



We Help People



www.GlendaleFire.com



City of Glendale, CA Fire



- Fire Chief Harold Scoggins
- Deputy Fire Chief Robert Doyle
- A Shift Battalion Chief Thomas Marchant
- B Shift Battalion Chief Ronald Gulli
- C Shift Battalion Chief Vincent Rifino
- EMS Battalion Chief Gregory Fish
- Training Battalion Chief Thomas Propst
- Mania Hoonanian - Human Resources



Entry-Level Firefighter Civil Service and Application Process

City of Glendale
Firefighter Candidate Seminar by
Mania Hoonanian
City of Glendale Human Resources



THE CIVIL SERVICE TESTING PROCESS

- *The City of Glendale uses a civil service system of employment and promotion. This means you will be required to take an examination to be considered for employment.*
- *The civil service system is based on the following principles:*
 - Merit*
 - Fairness*
 - Equal Employment Opportunities*



THE APPLICATION PROCESS

- First step in the testing process
- First impression
- Must complete a City application for each position you apply for
 - Used to screen in/out of the exam process



EXAM PROCESS

- Exams are job related
- Examine the job bulletin to understand the job requirements
- Different types of exams, including:
 - Written
 - Performance
 - Oral
- Eligible List created
- Background Investigation
- Fire Chief's Interview
- Pre-placement Medical
- Approximately a six month process



Entry-Level Firefighter Written Test Process

City of Glendale
Firefighter Candidate Seminar by
Stacy Bell
Fire & Police Selection, Inc.



What Will I Be Tested On?

- Candidates will be administered a 108-item multiple-choice examination.
- The written test will measure critical skills necessary for successful job performance.
- The test will measure your ability to *read, retain, recall, and comprehend* fire-related written material.
- A small portion of the test will measure various critical skills such as mechanical aptitude, spatial rotation, vocabulary, and basic math skills.
- 74% of the test items will measure reading ability and 26% of the test will measure general aptitude skills.



What Is the Test Preparation Manual (TPM)?

- The TPM is a 100-page study guide, consisting of fire-related material similar to that found in the academy and on the job.
- Candidates purchase the TPM and study the contents for three to five weeks prior to taking the written test.
- Data from our validation studies show that the type and amount of content found in the TPM (10th Ed.) is appropriate to the type and amount of material that a recruit could expect to read and retain in a three to five week period in the academy and on the job.
- It is imperative that candidates answer the TPM test questions based only on the information found in the TPM (10th Ed.) even if the information is different from material with which the candidate is familiar with.



What Does the TPM Consist Of?

- The TPM consists of five chapters:
 - Firefighter Orientation
 - Hoses & Ladders
 - First Aid and Rescue
 - Standard Operating Procedures (SOPs)
 - Emergency Incident Rehabilitation



How Do I Prepare for the TPM Test?

- Of the 108-items on the written test, 80 of them come directly from the TPM. Therefore, you should prepare for the test by studying the TPM carefully.
- Success on the test requires that you study the TPM diligently.
 - Find a quiet place to read the TPM and study a portion of it every night.
 - If you cannot find a quiet place with limited distractions you may find it best to study in a local library.



Reading the Chapters

- Read each chapter **completely through** before starting to memorize information from the chapter. This allows you to see the material in the context with the other parts of the chapter.
- Once you have read through each chapter, go back and concentrate on the areas you feel you need to review.
- Once you have reviewed those areas, you should re-read the chapter completely.
- Many people find it helpful to take a 10-minute break for each hour of reading and studying. This helps you stay fresh and focused on your reading.



Flashcards

- Flashcards are a great way to identify definitions or key principles found in the TPM.
- Write the word or principle on one side of the card and the meaning on the reverse side.
- Carry the flashcards with you so you can review the material during your free time or while performing other tasks.
- Writing the material down instead of simply reading it is another way to increase your ability to recall the information later.
- Shuffle the cards frequently to make sure that you can recall the information in a different order.



Highlight and Take Notes

- Once you purchase the TPM, it is yours to keep. You are encouraged to highlight and make notes in the margins of the text.
- Highlight the important terms and/or principles with a transparent, colored marker or write notes in the margin next to the section of text.
- This forces you to read the materials more carefully since you have to sort out the material you feel is important.
- **Keep in mind that you are responsible for all of the information contained in the TPM, not just the information you *think* is important.**
- You should review the entire chapter, as a whole, even if you have written down notes or have highlighted information.



Study Groups

- Candidates have reported that studying with a friend or in a study group is an effective way to prepare for the test.
- When you participate in a study session, have your friends ask you questions about the contents of the TPM to measure your comprehension of the material.
- When you ask questions to your friends, you absorb the material into your short and long-term memory. By teaching the material to others you reinforce your understanding of the material too.



Optional Practice Tests

- The TPM Practice Test is a 50-item test consisting of ten questions from each of the five chapters in the TPM.
- There is a scoring key in the back of the test which allows you to score your results to measure your comprehension of the material.
- As a rule-of-thumb, if you miss more than three questions per chapter (e.g., less than 70% answered correctly), you should re-read that chapter and devote additional study time.
- Candidates have reported that use of the practice test has significantly increased their test score.



Ordering the TPM Practice Test

- The TPM Practice Test can be ordered through the mail.
 - Complete the TPM Practice Test order form in the front of the TPM.
 - Include a \$8.00 money order only and return your completed order form and money order to FPSI.
 - Requests are processed within 24 hours of receipt.
- The TPM Practice Test can be ordered online at www.fpsi.com.
 - Read all of the instructions and follow the directions carefully.
 - Be sure to select the correct test form (e.g., TPM Practice Test (10th Ed.).
 - You will be provided with scored results reporting the number of questions you have answered correctly.
 - The fee for an online Practice Test is \$15.00.



Sample TPM Test Question

What percentage of firefighting workers are employed by municipal or county fire departments?

- A. 60 %
- B. 70 %
- B. 80 %
- C. D. 90 %



Sample TPM Test Question

During a pediatric seizure, the child's temperature should be stabilized at or below _____.

- A. 102 degrees F
- B. 101 degrees F
- C. 100 degrees F
- D. 99 degrees F



What is the Practical Skills Test?

- The Practical Skills Test (PST) consists of 28 multiple-choice questions. Eighteen of the items are word problems measuring *cognitive abilities, vocabulary skills, math skills, and reasoning ability* and the final ten questions measure *spatial rotation*.
- The Practical Skills Test module is intended to be used in conjunction with another entry-level written test. This test is appropriate for agencies that use a reading ability test, but also want to include a reasoning ability component. This allows for a representative measure of knowledge, skills, and abilities.
- Given that the PST is a general aptitude test, there is no study guide associated with it. Candidates will bring the necessary skills and abilities to the table without use of a study guide or practice test.



Sample PST Test Question

- You are ordered to carry boxes to the fire station. Because you injured your back, your doctor told you that you should NOT carry more than 42 pounds at one time. What box, or combination of boxes, will allow you to carry the most weight in one trip without disobeying your doctor's orders?
 - A. 1 box weighing 37 pounds
 - B. 2 boxes, one weighing 21 pounds and 1 weighing 19 pounds
 - C. 2 boxes, each weighing 19 pounds
 - D. 3 boxes, each weighing 15 pounds



Sample PST Test Question

- A man is now 40 years old and his daughter is one-quarter his age. How old will the man be when his daughter is 37?
 - A. 57
 - B. 62
 - C. 67
 - D. 73



The Day of the Test

- You will not be allowed to bring your TPM into the test room. Many candidates like to study up until the last minute so you may consider staying in your car to review the TPM and/or flashcards.
- Answer **ALL** items on the test. You are not penalized for guessing. Test questions have either 4 or 5 possible answers. Even if you have to guess you still have a 20-25% chance of guessing correctly.
- All items on the test are unit-weighted. Therefore, each “easy” question counts just as much as a “difficult” question.
- There are NO TRICK questions associated with this test. Remember that every question associated with the TPM comes directly from the manual.



Summary

- Research shows that those who spend more time studying the TPM Manual typically perform better on the TPM test.
 - For example, during the recent test administration for a major fire department over 75% of those who reported studying the TPM Manual for more than 46 hours in preparation of the TPM test passed, whereas fewer than 35% of those who reported studying less than 16 hours passed the test.
 - Virtually none of those who reported that they had not studied the TPM Manual passed the TPM test.



Summary

- YOU control how well you will do on this test based upon *how much effort* you put into studying the TPM.
- Candidates who reported studying at least ten hours per week on the TPM scored in the top 10-20% of the group.
- Remember that 74% of the total test questions come directly from the TPM.
- There is no necessary preparation for the PST test items which comprise 26% of the test. These are basic skills questions which you should be able to answer without preparation.



Entry-Level Firefighter Oral Interview

City of Glendale
Firefighter Candidate Seminar by
Battalion Chief Thomas Propst
Glendale Fire Department



The Oral Interview

- The Process
- First Impressions
- The Interview Panel
- The Questions
- The Closing
- Homework Assignment
- Resources



The Process

- Candidates are notified of Interview . . .
 - Date
 - Time
 - Location
- Interviews are scheduled for 20 – 30 minutes.
- Expect the Interview to be recorded.
- Results are calculated and returned weeks later.
- The highest weighted portion of the entire exam process!

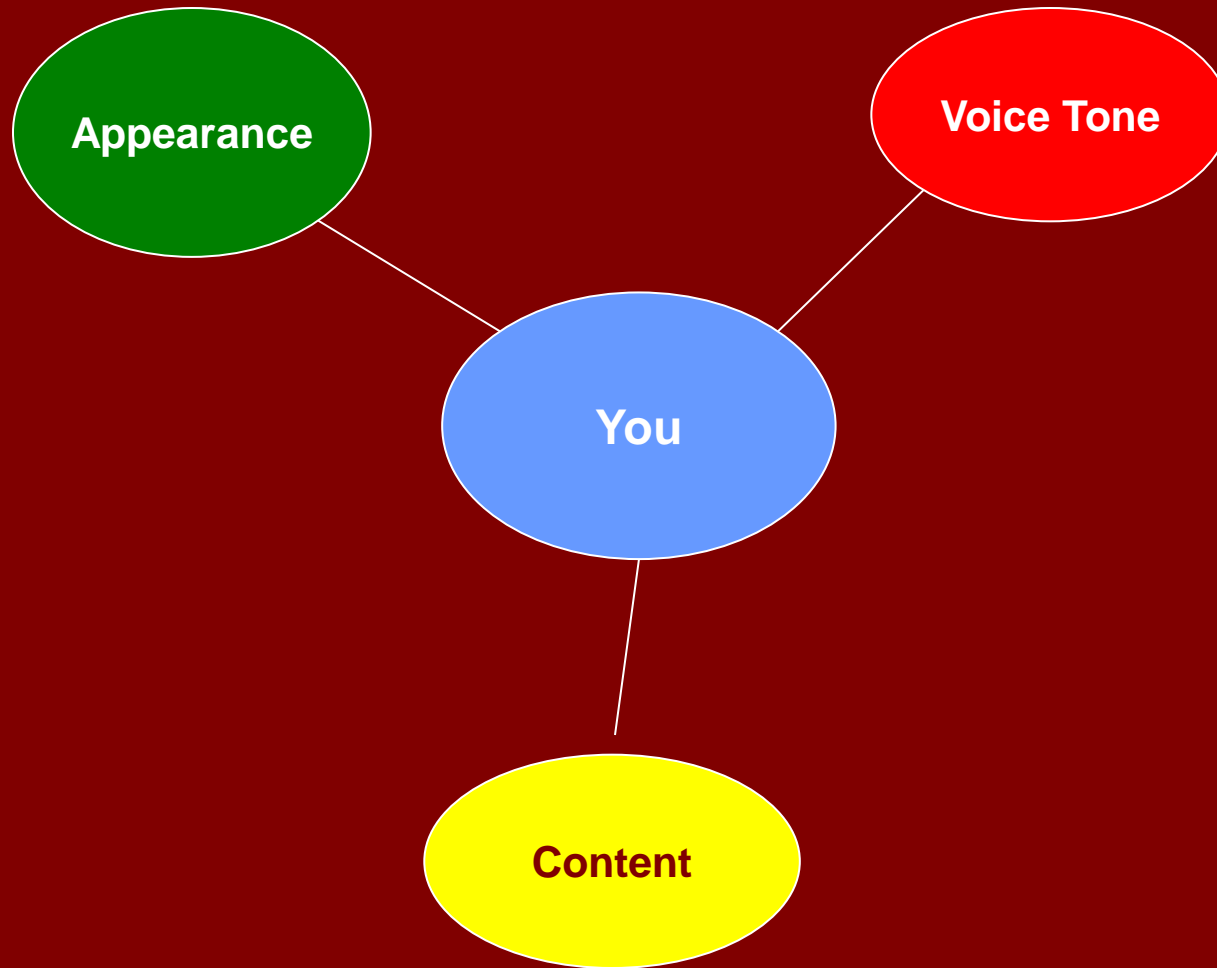


First Impressions

- Arrive On Time!
- Dress for Success
- Look Professional
- Be Confident



First Impressions



The Interview Panel

- Plan for 3 members on any Panel.
- Fire Department Employees
- Civil Employees



The Questions

- Self Introduction
- Employment Application
- Educational Background
- Employment Experience
- Strengths and Weaknesses
- Life Changing Experiences
- Situational Questions



The Questions

“The 5 Step Answer”

1. Listen to the entire question!
2. Make sure you understand the question!
3. Pause . . . To gather your thoughts.
4. ANSWER the question!
5. Be enthusiastic!



The Questions

Remember . . .

- HOW you say it is just as important as WHAT you say!
 - Sometimes even More!!!
- Be clear, concise, and to the POINT!



The Closing

- “Is there anything you would like to add?”
- Summarize who you are in 15 seconds or less.
- Address glaring need for any corrections.
- Leave the panel with a positive, up-beat, lasting impression!

Last Impression!



Homework Assignment

- Who are YOU ???
- WHY are you here ???
- What do you know about GLENDALE ???
- What do you know about . . .

THE GLENDALE FIRE DEPARTMENT

???



Homework Assignment

Preparation is Key!

- *Luck is when preparation meets opportunity.*
- Do your homework!
- Practice your presentation.
- Record your presentation.

*“To get where you are going . . .
You need to know where you are!”*

-Kenneth Blanchard



Resources

- www.glendalefire.com
- www.firecareers.com
- www.firebooks.com
- www.eatstress.com
- www.fireprep.com
- www.aspiringfirefighters.com



Entry-Level Firefighter Physical Fitness Exam

City of Glendale
Firefighter Candidate Seminar by
Fire Captain Scott Mohlenbrok



Mandatory Safety Equipment

- Turnout coat, Breathing apparatus (shell and empty bottle), helmet, and structure fire fighting gloves.
- All mandatory equipment, in various sizes, will be available at the test site.
- Wear: exercise attire
 - Tennis shoes or boots no open toed shoes, shorts or sweat pants, and tee shirts are recommended.
 - Kneepads are recommended but not required.



Biddle Test Info

- Biddle Certificates received between August 1st – October 15th will be accepted. If the Biddle test has not been completed by October 15th, candidates will have to complete the Glendale Fire Department Exam.
- Take some water and food.
- Test will take **four (4-6)** hours depending on number of participants.
- Very strenuous test and
 - you should check with a physician if you have medical concerns.
- Perform a warm-up and cool-down before and after the test.
- Pay attention to the instructions.
 - If you have any questions for the proctor ask them before you start.
- All candidates are encouraged to proceed as quickly as is safe within each event but are required to walk between events.





EVENT 1: DRY HOSE DEPLOYMENT



- Description: Candidate advances three (3) sections of uncharged pre-connected 1.75-inch hose 150 feet around two obstacles and one corner placing the hose nozzle in the marked box.
- Muscles involved: Legs and trunk.
- Suggested exercises: Walking lunges, split squats, squats, hip sled, leg press, calf raise, resistance sprints (uphill), stair running.





EVENT 2: CHARGED HOSE DEPLOYMENT

- Description: Candidate advances three (3) sections of charged pre-connected 1.75 hose 70 feet.
 - Thirty-two feet of hose deployment involves stooping or crawling while advancing the hose into a narrow hallway.
- Muscles involved: Legs, trunk, upper back, and biceps
- Suggested exercises: Bent knee Dead lift, pull over, resisted trunk rotations (e.g. Medicine ball or dumbbell resisted), hammer biceps curls.





EVENT 3: HALYARD RAISE

- Description: Candidate raises and lowers the fly section of a 35-foot aluminum extension ladder.
- Muscles involved: Trunk, shoulders, upper back, chest, lats, biceps, triceps, and forearms.
- Suggested exercises:
 - Pulling movements
 - Lat pull downs using a narrow grip, one arm rowing, pull ups, chin-ups,
 - Shoulders and Forearms
 - forward and lateral shoulder raises, shoulder press, wrist curls, wrist rolls, weight plate hand squeeze, and gripper device.





Event 4: ROOF WALK

- Description: Candidate ascends and descends a 12-foot distance walking/crawling on the rungs of a 12-foot roof ladder while carrying a simulated 20-pound chain saw.
 - The candidate must hit every rung while ascending the ladder.
 - Candidate will be required to descend the ladder backwards.
- Muscles involved: Legs and trunk to balance the body, arms, hands to grip chain saw.
- Suggested exercises: Exercises that require balance; walking lunge with dumbbells and single leg squats





EVENT 5: ATTIC CRAWL

- Description: Candidate crawls a distance of 20 feet across an attic prop while carrying a simulated flashlight in their hand.
 - “crab walk”
- Muscles involved: Whole body.
- Suggested exercises: Crawling on hands and knees or hands and feet in a low crouched position.





EVENT 6: ROOF VENTILATION

- Description: Candidate will pick up an 8 pound sledgehammer from the designated area and step up on to the slanted roof prop.
 - Raise the hammer above the helmet for each of the 30 strikes and must maintain control of the sledgehammer at all times.
- Muscles involved: Trunk, shoulders, chest, upper back, biceps, triceps and forearms
- Suggested exercises:
 - Chopping movements; Chopping wood, striking solid object with sledgehammer and trunk rotations.
 - chest press, shoulder press, upper body rowing (upright row, bent over row), hammer curls, triceps extensions, forearm curls, and gripper device.





EVENT 7: VICTIM REMOVAL

- Description: Candidate carries or drags a 154 pound dummy for 13 feet and maneuvers around a cone and returns the dummy to the space provided.
 - Total distance of drag is 26 feet.
- Muscles involved: Legs, trunk, upper body, and forearms
- Suggested exercises: Drag a sandbag or a friend. Dead lift, clean, squat, lunge, backwards running with resistance, trunk extensions, shoulder shrug, reverse arm curls, forearm curls, gripper device.





EVENT 8: LADDER REMOVAL/CARRY

- Description: Candidate removes a 24 foot aluminum extension ladder (72 pounds) from mounted hooks, carries the ladder 54 feet around a diamond shaped course, and replaces the ladder to the mounted hooks in the same place that it was previously hung.
 - Three (3) acceptable methods of carrying the ladder.
 - “high shoulder carry”, “low shoulder carry” & “suitcase carry”.
- Muscles involved: Legs, trunk, upper back, shoulders, arms
- Suggested exercises: Front squats, lunges, split squat or over-head squat, back extensions, overhead press, incline press, dumbbell raise, triceps extension, side bends with overhead pulley for trunk.





EVENT 9: STAIR CLIMB WITH HOSE

- Description: Candidate climbs four (4) flights of stairs with a 50 pound hose bundle and places the bundle on the landing of the fourth floor.
 - The bundle may be placed over the left or right shoulder and will be placed in the designated area on the fourth floor.
- Muscles involved: Legs, trunk and shoulders
- Suggested exercises: Power clean (for lifting bundle to shoulder), dead lifts, split squats, lunges, tower or stair runs with weight, and calf raises.



EVENT 10: CRAWLING SEARCH



- Description: Candidate crawls on hands and knees on the platform of the fourth floor for a distance of 60 feet. Candidate picks up the hose bundle and returns to the ground floor, placing the bundle in the designated area.
- Muscles involved: Whole body
- Suggested exercises: Crawling with a turnout coat and helmet





EVENT 11: HOSE HOIST

- Description: Candidate picks up 2 air bottles weighing app. 29lbs and places the air bottles over their shoulder and carries bottles to the third floor placing the bottles in the designated area on the third floor balcony.
 - The candidate then hoists up a rope attached to a nozzle and 100 feet of 1.75 inch hose.
 - After completing the hoist the candidate must pick up the bottles and return to the ground floor to end the test.
- Muscles involved: Trunk, upper back, biceps, shoulders and forearms
- Suggested exercises:
 - Upright row, one arm bent over dumbbell rows, horizontal rows, external rotation cable pull.
 - Forward dumbbell shoulder raise in bent over position, biceps curls, and forearm curls.



**ALL ELEVEN EVENTS MUST BE
SUCCESSFULLY COMPLETED IN
A TIME OF 9 MINUTES AND 34
SECONDS OR LESS.**



Cardiovascular Development

- **Aerobic**
 - **Endurance Conditioning**
 - Improving Aerobic Capacity

- **Anaerobic**
 - **Interval Conditioning**
 - Improve Aerobic Capacity and Anaerobic Performance
 - **Recovery Ability**
 - Recovery of heart rate and breathing rate between consecutive bouts of exertion



Metabolic Conditioning to Improve Aerobic and Anaerobic Capacity:

- Interval training using a running mode:
 - alternating running near maximal intensity for 20 to 40 seconds with an active rest period of 40 to 80 seconds.
 - Repeating this cycle 5 to 15 times.
- Stair running or hill sprinting is excellent substitutes for flat surface running.
 - Intense workout
 - one to three times per week with adequate recovery between workouts.
 - Less fit individuals will need longer rest and recovery periods.
 - This method of training will improve both anaerobic and aerobic fitness.



Muscular Development

- **Muscular Endurance**
 - Ability to perform daily tasks without undue fatigue
- **Strength**
 - Ability of a muscle to generate force and overcome a resistance
 - Job specific tasks
- **Power**
 - Power is the rate of performing work
 - Perform job specific tasks efficiently & in an appropriate amount of time
 - e.g. pulling hose, forcible entry and manual ventilation of a roof



Basic Guidelines for Resistance Training

- Progressive Overload
- Training Specificity
- Periodization
 - Progress systematically
 - Helps to avoid staleness and overtraining
- Multiple Set Periodized Programs
 - superior to a single set program
- Train movements, not individual muscles



Muscle Conditioning to Improve Muscular Strength, Power and Endurance:

- Develop the strength and endurance of the trunk stabilizers
 - Abdominal, (Rectus, Transverse, & Oblique) Back (erectors), Iliopsoas (Hip Flexors) & Gluteus
 - hyperextension for the low back
 - rotational exercises for the abdominal.
- Free weights over machine weights
 - more muscular demand on the body
 - closely simulates the work demands on the fire ground
 - develop better balance and coordination
- Multi- joint lifts
 - squats, lunges, bench press, military press, lat pull down, pull-ups, and bent over row are more similar to real life lifting situations.
 - Wrist, forearm, and grip exercises are also beneficial because fire fighters rely on grip strength to perform many of their tasks.



Nutritional Recommendations:

- Do not fast for more than 8 hours before the test.
- Do eat a light meal 2 hours before the test or a larger meal 4 hours before the test.
- Carbs and small amounts of protein and fat are recommended for pre-event meal.
- Proper hydration is essential: 2-3 cups of fluid before test.
- Avoid alcohol and caffeine



Suggestions:

- Take a practice Physical Agility Test
 - Good for one year
 - contact the Fire Technology Office for assistance (714-564-6845).
 - http://www.sac.edu/faculty_staff/academic_progs/departments/fire/physical_fitness.htm
- Take a Physical Preparation Class through Santa Ana College



Entry-Level Firefighter Background Investigations

City of Glendale
Firefighter Candidate Seminar by
Battalion Chief Thomas Marchant



Items Covered

- Rules and Regulations
- Background Packet
- Background Interview
- Field Investigation
- Summary Report
- Fire Chief's Interview
- Medical Psychological Examination



Goal

To evaluate applicant's demonstrated suitability to meet the responsibilities and moral character expected of all members of the Glendale Fire Department.



Rules and Guidelines

The following rules and guidelines are not all-inclusive but are among the principal factors to be considered for employment.

- Age
- Arrests and Convictions
- Criminal Activity
- Credit
- Education
- Falsifying The Application
- Family and Relatives
- Health Requirements
- Substance and Narcotics Usage
- Military Service
- Selective Service
- Omissions of Facts
- Organizations
- Previous Work Record
- References
- Residence
- Driving Record
- Insurance



Background Packet

- Personal History Statement Form
- Documentation Needed
- Time Line



Background Packet

Personal History Statement Form

- Personal and Residential Information
- Relatives and References
- Education
- Experience and Employment
- Military Information
- Financial Information
- Conduct Information
- Motor Vehicle Information
- Alcohol, Narcotics and Substance Use



Background Packet

Documents Needed (original and copy)

- Proof of insurance or insurance bond or DMV deposit
- California Drivers License or out of state equivalent
- California DMV Printout (DMV-H6) or out of state equivalent
- College Transcripts (sealed, Official) – No copy needed
- Credit Report
- Social Security Card
- Birth Certificate
- Divorce/Annulment Decree (all papers)
- Certification of Dissolution of Marriage
- Diplomas and Degrees
- Citizenship Application
- Naturalization Papers
- Name Change Decree
- Statement of Military Service – DD214 Long



Background Packet

Time Line

- Applicant is given approximately 1 week to fill out packet
 - Follow instructions
 - Must be neat and legible
 - All information must be accurate
 - Misrepresentation and/or omission of material facts are disqualifying



Background Interview

- Two Investigators
- Candidate contacted for Date and Time
- Dress Appropriately
- Be on Time
- Candidate Photo
- Original Documents
- Review of all Background Packet information
- Investigator contact information
- Appointment for Live Scan
- Appointment for Polygraph Examination



■ Field Investigation

- Verification of information

■ Summary Report

■ Fire Chief's Interview

■ Medical and Psychological Examination



Questions?





We Help People



www.GlendaleFire.com