

# **City of Rock Island**



ROCK ISLAND  
ILLINOIS

## **Fire Fighter Testing Information Packet**

**An Equal Opportunity Employer  
M/W/V/D**

## **CITY OF ROCK ISLAND CLASS SPECIFICATION**

**FIRE FIGHTER**

**CLASS CODE 331**

### **DISTINGUISHING FEATURES OF WORK**

Under direct supervision of a Lieutenant and/or other supervisory personnel; protects life and property; controls and extinguishes fires; provides emergency medical services at the advanced life support (ALS) level; identifies special operations incidents and performs initial actions; participates in a program of fire prevention and public education; operates and maintains apparatus and equipment; and participates in training to increase job knowledge and proficiency.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Responds to emergency calls for service.

Rescues victims from occupancies filled with heat, smoke, and toxic gases.

Depending on type of fire, leads out hose lines with the appropriate nozzle, places the line properly, and directs the stream onto the fire.

Positions and climbs ladders to gain access to upper levels of a building for rescue, search, ventilation, etc.

Creates openings in buildings for entry and/or ventilation using manual and/or mechanically operated tools. Breaches walls, floors, and ceilings to gain access to areas involved by fire using manual and/or mechanically operated tools.

Protects property from water and smoke damage by utilizing salvage covers and smoke ejectors.

Performs overhaul and clean-up operations by locating hidden fires to prevent rekindle and removing fire debris after fire is extinguished.

Communicates by utilizing two-way radios.

Drives fire department apparatus and operates equipment. Maintains department apparatus, equipment, buildings, and grounds.

Renders emergency medical care at the advanced life support (ALS) level by following standing medical orders, policies, and procedures set forth by the EMS System Medical Director.

Performs extrications from vehicles using manual and/or mechanically operated tools.

Identifies a special operations incident (i.e. hazardous materials and technical rescue) and assists with initial actions based on level of training.

Assists the police department when requested.

Participates in fire prevention and public education activities.

Participates in training in current methods and techniques for firefighting, vehicle extrication, and special operations. Participates in continuing education and/or training to maintain Paramedic licensure.

Prepares reports (i.e. patient care, fire, or inspection reports) that are clear, accurate, and complete.

Follows all safety regulations, policies, and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents and/or injuries to supervisor immediately. Follows recognized safe work practices.

May serve as acting Fire Lieutenant as required.

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Age**

Must be 21 years of age by date of hire, and under 35 years of age by the date of written examination. Age limitation is imposed by State statute; exceptions are made for individuals with prior municipal fire experience (Refer to Public Act 098-0760).

### **Education**

Requires high school diploma or general education degree (GED). See also **Certifications and Licenses** for additional requirements.

### **Certifications and Licenses**

Requires possession of an EMT-Paramedic License upon appointment.

Requires possession of, or the ability to obtain, a Non-CDL Class "B" vehicle operator's license.

Requires the ability to obtain Basic Operations Firefighter certification within eighteen (18) months of appointment.

### **Experience**

Requires no previous experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write clear, concise, and complete reports and correspondence on a routine basis. Ability to effectively present information to and respond to questions of a general nature. Bilingual fluency in English and Spanish desirable but not required.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize hazardous situations and to act quickly, calmly, and decisively in emergencies and under stress.

## **Other Skills and Abilities**

To successfully perform the duties of this position, the incumbent must also possess the following skills and abilities:

Retain and effectively use geographic knowledge concerning the community and the surrounding vicinity. Individual must function well as a team member as well as work independently. Individual must be able to tolerate and function effectively under stress, be able to work in a paramilitary environment, and accept constructive criticism in a mature fashion. Individual must be able to maintain confidentiality in the performance of one's duties.

## **Physical**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to stand, sometimes for long periods of time. The employee is frequently required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The employee is often required to sit while completing reports or driving an ambulance or fire apparatus. The employee must routinely perform tasks while wearing 60 pounds of turnout gear with self-contained breathing apparatus, frequently lift and/or move up to 50 pounds (various firefighting and EMS equipment), often lift and/or move up to 100 pounds (hoses and ladders) as part of a team, and often lift and/or move more than 100 pounds (injured or sick people or items creating obstacles) as part of a team. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; ***reasonable expectation*** to be available for call out 24 hours a day, 7 days a week. The employee must perform all functions of the job safely and efficiently, at all times, in compliance with all safety regulations and policies so as to provide for the safety and welfare of the employee, their co-workers, and the public.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat. The employee is frequently exposed to fire and/or smoke, wet and/or humid conditions, ***fumes or airborne particles, and toxic or caustic chemicals***. The employee is frequently exposed to hazards associated with emergency driving and work on and around traffic. The employee is frequently exposed to natural and manmade disasters. The employee is occasionally exposed to high, precarious places; risk of electrical shock; explosives; and vibration. The employee is occasionally exposed to persons and/or articles with contagious/communicable diseases.

The noise level in the work environment ranges from moderate to loud, such as working in the station to working at a fire scene or responding to an ambulance call.

# GENERAL REQUIREMENTS AND TESTING PROCEDURES

## FIRE FIGHTER

All applicants must be United States citizens and at least 21 years of age at the time of appointment. Applicants must also successfully complete and pass the Candidate Physical Ability Test (CPAT) with ladder climb annually, pass a written examination, background security investigation, oral examination, medical examination and drug screening in order to be placed on the eligibility list for the position of Fire Fighter.

The written examination is graded and a passing score as determined by the Rock Island Fire & Police Commission.

**The schedule for the Candidate Physical Ability Test (CPAT) with ladder climb is as follows:**

**Orientation Session – July 15, 2017 at 8:00 am**  
**Orientation Session – July 29, 2017 at 8:00 am**  
**Timed Practice Session – August 12, 2017 at 8:00 am**  
**Timed Practice Session – August 26, 2017 at 8:00 am**  
**Final Test Day – September 9, 2017 at 8:00 am**

The CPAT with ladder climb will be held at the QCCA Expo Center, 2621 4<sup>th</sup> Avenue, Rock Island, IL 61201. A photo ID will be required of all applicants for CPAT registration.

The written test is scheduled for Saturday, September 9, 2017 at 2:00 pm at the Police Department Community Room, 1212 5<sup>th</sup> Ave, Rock Island, IL 61201. Applicants must have successfully completed the CPAT with ladder climb test before taking the written test.

Applicants must have completed an online City of Rock Island application by July 7, 2017 at 5:00 pm to be eligible to test.

**This will be the only notification you will receive regarding these tests.**

The background security investigation is conducted by department personnel and consists of verification of the application material provided by each applicant. Past employers and personal references are checked at this point.

All persons are then scheduled for an oral interview with the Board of Fire and Police Commissioners. The Board of Fire and Police Commissioners is a three member board appointed by the Mayor with the consent of the Council. This Board is responsible for the examinations for membership in the Fire and Police departments. Interviews will be scored with 70% minimum required to pass.

The scores from the written examination and the oral interview are averaged together. A maximum of five (5) additional points is then added for veteran's preference if the applicant has

had a minimum of two (2) years of active duty with an honorable discharge. These additional points must be requested by the applicant after the initial list is posted. In addition five (5) points can be added to applicants score if applicant has a Paramedic License.

### **Eligibility List**

The final scores are then tabulated and posted by the Board of Fire and Police Commissioners. The Eligibility List contains all successful candidates in order of their total score. The list remains in effect for a two-year period and all vacancies for Fire Fighters are filled from the Eligibility List.

At the time a vacancy occurs, a candidate is made a conditional offer of employment and must then successfully complete a thorough medical examination conducted by the City Physician and then a drug screen provided by a laboratory licenses per the Illinois Clinical Laboratory Act. Psychological examinations may also be required before an appointment is made. Additional information regarding basic medical requirements is attached for your review.

All applicants are required to meet the deadlines, tests and events outlined in this recruitment process. Failure to complete any portion of this process will result in disqualifications; therefore, there will be no variations in the schedule.

## **PHYSICAL REQUIREMENTS**

### **FIREFIGHTER RECRUITING**

The Rock Island Fire Department now uses the Candidate Physical Agility Test (CPAT) for recruitment of firefighters. The CPAT is a widely used, comprehensive physical ability test designed specifically for the fire service. Use of the CPAT now requires specific requirements for candidate preparation, orientation and practice sessions. Pursuant to the conciliation agreement with the EEOC, the CPAT program must provide all candidates an opportunity to attend at least two CPAT orientations.

Additionally, all candidates must receive “hands-on” familiarity with the test apparatus and receive guidance on specific conditioning regimens and techniques to help them prepare for the test. Each candidate shall also be provided an opportunity to perform practice runs of the CPAT.

### **PREPARATION**

The City of Rock Island will provide all candidates with pretest materials to ensure that all candidates have an equal opportunity to compete for the job of fire fighter. Such preparation guide provides all candidates, regardless of their background or experience in exercise principals and techniques, the same opportunity to succeed. Similarly, this helps the department avoid failing candidates who are physically capable but unprepared for testing.

### **ORIENTATION**

As initially designed and developed, the CPAT provided for voluntary orientation sessions intended to familiarize candidates with the test apparatus and requirements. How-ever, increased orientation and practice opportunities significantly improve the ability of all candidates to complete the CPAT within the “cut off” time of 10 minutes and 20 seconds. Therefore, it is now *mandatory* that all candidates must be given the opportunity to attend at least two (2)

orientation sessions, with the first session taking place at least eight (8) weeks prior to the actual test date.

### **PRACTICE SESSIONS**

The Rock Island Fire Department shall also ensure that all candidates have full and equal opportunity to perform at least two (2) timed practice runs, using actual CPAT apparatus and completing the entire course. These *mandatory* practice sessions shall occur within (30) days of the official test date. Again, Certified Peer Fitness Trainers, fitness professionals and/or CPAT-trained fire fighters (proctors) shall help the candidates understand the test elements and how they can improve their performance and conditioning.

In order to reduce the burden on a department's resources, it is permissible for a candidate to pass the CPAT during either of the practice sessions, provided that the department has fully staffed and administered the test as they would on the official test day. However, a candidate who passes the CPAT during a practice session *shall not* be rank ordered ahead of any candidate who requires both practice sessions and the official test to pass the CPAT.

### **CPAT EVENTS**

The CPAT includes eight sequential events as follows:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

Additional to the CPAT test, the Rock Island Fire Department will require the candidate to climb a ground ladder in accordance to State of Illinois testing requirements. (Public Act 097-0251)

Please contact Human Resources for upcoming orientation dates, practice sessions, test date and packet information.

The City of Rock Island accepts valid CPAT completion cards from a valid testing facility including confirmation of a successful completion of the Ladder Test climb issued within 12 months of the written exam, Saturday, September 9, 2017.

## **GENERAL MEDICAL REQUIREMENTS**

### **FIRE FIGHTER**

After a conditional offer of employment is made, candidates will be given a thorough medical examination by the City Physician. Candidates who fail the examination shall not be appointed. The medical examination shall be at the City's expense except for specialized tests or other extra information the applicant may wish to provide as supporting evidence of suitability for appointment.

A sample of the general causes for rejection based on the City's medical standards follows.



These are intended to be general conditions and do not constitute the entire list of medical requirements. A copy of the complete set of medical requirements is available upon request.

### **EYE AND VISUAL REQUIREMENTS**

- A. **COLOR VISION:** Failure to identify red, green or both.
- B. **STANDARD VISUAL ACUITY:** Standard visual acuity without correction, at least 20/40 in one eye and 20/100 in the other eye; and with correction, at least 20/20 in one eye and 20/40 in the other eye.
- C. **NEAR VISUAL ACUITY:** Near vision acuity with correction, less than J 6.
- D. **REFRACTIVE ERROR:** Refractive error about 8 dispters spherical equivalent, either plus or minus.
- E. **CORRECTIVE DEVICES:** Complicated impairments requiring contact lens for adequate correction of vision, such as keratoconus, corneal scars, irregular astigmatism; or the comfortable wearing of ordinary glasses (spectacles) without prismatic displacements, (ghost image), or similar symptoms.

### **EARS AND HEARING REQUIREMENTS**

Cause for rejection for appointment shall be hearing acuity loss by audiometric test of 20 decibels or more for the speech frequencies (500-1000-2000) cycles in either ear or loss of speech reception of phonetically balanced words at or below 90 percent normal reception for either ear.

### **LUNGS AND CHEST**

Each applicant shall be required to have a chest x-ray and a thorough evaluation of present and past respiratory and chest diseases. Medical surveillance will be conducted to insure that potential employees are physically capable of wearing required respiratory protective equipment.

### **HEART AND BLOOD VESSELS**

Disqualifying conditions include heart murmurs resulting from diseases or anomalies of valves or vessels, rapid heart rate persistently over 100 per minute, presence or history of any cardiac failure, hypertension and any major or serious disturbances of heart rhythm.

### **ABDOMINAL/ORGANS AND WALLS**

Disqualifying conditions include recent hernias, sever hemorrhoids, pregnancy or termination of pregnancy within the last six weeks, intestinal obstructions and hepatitis within the last six months.

### **GENITO-URINARY ORGANS**

A urine examination for sugar and albumin will be performed at the time of examination as well as a thorough review of past and present medical history.

## **METABOLIC: ENDOCRINE OR HEMIC DISORDERS**

Disqualifying conditions include diabetes or history of diabetes, gout, uncorrected anemia and other disorders, which obviously preclude satisfactory performance of duty, or which require frequent and prolonged treatment.

## **NEUROLOGICAL DISORDERS**

This section of the examination will include past and present history designed to reveal conditions such as epilepsy, hysteria, multiple sclerosis, and severe ear injuries.

## **PERSONALITY DISORDERS**

This section of the examination will consist of an interview directed to establish that the applicant has been able and is now able to adapt himself to working with others without visible or concealed conflict.

## **MUSCLES, BONES, JOINTS, EXTREMITIES**

Disqualifying conditions include tuberculosis of any bone, arthritis, healed fractures of any bone which interferes with duties, spine curvature, herniated disc or history of operations for this disorder, major amputations restricting activities and related limitations of motion and/or movements.

# **COMPENSATION**

## **BASE WAGE**

The position of Fire Fighter is compensated through the City's Class and Play Plan. There are six steps included in the pay plan. The current starting salary for a City of Rock Island Fire Fighter is \$50,200.00. Yearly step increases are provided to members of the fire service on an annual basis, but may be withheld for disciplinary reasons.

Pay increases beyond the top step may be given on the basis of merit in increments up to 3.0% annually until the employee reaches the maximum salary authorized for this position.

## **LONGEVITY**

Longevity increases are given to full-time, regular employees on the basis of continuous service. Longevity pay for sworn members of the Fire Department is \$950, \$2150, \$3350, \$4550, \$5750, and \$6950 annually for the completion of 5, 10, 15, 20, 25 and 30 years of continuous service respectively.

## **HEALTH BENEFIT PLAN**

The Rock Island Municipal Employees Health Benefit Plan is a program designed to meet the demands of ever-rising medical costs while providing the most economically beneficial health insurance to our employees. Benefits become effective the first (1st) of the month following

thirty (30) days of full-time employment for both the employee and eligible dependents, if applicable. The City pays 77% of the premium while the employee pays the remaining 23% of the premium through payroll deduction. A choice of health plans is offered, as is a dental and vision plan on a voluntary basis with the employee paying 100% of the dental and vision insurance premium.

### **PENSION**

The Fire Pension provides retirement benefits at a rate of 50% of final salary after 20 years of service and at age 55. Additional pension credits beyond 50% can be earned for years of service beyond 20.

Disability benefits for job-incurred disabilities are provided at a rate of 65% of final salary until normal retirement age is reached. Disability benefits for non-job related disabilities are provided at a rate of 50% but require a minimum of seven (7) years of service. Fire Fighters are not subject to Social Security and do not pay such contributions.

Contributions are made into this plan by both the employee and the employer. The employee's contribution is deducted from his/her paycheck prior to state and federal taxes being withheld through a tax-deferred program.

### **VACATION / HOLIDAY LEAVE**

Non-probationary Fire Department Personnel who work a 24-hour shift accumulate paid vacation leave as follows:

0-6 years of service - 7.06 hours per pay period  
7-15 years of service – 8.96 hours per pay period  
16-+ years of service – 11.06 hours per pay period

This is provided the employee receives compensation for at least one full week during each pay period.

### **SICK LEAVE**

Full-time Fire Department personnel who work a 24-hour shift accumulate paid sick leave benefits at the rate of 5.2 hours per pay period, provided the employee received compensation for at least one week each pay period.

### **PERSONAL LEAVE**

Non-probationary Fire Fighters receive a total of 48 hours of paid time off per year for personal leave in the form of a bank.

### **BEREAVEMENT**

Non-probationary Fire Department personnel receive up to a total of twenty-four (24) hours of paid leave for a death in the employee's immediate family.

## **SPECIAL LEAVE**

Employees who are members of regular reserve units of the Armed Forces or the National Guard are paid the difference between their regular salary and the salary they earn while on active duty up to fourteen (14) days per year.

Leave with pay will be allowed for employees to attend training sessions, professional conferences and other types of meetings and educational seminars, which are beneficial to the employee in the performance of duties. This leave must be approved by the Department Manager.

## **PROBATIONARY PERIOD**

Once the Commission appoints a candidate to the fire service, he/she is placed in a probationary position. This period is a minimum of twelve (12) months but, if necessary, can be extended to eighteen (18) months. After completion of the probationary period, the candidate will be evaluated. The appointment to full-time, regular status is the responsibility of the City Manager based upon a recommendation from the Fire Chief. Candidates who do not meet the requirements of the position during their probationary period will not be appointed to the full-time, regular status.

## **RESIDENCY**

Employees hired after June 11, 1991 shall domicile in Illinois and be bona fide residents of the state. Employees who have left work and who accept an overtime call back assignment shall maintain a 45 minute or less response time from their domicile (irrespective of weather or road condition) or they shall be subject to disciplinary action.