirements based upon the essential firefighting duties of that particular department.

Below is an example of how the medical evaluation is used to determine the medical eligibility based upon firefighting essential functions. This information is taken from the U.S. Department of Energy's "Implementation Guide of Medical Standards for Firefighters." This information is **just an example** of what medical conditions may impact your ability to perform the duties of a firefighter.

General Essential Functions of a Firefighter:

- Firefighting involves extremely hard, skilled physical work, and firefighters must be able to think quickly and operate effectively in high-pressure emergency situations. Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, and other emergency situations. Performs firefighting tasks (e.g. hose-line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot (400°+ F) or cold environments for prolonged time periods. Performs duties while conditions of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. The ability to be stable with regard to consciousness and the control of voluntary motor functions, and to have the functional capacity to respond appropriately to routine and emergency situations of the job;
- The ability to maintain the mental alertness, deductive and inductive reasoning, memory, and reliable judgment necessary to perform all essential functions without posing a direct threat to self or others. Functioning as an integral component of a team;
- Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals, while using required personal protective or other equipment; and
- Motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties. Must be able to climb five or more flights of stairs, while wearing fire protective ensemble weighing at least fifty pounds or more, plus carrying equipment/tools weighting an additional 20 to 40 pounds.

For more detailed firefighters' Essential Job Functions, contact MDFR Human Resources at mdfrffrecruits@miamidade.gov.

Examples of medical conditions that may affect performance include but are not limited to:

- Addison's disease (adrenal insufficiency)
- Allergic respiratory disorder
- All uncontrolled seizure disorders
- Amyotrophic lateral sclerosis
- Anemia
- Asthma
- Ataxias
- Cardiovascular conditions, including angina
- Cataracts
- Cerebral Palsy
- Cerebral vascular accident with residual dysfunction of gait
- Chronic lung diseases
- Chronic sinusitis
- Cirrhosis
- Color blindness
- Congenital acquired deformities of the face and neck that interfere with speech
- Congestive heart failure
- Disorders producing orthostatic hypotension
Diabetes mellitus requiring careful control through management of diet, timed exercise, and/or insulin
- Documented predisposition of heat stress
- Eczema
- Emphysema
- Hearing impairment with inability to hear the whispered voice at 12 feet in a quiet environment
- Hemophilia, Von Willebrand's disease and clotting/bleeding disorders
- Hernia
- Impaired immune system
- Joint and limb deformities so severe that it would interfere with movement and flexibility
- Labyrinthine or vestibular disorders with vertigo
- Malignant diseases not in remission
- Migraine
- Monocular vision
- Multiple sclerosis
- Muscular atrophies
- Myocardial insufficiency
- Narcolepsy
- Neurological disorders with ataxia
- Neuromuscular injuries to the spine or lower extremities with residual dysfunction of gait
- Optic neuritis

- Peripheral vascular disease
- Pregnancy (after the first trimester)
- Progressive Dementia
- Progressive muscular dystrophy
- Progressive retinopathy
- Psychological conditions
- Radial keratotomy prior to full healing
- Raynaud's disease
- Retinal detachment
- Severe arthritis
- Severe congenital deformities of the spine, trunk, or limbs
- Severe eczema or other dermatitis
- Severe hypertension
- Severe limitations of motion of joints
- Sleep disorders
- Speech pathology
- Spinal dysfunctions
- Substance abuse
- Suicide threat or attempt
- Tracheotomy
- Use of narcoleptic drugs
- Visual acuity uncorrected worse than 20/100

Golden Rules

Be on Time
Be Organized
Be Prepared
Follow Directions
Read e-mails and Spam folder

Fatal Flaws

Being Late
Misplaced Items
Last Minute Efforts
Ignoring the Rules
Missing Deadlines