Montgomery County Fire & Rescue Service Hiring Process Overview

A GUIDE TO JOINING OUR TEAM

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Overview of Montgomery County Fire Rescue Service (MCFRS)

The Montgomery County Fire Rescue Service (MCFRS) annually handles over 120,000 emergency calls for service and is staffed by nearly 2,700 certified and trained career and volunteer responders.

MCFRS is the largest combination fire department in Maryland.

MCFRS covers all of Montgomery County along with serving mutual aid to Prince George County, Howard County, Fairfax County, and Fredrick County.

- 35 Fire Stations
- 2 Rescue Stations
- Specialized Stations/Assignments: (Hazmat, Technical Rescue, Water Rescue, Fire & Explosion Investigations, MD Task Force 1)

Overview of MCFRS
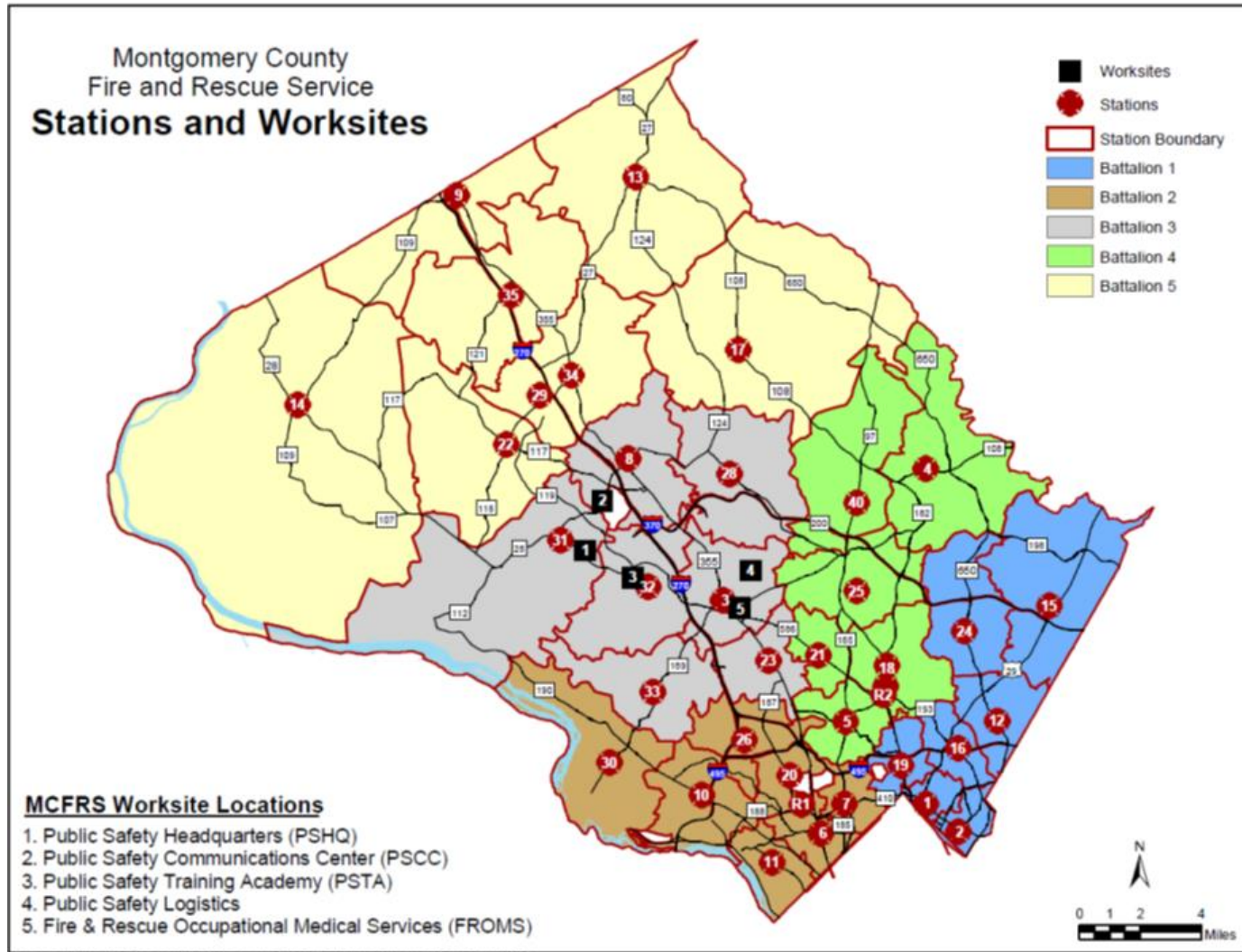
Overview of MCFRS (Operational Schedule)

Majority of the operational personnel work a 24/48-hour shift with a Kelly Day (Paid Day Off).

- ***Shift Work Schedule:***
  - 24 hours on duty at an assigned Fire Station (7AM-7AM), responding to service and emergency calls
  - 48 hours off duty
  - Personnel are assigned a "Kelly Day" (Paid Day Off)
  - Shift work personnel typically work **9 days/shifts a month**

Majority of personnel are assigned to shift work, however there are some operational daywork positions.

- ***Daywork Schedule:***
  - Four 10hr shift (7AM-5PM), Monday – Friday (40hr Work Week)
  - Personnel are assigned a "RDO" (Paid Day Off)

Overview of MCFRS (Operational Schedule)

FIREFIGHTER/RESCUER I (RECRUIT)
A STEP-BY-STEP GUIDE OF THE HIRING PROCESS

STEP 1:
Submit Your Application Online by the Deadline!

STEP 2:
Firefighters Entrance Exam

If your application is selected to move forward in the process, within 30-days you will receive an e-mail invite from IO Solutions to participate in either an online or on-site examination. Within a few weeks you will be email notified from IO Solutions of your test results.

STEP 3:
Candidate Physical Ability Test (CPAT)

Upon successful passing of the entrance exam with a 70% or higher you will be provided a list of dates to register for the 8-station physical agility test. You must pass all 8 tests in 10-minutes or less. You will have three (3) attempts to pass the CPAT.
Candidates are encouraged to participate in the 12-week pre-CPAT mentoring program

STEP 4:
The Background Investigation

Once you pass CPAT, you will be sent an email link to complete the Background Investigation Packet. Upon receipt of your completed packet, you will be assigned a Background Investigator who will contact you for a formal interview. This process takes approximately 3-6 months.

STEP 5:
Recruitment Advisory Committee

If you are recommended for continuation in the hiring process by the Background Investigator, your application/background summary profile will be presented to the MCFRS Recruitment Advisory Committee for review and selection for the upcoming Recruit Class.

STEP 6:
Conditional Offer of Employment Health Assessment & Drug Screen

If your application is chosen by the Hiring Selection Panel, you will receive a Conditional Offer of Employment for the upcoming Recruit Class, you will be notified of a date/time to appear for your medical assessment & drug screen.

STEP 7:
Final Offer of Employment

Once you have passed the Health Assessment/Drug screen, you have successfully passed all the steps of the Hiring Process. Congratulations! You will be receiving a final offer employment with your start date and benefits details.

An Oral Interview and Psychological Examination may be added during this process.

Entry Examination

Within 30-days of the job closing date, you will receive an e-mail invitation to schedule your entry examination. This exam can either be online examination at your home or an in-person examination. Details regarding scheduling of the entry examination will be emailed.

Please constantly check your inbox along with spam and junk emails

Industrial/Organizational (IO) Solutions is the test vendor that the department utilizes. Applicants may receive emails for the vendor regarding information about the entry examination (study guide material, scheduling, etc.).

Candidates must pass the entrance exam with a 70% or higher, to continue with the hiring process.

Remote Entry Examination

Minimum requirements for IO Solutions @Home Testing:

You MUST have a reliable internet service and both devices should be plugged into a power source.

- You will be required to have <u>2 devices</u> on the day of the test.
  - <u>Mobile smartphone or tablet</u>. The GoToMeeting app will be used as the video/audio app for the IOS Test Proctor to monitor and communicate with you during the exam.
  - <u>Desktop or Laptop PC running Windows 7 or later</u>. The IOS Testing Application will be downloaded to this device in order for you to take the exam. Macs and Chromebooks are NOT compatible with the IOS Testing Application.
- You will be required to download GoToMeeting Application on a mobile device.
- You will be required to download the IOS Testing Application on a Desktop or Laptop PC.

Candidate Physical Ability Test (CPAT)

Upon completion of the Entry Examination, applicants that have success passed the exam will be notified of CPAT and CPAT Mentoring.

The CPAT consists of eight separate events requiring you to progress along a predetermined path from event to event in a continuous manner.

◦ Must pass all eight events within **10 minutes and 20 seconds (10:20) or less**

Candidates are encouraged to participate in the 10-week CPAT Mentoring program

Candidate Physical Ability Test (CPAT)

List of Events

50lbs Vest + (2) 12.5 Shoulder Weights

◦ 20 second warm-up

◦ 3 Minute Stair Stepper

50lbs Vest

◦ Hose Drag

◦ Equipment Carry

◦ Ladder Rise and Extension

◦ Forcible Entry

◦ Search Event

◦ Rescue Event

◦ Ceiling Breach and Pull

Tips for Success with Candidate Physical Ability Test (CPAT)

During this phase of the hiring process, applicants will have a **10-week window** to:

- Attend CPAT Mentoring sessions
- Schedule official CPAT testing attempts
- Successfully pass the CPAT
  - Applicants have **up to three attempts** to successfully pass the CPAT

All applicants are encouraged to attend at least one CPAT Mentoring session before attempting the CPAT, to obtain guidance and feedback from CPAT Instructors.

🗓 Scheduling & Responsibility

- **Applicants are responsible for scheduling their own CPAT testing attempts**
- Up to three official attempts are permitted within the 10-week period
  - **Testing availability is limited and subject to capacity—schedule early to secure your preferred date**
- Only **one** official testing attempt can be scheduled at a time

Background Investigation

Background investigation packets are sent out to applicants prior to taking the Candidate Physical Ability Test (CPAT).

The Background Investigation Packet is a more intensive collection of information:
- Identity verification
- Employment history
- Education history
- Residential history
- Criminal history
- Driving history
- Other records

Upon receipt of your completed packet, you may be assigned a Background Investigator who will contact you for a formal interview.

This process takes approximately 3-6 months

Recruitment Advisory Committee (RAC)

Candidates who are eligible for employment through all hiring steps, including the background process, will be presented to the independent MCFRS Recruitment Advisory Committee (RAC) for review.

All individual identifiers are removed from each packet prior to the convening of the RAC to keep the process as equal and anti-biased.

If selected, candidates are notified with a conditional offer of employment, along with the date of their scheduled medical examination.

Medical Examination/ Drug Screen/ Self-Contained Breathing Apparatus (SCBA) Fit

Medical and physical exam that includes but is not limited to:

- Urinalysis

- Vision

- Hearing

- Chest x-ray

- Blood work

- Pulmonary function

- EKG

- Urine/ breath alcohol test(BAT) and drug screen

- Exam of organ systems for abnormalities

- Respirator fit test

Training Academy

Training Academy is approximately 26 weeks. Recruits report to training **Monday-Friday, a typical training day is from 7am-5pm**.

- 1 Week Administrative Sessions
- 10 Weeks of Fire Training
- 10 Weeks Emergency Medical Service Training
- 1 Week Emergency Vehicle Training (Ambulance)
- 1 Week Hazmat & Terrorism Training
- 1 Week Software & Computer Training
- 1 Week Specialized Seminars & Training
- 1 Week Field Internship

Recruits are required to report for training on holidays and adverse weather conditions

Training Academy

Training Academy

The academy is going to be tough. Each day will start with physical training (PT). This will include strength exercises, running, pushups, and additional fitness routines. The exercises will condition your body for the rigorous activities involved with being a firefighter/rescuer.

Following physical training recruits will be given a short period of time to shower, and report for their assigned training. A lunch break will be provided midday for Recruits, and dismissal for the day varies. Typically, the day ends at 5pm each day during recruit school.

Once recruits have finished the 26-week training. Recruits will be assigned to a Fire Station. Recruits transition to probationary employees. Probationary employees will be assigned a mentor and will begin additional training to reinforce the skills learned during recruit school.

Probationary Information

Transition to Probationary Firefighter:
- Upon graduating from the Training Academy, recruits officially become **Probationary Firefighters**.

Station Assignments:
- Probationary Firefighters are stationed at assigned fire stations for a **6-month probationary period**.

Work Schedules:
- **Shift Work:** Assigned to 24-hour shifts following the A, B, or C schedule. Probationary Firefighters have the same Kelly Day as their assigned Officer in Charge (OIC).
- **Day Work:** Some may follow a day work schedule, 40-hour work week, depending on department needs.

On-the-Job Experience:
- While working their assigned schedules, Probationary Firefighters actively respond to **real-life emergencies**, gaining critical hands-on experience.

Performance Evaluation:
- Probationary Firefighters will be task to complete additional training and assignments throughout their probationary time. Performance is continuously evaluated to determine suitability for merit status.

Benefits of Joining

Comprehensive Training Programs

Competitive Compensation and Benefits

Career Advancement Opportunities

Job Security

Work-Life Balance

Team Environment

State-of-the-Art Equipment and Facilities

Community Impact

Diverse and Inclusive Workforce

Tips for Success

1. **Closely monitor** your inbox, spam, and junk emails.

2. **Refer back** to Montgomery County Fire & Rescue Service Recruiting Website
    ◦   Join.MCFRS.com

3. **Fully complete and fill out** the Background Packet information
    ◦   Answer all questions honestly, truthfully, and to the best of your knowledge
    ◦   Ensure references listed are aware and expecting to be contacted by investigators
    ◦   Order in advance documentation that is expected to be required

4. No news is good news

5. Stay in it to win it

Q&A

Questions?

Contact Information

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Stay Connected With Us!