Milpitas Fire Department
Recruitment Guide

Lateral Firefighter

Firefighter Paramedic

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Revised February 1st, 2016
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OVERVIEW

This guide is designed for individuals interested in pursuing a career as a Lateral Firefighter or Firefighter Paramedic with the Milpitas Fire Department. The official Job Announcement for Firefighter or Firefighter Paramedic can accessed at www.ci.milpitas.ca.gov/government/hr/employment.php beginning on March 1, 2016.

Candidates are advised to carefully review this guide in addition to the official Firefighter and Firefighter Paramedic Job Announcement, paying particular attention to the minimum qualifications and the selection process timeline. Please submit an Employment Application only if you meet the minimum qualifications for this position.

Below is the tentative timeline for the 2016 Firefighter selection process (additional details on the individual steps of the process are provided in this guide):

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<th>FIREFIGHTER SELECTION PROCESS</th>
<th>TENTATIVE DATES</th>
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<tr>
<td><strong>Job Advertised</strong></td>
<td>March 1st, 2016 - May 1st, 2016</td>
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<td><strong>Application Process</strong></td>
<td>May 2nd 8:00 a.m. – May 13th, 2016 5:00 p.m.</td>
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<tr>
<td>Apply via Calopps at <a href="http://www.calopps.org">www.calopps.org</a></td>
<td>This recruitment will close on May 13, 2016 or as soon as we receive the first 200 applicants; whichever comes first. <a href="https://www.calopps.org/">https://www.calopps.org/</a></td>
</tr>
<tr>
<td><strong>Written Examination</strong></td>
<td>Successful completion of the National Testing Network Firefighter FireTEAM written exam within a 12 month time frame prior to application. <a href="https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-firefighter.cfm">https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-firefighter.cfm</a></td>
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<tr>
<td>Weighted Pass/Fail</td>
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<td><strong>Physical Ability Examination</strong></td>
<td>Successful completion of the CFFJAC CPAT (Candidate Physical Ability Test) within a 12 month time frame prior to application. <a href="http://www.cffjac.org/go/jac/cpat/">http://www.cffjac.org/go/jac/cpat/</a></td>
</tr>
<tr>
<td>Pass/Fail</td>
<td></td>
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<tr>
<td>**Oral Examination #1 **</td>
<td>Week of June 6th, 2016 (tentative)</td>
</tr>
<tr>
<td>Weighted Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>**Oral Examination #2 **</td>
<td>Week of June 20th, 2016 (tentative)</td>
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<tr>
<td>Weighted 100%</td>
<td></td>
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<tr>
<td><strong>Chief's Oral Interviews</strong></td>
<td>July 11th (tentative)</td>
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<tr>
<td><strong>Background investigation, polygraph, drug screening, and medical examination</strong></td>
<td>After conditional offer of employment extended</td>
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<td><strong>Firefighter Orientation</strong></td>
<td>August 15th, 2016</td>
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** The Oral Examination #1 and #2 will be conducted between the hours of 8:00 am – 5:00 pm in Milpitas. The number of days will depend on the number of candidates being invited to the examinations.
THE POSITION

Firefighting involves extremely difficult and dangerous physical work, often involving emergency and life-or-death situations. The physical and mental demands of the job are considerable and the selection process is challenging. The Milpitas Fire Department is a public safety organization with a clearly defined chain of command focused on service to the community. All personnel must adhere to established standards regarding personal conduct and the organizational mission. Adherence to discipline is a mandatory responsibility of each member of the Milpitas Fire Department. Lateral Firefighter candidates are expected to effectively apply prior knowledge, skills, and abilities not only during the probationary period but throughout employment with the City of Milpitas.

Once hired into the position, a Lateral Firefighter or Firefighter Paramedic will be assigned to an orientation process focused on reinforcing the skills necessary to perform the job. After completing the orientation, the typical work schedule for a Milpitas Firefighter consists of 24-hour shifts, averaging 56 hours per week. In the span of 24 calendar days, a Firefighter will work eight 24-hour shifts.

Upon completion of the orientation process, each lateral Firefighter or Firefighter Paramedic will be assigned to a company for a three-month interval. During this time, probationary Firefighters continue to receive training from the Department and are expected to apply previous knowledge, skills, and abilities toward successful completion of a series of performance evaluations. During Department drills, each Firefighter is expected to pay attention, observe the techniques being demonstrated, participate actively, and ask questions. There are defined study and drill requirements that must be met; a formal evaluation will be conducted each month by the Company Officer. After the initial three-month period, the probationary Firefighter will be assigned to another company for three-month intervals during the probationary period. We will also monitor the progress and skill level of each probationary Firefighter with periodic testing that will take the form of written, manipulative and oral examinations. It is expected that a probationary Firefighter will successfully pass all of these examinations.

Lateral Firefighters must successfully complete the one (1) year probationary period to be considered for permanent appointment to the position.

The complete job description, salary schedule, summary of benefits, and Memorandum of Understanding for this position can be viewed at www.ci.milpitas.ca.gov/government/hr/employment.php.

Qualifications

To participate in the selection process, interested candidates must meet all of the following requirements at time of application:

- Graduation from high school or equivalent
- A valid California driver's license with Firefighter Apparatus Endorsement
- A California Emergency Medical Technician – I (EMT-I) certificate or a valid California Emergency Medical Technician – Paramedic (EMT-P) license
- One (1) year of full-time continuous professional firefighting experience employed as Firefighter with a public agency or special district
- Successful completion of the probationary period as a Firefighter.
- Proof of completion of an accredited California State Fire Marshal Firefighter One Academy.
- Possession of a California State Fire Marshal Firefighter One certification.
THE SELECTION PROCESS

Application Process: May 2nd 8:00 a.m. – May 13th, 2016 5:00 p.m.

All individuals interested in applying for the position of Lateral Firefighter or Firefighter Paramedic should first review the qualifications. Candidates who meet these qualifications must submit a completed application with copies of required certifications on-line at https://www.calopps.org/ between the dates of May 2nd, 8:00 a.m. through May 13th, 2016 5:00 p.m.

Attachments validating position qualification will be reviewed via the CalOpps application process. Candidates will be disqualified if they do not meet the minimum qualifications or if they submit a late or incomplete application information.

All applications will be screened to ensure candidates meet the minimum qualifications. A maximum of 200 applications will be accepted. Only the most qualified candidates will be invited to participate in the initial oral interview process.

Written Examination
Applicants will be required to have completed the National Testing Network FireTEAM written evaluation process prior to application. More information on the NTN process can be located at https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-firefighter.cfm.

The South Bay Regional Public Safety Consortium will be hosting testing dates. More information on the SBRPSC can be located at http://www.theacademy.ca.gov/tests. NTN testing dates through the SBRPSC are as follows: March 21st, March 30th, April 4th, and April 11th.

Candidate Physical Ability Test (CPAT)
Applicants will be required to have completed the Firefighter Candidate Testing Center – Candidate Physical Agility Test (CPAT) evaluation process prior to application. The CPAT must have been competed within the prior twelve months. More information on the FCTC CPAT process can be located at http://www.cffjac.org/go/jac/cpat/.

Oral Examination #1
Depending on logistical considerations and the size of the applicant pool, it is possible that only those candidates earning the highest passing scores on the written examination will be invited to participate in the first oral examination, which is weighted pass/fail. The first oral examination is tentatively scheduled for the week of June 6th, 2016. The oral examination #1 will be scheduled between 8:00 am – 5:00 pm.

Candidates who pass the written examination but do not earn an invitation to the first oral examination will remain eligible to participate in a future oral examination if deemed necessary by the City.

Oral Examination #2
Candidates who pass the first oral examination will be invited to participate in the second oral examination, which is weighted 100%. The second oral examination is tentatively scheduled for the week of June 20th, 2016. The oral examination #2 will be scheduled between 8:00 am – 5:00 pm.

Departmental Interviews
Only those candidates who successfully pass all phases of the selection process will earn placement on the eligibility list, which may be used for current and future vacancies in the job classification during the life of the
Eligibility list. Placement on the eligibility list does not guarantee nor imply that a job offer will follow. Certification of eligible candidates will be made each time the Fire Department intends to fill a vacant position.

Candidates certified to the Fire Department will be contacted to schedule a departmental interview (Chief’s oral interview). The Chief will make selections from this group of candidates. Candidates not immediately selected will remain on the eligibility list until its expiration (typically one year) and may be contacted for future vacancies.

Candidates interested in a paramedic assignment will be invited to an additional interview designed to assess Advanced Life Support qualifications. The paramedic interview will not affect candidates’ rankings on the Firefighter eligibility list.

**Final Steps**
If given a conditional offer of employment, candidates will be required to pass a background investigation, polygraph, psychological, and medical examination prior to appointment.

**Firefighter Orientation**
Candidates hired into the position of Firefighter will be scheduled to begin the Firefighter orientation tentatively scheduled for August 15th, 2016. The orientation is expected to last approximately 4 weeks.

**Examination Preparation**

**General**
Before applying for any job, it is wise to research the position and the organization. In addition to reviewing this guide, candidates may find it useful to talk directly with Milpitas Firefighters and visit the Milpitas Fire Department website at [http://www.ci.milpitas.ca.gov/government/fire/default.asp](http://www.ci.milpitas.ca.gov/government/fire/default.asp).

**National Testing Network (NTN) - FireTEAM**
Applicants will be required to have completed the National Testing Network FireTEAM written evaluation process prior to applying to the position. More information on the NTN process can be located at [https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-firefighter.cfm](https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-firefighter.cfm)

There are four components to the FireTEAM Testing System: a video-based human relations test, a mechanical aptitude test, a math test and a reading ability test.

**FireTEAM Video-Based Human Relations Test**

**Part I:** FireTEAM Video-Based Human Relations Test focuses on teamwork and human relations skills and was specifically designed for firefighters. Candidates watch a video segment, then choose the BEST course of action in a multiple-choice format. Once they have chosen the BEST possible course of action, they are asked to identify the WORST possible course of action. This test is presented on computer or video and the items play without stopping.

**Part II:** In addition to answering Part I questions of FireTEAM Video-Based Human Relations Test, candidates are instructed to observe the behaviors of the individual firefighters portrayed. They have the opportunity to observe behavior on multiple occasions for many of the firefighters. Part II of FireTEAM Video-Based Human Relations Test consists of questions about these firefighters and their behaviors. Part II immediately follows Part I.
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**FireTEAM Animated Mechanical Aptitude Test:** FireTEAM Animated Mechanical Aptitude Test is a multiple-choice mechanical aptitude test presented on video. Candidates see detailed introductions to an animated brick making factory, then are asked questions about the factory. Most of the questions are about basic mechanical objects such as valves and principles such as water pressure. They are also asked to answer trouble shooting type questions and observe system operations for problems. All of the questions can be answered based on common sense and observation of how everyday objects work.

**FireTEAM Reading Test:** This test is designed specifically for firefighters, a job requiring ongoing study of difficult and technical materials. This test is based on training material, and candidates are required to choose a word that best fits in the blank.

**FireTEAM Math Test:** This math test is designed specifically for firefighters. The questions are presented on video. Candidates must complete the calculations in their heads. No written calculation is permitted. Questions are based on the type of math that firefighters must use on a regular basis as part of the job. Basic areas covered include: addition, subtraction, multiplication, division and proportions.

**FireTEAM Practice Test:** There is no study guide for the FireTEAM Test, but for more detailed information and 30+ practice items with discussion, visit the FireTEAM Practice Test website at [www.fireteamtest.com](http://www.fireteamtest.com)

**Candidate Physical Ability Test (CPAT)**

This candidate physical ability test (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

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

In these events, you wear a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5-pound (5.67-kg) weights that simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event.

**Oral Examination #1 and #2**

The first oral examination is a brief panel interview (up to 15 minutes) that is designed to assess the candidates’ qualifications in areas such as motivation and preparation for a career in the fire service, understanding of and interest in the position, and personal characteristics.

The second oral examination is a more in-depth panel interview (up to 30 minutes). While this examination may further evaluate the areas assessed in the first oral interview, it is also designed to assess candidates in competencies such as interpersonal skills, oral communication, and analytical skills.

It is to your advantage to listen carefully to the questions asked and completely and directly answer each question. You should be completely honest and provide a clear and concise summary of your qualifications. As with any interview, you should speak clearly and use proper grammar. Since each examination will have a time limit, it will be your responsibility to manage your time effectively.
THE DEPARTMENT

The Milpitas Fire Department is dedicated to providing quality and response service for the community. The Fire Department strives to provide customer service while protecting life, property and the environment through education, prevention, emergency preparedness, and emergency response. The Milpitas Department currently consists of approximately 51 line personnel (including 15 in the classification of Firefighter / Firefighter Paramedic) and has a budget of approximately $14 million. Four fire stations serve the City of Milpitas’ 13.6 square miles, including three Engine Companies, two Truck Companies, one Urban Search and Rescue Company, and one Hazardous Materials Unit. Engine and truck companies are assigned one Firefighter, one Engineer, and one Captain. The Department values fire prevention / education, emergency medical response, and fire suppression as our top priorities. There is one suppression Battalion Chief on duty per shift. Rural/Metro Corporation is the contracted ambulance service for Santa Clara County. The Milpitas Fire Department strives to maintain a response time to all emergency incidents below 4 minutes 30 seconds.

In 2014, the Milpitas Fire Department answered 4,800 calls for service. Medical/rescue incidents were the most common, with 3,900 calls. The Department also responded to 80 hazardous materials events, 102 fires, and 700 other emergency incidents and non-emergency events.

For more information on the Milpitas Fire Department, please visit our website at http://www.ci.milpitas.ca.gov/government/fire/default.asp.
THE COMMUNITY

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers.

Milpitas is an affluent and well-educated community with an average household income of $98,979. More than 65% of Milpitas households have an annual income that exceeds $75,000. The homeownership rate is close to 70% with a median home value of $745,000. Milpitas’ housing market remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the “Gateway of Silicon Valley” with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. A new light rail line opened for service in 2004 and an extension of BART including a major multi-modal station is in the planning stage. There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers serve regional needs for Asian-oriented retail and services.

The two largest employers in Milpitas are Cisco Systems and San Disk, Inc., with over 2,500 employees each. Other major employers are Solectron Corporation; LSI Logic Corporation; Linear Technology; KLA-Tencor Corporation; Xicor, Inc.; and Seagate Technology. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City’s desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000.

Milpitas is rich in diversity. In 2000, Asians constituted 52% of the population with Filipino the largest Asian group at 15%. Caucasians were 24%; Hispanic 17% and African-American were 3%.

Thirty-one community parks are maintained by Milpitas, in addition to one dog park and 24 tennis courts. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth programming, and senior activities and services.