



Polk City Fire Department

309 West Van Dorn
Polk City, IA 50226

Member Application Package

Thank you for your interest in becoming a member of the Polk City Fire Department.

Please follow these steps to apply:

1. Fully complete the application
2. Attach a copy of your Driver's License
3. Attach a copy of all your certifications, CPR card, and any other relevant training records
4. Attach a copy of resume with 3 professional references
5. Direct any questions to Chief Hogrefe at (515) 984-6304
6. Return the completed application package to:

Fire Chief Karla Hogrefe
Polk City Fire Department
309 West Van Dorn
P.O. Box 34
Polk City, IA 50226
khogrefe@polkcityia.gov

The Polk City Fire Department does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, marital status, national origin, disability or handicap, veteran status, or any other protected status.

Polk City Fire Department Member Application

Personal:

Name: _____ Date: _____
Last First Middle

Address: (Number & Street) _____
 (City, State, Zip Code) _____

Daytime Phone Number: _____ Evening Phone Number: _____

Desired start date: _____ E-mail Address: _____

Social Security Number: _____ Are you over 18 years old? ___ Yes ___ No

Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 4	Diploma: ___ Yes ___ No G.E.D.: ___ Yes ___ No	
College and/or Vocational School	1 2 3 4		
Other Training or Degrees			

Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: _____

Professional Membership(s): _____

EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: _____

Iowa Certification Number: _____ Expiration Date: _____

Professional Membership(s): _____

Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense? __ Yes __ No

If yes, fully explain: _____

(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Please describe any additional work experience, volunteering, community involvement, or training:_____

Professional References:

Name: _____ Phone: _____

Address: _____ Relation: _____

Name: _____ Phone: _____

Address: _____ Relation: _____

Name: _____ Phone: _____

Address: _____ Relation: _____

Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.

Signature of Applicant

Date

Printed Name of Applicant

Department Use Only: Do not write in this space.

Application received by:	
Date application received:	Date of interview:
Date Hired:	12 months probation end date:



POLK CITY FIRE DEPARTMENT

APPLICANT INFORMATION PACKET

Thank you for applying for a full-time position with the Polk City Fire Department.

This packet is intended to provide you with information about our hiring process and requirements.

Please contact the Polk City Fire Chief with any questions regarding this hiring process.

Fire Chief:

Karla Hogrefe

515-984-6304 / khogrefe@polkcityia.gov

HIRING PROCESS – TENTATIVE TIMELINE

Applications: Applications will be accepted until **11:59pm on April 3, 2023**. Applications must be complete with the required documents attached to the application, incomplete applications will not be accepted.

Written Testing and Physical Ability Evaluations must be completed by **April 7, 2023**.

(Reference additional information in this packet)

Interviews: Panel interviews will be scheduled for the week of **May 1, 2023**.

Offers of employment: Will be extended as positions become available. The fire department has requested one full-time, 24-hour shift personnel to start in **July of 2023** pending budget approval.

WRITTEN AND PHYSICAL ABILITY EVALUATIONS

The City of Polk City Fire Department will require the completion of both a Written Evaluation and Physical Ability Evaluation (PAE) as part of the application process for all full-time and part-time positions.

Applicants are encouraged to carefully and fully read this packet to understand the requirements and expectations.

The City of Ankeny utilizes the Central Iowa Fire and EMS Testing Consortium (CIFETC) for written and physical ability evaluations with exceptions as noted in this packet. Please read the packet carefully and contact us if you have any questions or need clarification of the expectations.

- A passing score for both the written testing and the physical ability evaluation must be achieved and/or provided to the City of Polk City Fire Department by **April 7, 2023**.
- Written and Physical Ability Evaluations do not need to be completed in a specific order but both must be successfully completed to be considered for the City of Polk City full-time or part-time positions.

WRITTEN EVALUATION

The Central Iowa Fire and EMS Testing Consortium will be conducting the written testing in cooperation with Des Moines Area Community College Testing Center in Ankeny (DMACC) and Iowa Central Community College in Fort Dodge (IC).

The National Firefighter Selection Inventory (NFSI) exam will be utilized for the written test. This examination is provided by Industrial Organizational Solutions, Inc. (IO Solutions).

Industrial/Organizational Solutions, Inc. is a human resource consulting firm that specializes in personnel selection. The company develops, validates and implements entry-level and promotional tests and assessments.

If you have previously taken the CIFETC test and have a valid score within the previous 12 months, you may use this score. Documentation of your previous score must be submitted to the City of Ankeny Human Resources Department to be considered. Please note the following:

- Improving this score (re-taking the exam) is allowed after six months from the original test date.
- **The new score must be used for this and future hiring processes.**
- If you took the CIFETC exam and did not receive a passing score, you may be eligible to re-take the exam. Re-taking the exam is allowed after three months from the original date of the exam.

If you need to take the written test, please choose the correct link for the testing location you want and want to schedule the test at the DMACC Ankeny testing location, use the following link:

[DMACC Consortium Fire Testing Appointment Calendar](#)

<<PLACE HOLDER FOR THE IC TESTING CALENDAR>>

About the Exam:

1. A minimum score of 70% is required for successful evaluation completion.
2. The **National Firefighter Selection Inventory (NFSI) exam** is a 155-question multiple choice examination
3. The applicant will be allowed 2 ½ hours to complete the examination.
4. A government issued ID will need to be presented to the testing center staff on arrival.
5. Locations:
 - a. DMACC – Ankeny Testing Center, Building 6, Room 23, 2006 South Ankeny BLVD, Ankeny, Iowa
 - b. IC – Academic Resource Center, One Triton Circle, Fort Dodge, Iowa
6. FEE's: The following fee's will be payable on arrival at the testing center via credit card.
 - a. IO Solutions Testing Fee - \$25
 - b. DMACC Testing Center Fee - \$20
 - c. IC Testing Center Fee - **\$20**
7. **Prior to arriving at any of the locations, you must create a login for the written exam at IO**

Solutions Site: <https://iosolutions.com/membership-login/>.

Please create your login for testing prior to coming to test and make sure you have logged into and out of several times to ensure proper username and password.

Written Exam Preparation:

Candidates are encouraged to prepare for the National Fire Selection Inventory evaluation. Industrial Organizational Solutions, Inc. offers online and print materials that will assist the candidate in preparing for the National Fire Selection Inventory. Additional information is available on their website at: <http://recruitment.iosolutions.com/Preparation-Materials/NFSI2/>.

PHYSICAL ABILITY EVALUATION

Applicants are required to successfully complete a Physical Ability Evaluation (PAE). The following will meet the Physical Ability Evaluation requirement:

- **A CPAT (Candidate Physical Ability Test) certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Ankeny Human Resources Department.
- **A Central Iowa Fire and EMS Testing Consortium certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Ankeny Human Resources Department.

The Central Iowa Fire and EMS Testing Consortium will be conducting the PAE testing in cooperation with the Tri-City Fire and Safety Training (FAST) Tower which is located behind Urbandale Fire Department Station 42 at 3927 121st St. Urbandale.

The physical ability evaluations will be held April 4th, 5th, and 6th, 2023. Applicants can schedule their Physical Ability Evaluation and/or practice session at the following link:

<https://www.signupgenius.com/go/10c0944abad2aabfa7-cifetc6> - ADD NEW LINK

Once scheduled, applicants will be authorized to complete the evaluation *as assigned* at the FAST Facility.

Purpose: This course is designed to simulate the physical abilities needed to proficiently operate on an emergency scene, as well as the cardio-vascular capability to work at a higher level for the period of time usually required during initial operations. This course is designed for candidates only and is not designed to be used as an assessment tool for current employees.

Candidates will be encouraged to physically prepare for the course, and work-out. All candidates must sign a waiver recognizing the purpose for the course, the fact that it will be physically challenging, and attesting they feel themselves to be in adequate physical condition to participate.

COURSE DESCRIPTION

Refer to the video link below for a better understanding of the course and each skill. Course Evaluators and support personnel will not provide any encouragement or time hints during the course. Comments will be limited to correcting an unsafe condition and directing the candidate to the next skill.

https://youtu.be/mPQR_CyuXks

CANDIDATE EVALUATION

Each Candidate will have 11 minutes to complete the course, based on the following:

1. After donning the required protective equipment/SCBA, the Candidate will be assisted into a ladder belt and will climb to the aerial ladder platform where they will be secured to the safety belay line. *This is the ready position.*
2. The Evaluator will begin timing when the Candidate takes their first step onto the aerial ladder. The time will run continuously until the Candidate completes the course or 11 minutes elapses.
3. Time does not stop at any point for any Candidate reason. If the candidate removes or any part of their protective equipment becomes dislodged during the course the candidate will have to stop and reset their equipment – timing will continue.
4. Time is allotted within the 11-minute course requirement for all Candidate actions including removal of the ladder belt, donning the blackout mask (all candidates will be held at the beginning of the skill for 60 seconds), and doffing the blackout mask (all candidates will be held at the end of the skill for 30 seconds).
5. Course time stops when the candidate and the rescue dummy have both completely crossed the finish line after skill 8. *This is the course end time.*

Clothing/Equipment: Candidates are encouraged to wear comfortable clothing and athletic shoes. Candidates are also advised that portions of the course do involve crawling so sweat pants are recommended. For the evaluation, each candidate will be issued a turnout coat, helmet, and gloves of an appropriate size. Candidates will be required to complete the course while wearing an SCBA with cylinder. At one point in the course, candidates will be required to don a blacked-out facepiece, which they will remove prior to moving onto the next skill.

Physical Assessment/Monitoring: Prior to beginning a practice or evaluation, the candidate will be reminded of the physical nature of the course and asked if they are aware of any physical conditions which may present a health hazard to themselves. The course waiver will also reflect this information. During the course, Evaluators will continually monitor the candidate for signs of a potential health problem, and can suspend the course at any time the evaluator or the candidate feels ill or suffers an injury. Upon completion of the course/time limit, all protective clothing will be removed and the candidate will be provided with a 10-minute cool-down period. Water will be kept immediately available for rehydration. Candidates will be encouraged to wait as long as necessary before departing to ensure they are not suffering any physical effects from the course.

Course Briefing: All candidates will receive a course briefing prior to any practice session of the actual PAE. During the briefing candidates will be shown a video of the course and encouraged to ask any questions. Candidates will also sign the course waiver at this time. Candidates will be required to provide a picture ID to verify their identity.

COURSE LAYOUT: SET-UP

1. **Aerial Ladder Climb Skill.** A 75' aerial ladder will be used for this skill. The ladder will be fully extended and angled to 60 degrees of elevation. The truck will then be secured with the engine off. A belay system connected to an anchor will be rigged as fall protection for the candidates. A selection of sized climbing harnesses will be made available.
2. **Ground Ladder Press Skill.** A 16' ground ladder will be placed on the B Side of the FAST Tower. The butt of the ladder will rest against the foundation of the tower and the top of the ladder will be connected via cable to a fall arrestor on the tower roof.
3. **Stairwell Climb Skill.** A modified hose pack consisting of 100' of 1 ¾" bound together with a shoulder sling will be placed immediately adjacent to the Side A door. White tape will mark the drop point for the hose pack on the 4th story landing.
4. **Hose Hoist Skill.** A rolled section of rubber 2 ½" will be placed under the window on the A side of the building. All windows on the A side will be locked open. A 100' section of utility rope will be tied to the rolled 2 ½" and run up the exterior A side to the 4th story window, where the other end is tied off to a support just inside the window. White tape will mark the area where the candidate must stand inside the 4th story window.
5. **Mask Course Skill.** Black-out masks with no obstruction over the regulator port will be placed outside the 2nd floor (a supply of mask wipes and towel should also be provided). A countdown clock set to 60 seconds will also be located outside the door. A second countdown clock will be placed outside the 2nd floor C Side Annex Roof door. Rolled carpeting will be placed on the floors of both burn rooms. 100' of 1 ¾" hose will be stretched from the 2nd floor interior tower door, into and through both burn rooms, exiting out onto the 2nd floor C side Annex Roof. The following furniture will be placed as obstacles: chair (trail around), sofa (trail around), mattress or box spring (trail over), 4' x 8' sheet of OSB (trail under).
6. **Forcible Entry Skill.** The Forcible entry striking prop will be placed on the B side of the training tower. A 12 lb. sledgehammer will be placed standing next to the striking prop.
7. **Charged Hose Drag Skill.** Start and finish lines are marked on the back apron 80' apart. 150' of

1 ¾” will be flaked back and forth with the nozzle resting on the start line as indicated. The hose should be connected to a gated wye on the hydrant and the line charged and the air bled out. The line should then be gated off.

8. **Rescue Dummy Drag Skill.** White tape will be used to mark Start and Finish lines in the South bay 75’ apart. A 165 lb. rescue dummy clothed in turnout gear will be placed on the start line in the station as indicated. A looped piece of webbing should be run under the arms and over the chest to provide a drag point.

Contact the Polk City Fire Department Fire Chief with any questions or the need for clarification on the expectations provided in this document.

Fire Chief:

Karla Hogrefe, Fire Chief

515-984-6304 khogrefe@polkcityia.gov