



## ***MISSION STATEMENT***

**To provide quality candidates for participating agencies. To provide our services in an efficient, financially responsible, and trustworthy manner.**

**~ Michele Cozad  
President/CEO**

## Executive Summary

- **FIREHIRE® Inc.** is a professional corporation with extensive experience in fire, personnel and legal services.
- **FIREHIRE® Inc.** is committed to providing the most cost-effective alternative for the contracting agencies. We accomplish this by administering the many facets that are inherently involved in an examination process.
- **FIREHIRE® Inc.** is endorsed by the CSFA (California State Firefighters Association).
- **FIREHIRE® Inc.** is a self-insured professional corporation.
- **FIREHIRE® Inc.** is negotiating with agencies located throughout California.
- **FIREHIRE® Inc.** is conducting a continuous firefighter recruitment examination process on a quarterly basis. This allows the agencies to receive a refreshed, valid entry-level qualified firefighter list every three months.

## **Outline of Services**

**FIREHIRE® Inc.** administers a complete, comprehensive, content-validated entry-level firefighter examination process. Successful applicants are then added to the registry of qualified candidates. **FIREHIRE® Inc.** will perform all facets of the examination process. The examinations are conducted on a quarterly basis. These processes include:

- **Written Examination (based on extensive job analysis)**
- **EMT/Paramedic Assessment Center (videotaped)**
- **Background investigation excluding DOJ fingerprint check (optional)**
- **Pre-employment physical (optional)**
- **Drug Screen (optional)**

## Entry-Level Recruitment Responsibilities

	 <b>Responsibility</b>	<b>Agency Responsibility</b>
Handle Recruitment Inquiries	✓	
Handle Candidate's Applications	✓	
Examination Set-Up Expenses	✓	
Liability Insurance Coverage	✓	
Agency Litigation Expenses	✓	
Agency Advertising Expenses	✓	
Written Exam Administration	✓	
Physical Ability Examination	CPAT (Candidate Physical Ability Test) card supplied by candidate	
EMT-Paramedic Assessment Exercise	✓	
Agency Oral Board Examination		✓
Pre-Employment Physical		✓ Agency Option
Illegal Substance Drug Screen		✓ Agency Option
Background Investigations		✓ Agency Option
Psychological Evaluations		✓

**“More Control, Less Risk”**

# Agreement Price List

## Agreement price:

- \$800.00 per candidate hired (*not interviewed*)

*There is no limit on the amount of candidates that you can interview or hire. The candidate testing is accomplished on a quarterly basis v. annually to maintain a fresh list of qualified candidates for you to interview.*

## Agency Commitment

The respective agency pays only when the candidate(s) that they choose to employ successfully completes all facets of the examination process. The participating fire agencies are requested to sign a continuous "Agreement" binding any entry-level and/or lateral firefighter or firefighter/Paramedic hiring be accomplished through **FIREHIRE® Inc.**

## Pre-Employment Screening

**FIREHIRE® Inc.** is committed to providing the best candidates for the contracting agencies. Any candidate who has been through the examination process, and is seriously considered for employment, but fails any facet of the pre-employment screening process, will be eliminated from further consideration. This is a no-cost benefit to the contracting agencies.

## Candidate Fees

**FIREHIRE® Inc.** costs are absorbed by charging each approved qualified candidate a \$50.00 annual participation fee to participate in the examination process.

# Fire Agency Benefits

The major advantage of utilizing **FIREHIRE® Inc.**'s recruitment registry over the existing fire service recruiting method, is that we provide all of the services listed below, but with **dramatic savings, more control, and less risk. Once a FIREHIRE® Inc. candidate is hired by a respective agency, the candidate is removed from the active registry. This is done to alleviate the agency investing in a candidate, only to have them leave for another contracting agency.**

## Candidate Inquiries

**FIREHIRE® Inc.** will handle all inquiries from candidates concerning the application process, job requirements, testing process, and individual agency specifications. These specifications may include number of annual responses, pay scale, health care benefits, educational incentives, retirement plans, and departmental goals and objectives.

## Candidate Applications

**FIREHIRE® Inc.** will distribute, collect, screen, and process all applications. We will establish a database with all of the appropriate information from the candidates' application packet. This database will include a statistical breakdown for gender and ethnic background, EMT certification, and fire service certifications.

## Examination Set-Up Expenses

**FIREHIRE® Inc.** will handle all of the set-up expenses for administration of the testing process. **FIREHIRE® Inc.** does require that a hosting agency provide a facility to administer the written, and practical scenario examination. **FIREHIRE® Inc.** liability insurance will cover litigation that may arise from injuries sustained to prospective candidates, **FIREHIRE® Inc.** employees and/or subcontractors. The injuries sustained must be directly related to participating in events during the examination process.

## Liability/Litigation Coverage

**FIREHIRE® Inc.** possesses a general and professional liability insurance policy. This policy will absorb up to and including \$4,000,000.00 from any possible litigation which may arise through the examination process. **FIREHIRE® Inc.** has also procured a \$1,000,000.00 Professional Liability policy. **FIREHIRE® Inc.** will also absorb the related court costs, attorney fees, fines, etc. This will alleviate some of the burden on the individual agencies, since most public service agencies are self-insured.

# Advertising

**FIREHIRE® Inc.** will handle all of the advertising, with the exception of the newspaper advertisements, which shall be accomplished by each respective agency when there is a position to be filled. **FIREHIRE® Inc.** will advertise in the following media:

- **California State Firefighters' Association Magazine**
- **International Fire/Police Recruitment Association**
- **FIREHOUSE Magazine**
- **National Directory of Emergency Services**
- **Web Site Advertising via Internet ([www.firehire.com](http://www.firehire.com))**
- **Public Safety Recruitment**
- **Perfect Firefighter Candidate**
- **International Fire & Police Recruitment Association**
- **Careers in the Fire Service**
- **Employment Development Department (America's Job Bank)**

**FIREHIRE® Inc.** will continue to contact the following agencies by direct mail advertising and/or oral presentations:

- **California-State Firefighter-1 Academies**
- **California Colleges with Fire Science or Technology Programs**
- **Emergency Medical Technician-1/Paramedic Programs**
- **Women in the Fire Service**
- **Statewide Fire Service Agencies (paid and volunteer)**
- **Urban League**
- **Asian Week**
- **Hispanic Hot line**
- **Agency Specific Diversity Resources**

## **Candidate Benefits**

The candidates are placed on a registry which is valid for one (1) year from the date of completion and ranking. The testing procedure will be performed on a quarterly basis. When a candidate is registered with **FIREHIRE® Inc.**, there are numerous benefits.

- 1. The candidate is mailed or can download an application packet by FIREHIRE® Inc. The candidate then completes the application and submits it to FIREHIRE® Inc. That is the only requirement for a registered FIREHIRE® Inc. candidate to participate in the examination process.**
- 2. The candidate takes one written examination which is accepted by the contracting agencies.**
- 3. The paramedic candidate participates in an EMT-Paramedic assessment exercise based on National Registry® standards.**
- 4. The candidates' pre-employment medical examination is performed by an Occupational Health facility and is attempted to be scheduled near the candidate's home area.**
- 5. Once the applicant is placed in the registry, they may be considered for employment by several agencies. Thus, saving them the headache of taking multiple examinations.**
- 6. The candidates' application processing fee may be tax deductible as a job seeking expense (consult your tax advisor).**
- 7. The candidate will now be able to test every three months instead of every 1-2 years. This benefits the candidate who has failed a portion of the examination process. They will be able to participate in their retest in three months instead of a year. This also benefits the candidate that may be enrolled in a Firefighter-1 academy or Paramedic class, who initially was not eligible, but is now complete with their program and eligible for employment.**

# Examination Process

## Written Examination

**FIREHIRE® Inc.** will administer the written portion of the examination process. This alleviates problems inherent with scheduling, organizing, and administering an examination process. Our written examination process is based on an extensive job analysis and utilizes the “classic” content validation criteria described in the Uniform Guidelines for Employee Selection Procedures in Title 29 Code of Federal Regulations (CFR). See **Appendix “A”** for detailed information on the validation criteria, and **Appendix “B”** for a description of the written examination.

## Emergency Medical Technician-Paramedic Assessment Center

The candidates will be administered a National Registry of Emergency Medical Technicians® Advanced Level Practical Examination, requiring EMT-Paramedic intervention. This is a “hands-on” exercise. The candidates will be videotaped during the assessment and treatment phase. This test procedure is weighed pass/fail, but their score is availability to the agencies. A study sheet of the required procedures will be distributed prior to the candidate(s) scheduled test date. See **Appendix “C”** for the Advanced Life Support criteria of this portion of the examination process.

## **Oral Examination**

It is at this time that **FIREHIRE® Inc.** will send the applications and/or Résumés to the respective agency, utilizing your criteria. **FIREHIRE® Inc.** also has the capabilities to adapt to your agencies' specific AA/EOE guidelines or requests. The agencies administrative staff can then view the applications and schedule the candidates for an oral interview.

At the completion of the oral examinations, if the respective agency is not completely satisfied with the candidates, **FIREHIRE® Inc.** will send another group of candidates to be interviewed. Once the agency makes a decision, the agency then advises **FIREHIRE® Inc.** which candidate(s) they would like to employ. Those candidates are then scheduled for the pre-employment screening process.

## **Pre-employment Physical Examination (\$600.00 fee based option)**

Research has shown that many work-related injuries and illnesses result from an employees' inability to perform job tasks. The **FIREHIRE® Inc.** pre-employment physical examination is designed to identify workers who would be a high risk in the firefighting career field. Pre-employment physicals have been known to reduce new employee injuries by as much as 33%. It is estimated that utilizing the pre-employment physical process can result in a 33% reduction in injuries.

The prospective employees are scheduled for a pre-employment physical with a physician or Licensed Health Care professional contracted with **FIREHIRE® Inc.** The pre-employment physical will include a D.O.T. (Department of Transportation) basic physical examination including urine dip, visual acuity, and auditory tests along with a pulmonary function test. The exam also includes a range of motion examination for the spine.

There is an option for other examination processes. Those additional examinations are absorbed by the contracting agency. These test may include back x-rays, stress treadmill examinations, 12-lead ECG's, additional blood work or any examination that the contracting agency feels is necessary for pre-employment purposes.

## **Drug Screen (optional, included with physical)**

**FIREHIRE® Inc.** will utilize an independent agency to perform a confidential 5-panel drug screening process. The agencies programs comply with all state and federal drug testing laws, and will provide **FIREHIRE® Inc.** with accurate results. The following 5-panel test will detect any amounts of the following drugs:

- **Barbiturates**
- **Heroin**
- **Cocaine**
- **Methamphetamines**
- **Marijuana**

## **Background Investigation ( \$350.00 fee based option)**

The days of quick hiring procedures are rapidly disappearing. However, the time and effort that **FIREHIRE® Inc.** devotes on the comprehensive screening process, will have a positive effect for the fire agency. **FIREHIRE® Inc.** will utilize the services of **FPS Investigations** to conduct the background investigations. The background investigation will include the following:

- **Criminal Records Check (County based)**
- **Education Verification**
- **Social Security Number Verification**
- **Employment Verification**
- **Fictitious Business Name Check**
- **Reference Check**
- **Credit Check**

All prospective employees are required to submit a personal résumé and a Department of Motor Vehicle print-out, dated not more than ten days prior to the date of their oral interview with the employing agency.

## **Psychological Evaluation (optional)**

There is an option of requiring the prospective employees to attend a psychological examination by a licensed psychotherapist. It is the responsibility of the individual agency for this optional procedure.

## **Conclusion**

After completion of the EMT practical exercise, the candidates are placed on the **FIREHIRE® Inc.** recruitment registry. This list is valid for one year from the date of completion and ranking.

The candidate(s) are placed on one of two lists. These lists are differentiated by their level of training. It is possible for candidate(s) to be on more than one list to improve their chances of gaining employment with one of the contracting agencies.

The **FIREHIRE® Inc.** examination process follows all EOE/AA guidelines.

## Appendix “A”-Written Examination Validation Criteria

Below are examples of the criteria that has been established for the utilization of the Uniform Guidelines of Employee Selection Procedures (UGESP) for our written examination.

(All direct quotations from the Guidelines are indented and shown in bold type.)

In content validity, a selection procedure is justified by showing that it representatively samples significant parts of the job, such as a typing test for a typist.

**The key idea is that the test is constructed by taking a “representative sample”. Thus in classic content validity the content of the test is the same as the content of the job. This is, of course, the source of the name. Sameness is about as strong as a relationship can get!**

In the technical standards section (14C) the guidelines make clear that those choosing a classic content validity strategy (page 38302):

**should determine whether it is appropriate to conduct such a study in the particular employment context. A selection procedure can be supported by a content validity strategy to the extent that it is a representative sample of the content of the job.**

Thus, using the classic approach is appropriate only if a test can be constructed by taking a representative sample of job content. The standards for demonstrating classic content validity are given in 14C(4):

**To demonstrate the content validity of a selection procedure, a user should show that the behaviors demonstrated in the selection procedure are a representative sample of the behavior(s) of the job in question or that the selection procedure provides a representative sample of the work product of the job.**

The key word is activity. A work behavior is something that the worker does. Another part of the standards for demonstrating classic content validity require that all aspects of the test closely resemble the job (page 38302, column 3):

**If a test purports to sample a work behavior or to provide a sample of a work product, the manner and setting of the selection procedure and its level and complexity should closely approximate the work situation. The closer the content and the context of the selection procedure are to work samples or work behaviors, the stronger is the basis for showing content validity. As the content of the selection procedure less resembles a work behavior, or the setting and manner of the administration of the selection procedure less resembles the work situation, or the result less resembles a work product, the less likely the selection procedure is to be content valid, and the greater the need for other evidence of validity.**

## Appendix “B”-Written Examination Description

The written examination was developed based on a extensive job analysis and content-validated by **FIREHIRE® Inc.** utilizing the Equal Employment Opportunity Commissions’ (EEOC) Uniform Guidelines on Employee Selection Procedures (UGESP) criteria for “classic” content validation. The candidate(s) have 2 hours to complete the written portion of the examination process. The written exam is a combination of the following questions:

- ◇ **Emergency Medical Services**

(referenced from *Emergency Care and Transportation of the Sick & Injured, 9th Ed.*)

- ◇ **Firefighting**

(referenced from the *International Fire Service Training Associations Essentials Manual, 4th Ed.*)

The candidate(s) will be required to sign a liability waiver stating that they have been advised of the reference materials, and what type of questions are in the examination. The written test will have four scrambled versions to reduce the possibility of dishonesty between candidates. Each test will be 130 questions long. There will be no ambiguity, and all questions will have only one answer to attempt to alleviate vagueness. It will be up to the individual candidates to obtain the referenced testing material for study purposes. This portion of the testing procedure is weighed at 100%.

## **Appendix “C”-EMT-Paramedic Skills Examination**

All advanced life support scenarios will be exactly the same. The following critical criteria must be accomplished or the candidate will fail. This portion of the examination process is weighed at 25%.

- **Failure to deliver first shock in a timely manner due to operator delay in machine use or providing treatments other than CPR with simple adjuncts**
- **Failure to deliver second or third shocks without delay other than the time required to reassess and recharge paddles**
- **Failure to order or perform pulse checks before and after shocks**
- **Failure to ensure the safety of self and others (verbalizes “All Clear” and observes)**
- **Inability to deliver DC shock (does not use machine properly)**
- **Failure to demonstrate acceptable shock sequence**
- **Failure to order initiation or resumption of CPR when appropriate**
- **Failure to order correct management of airway (Endotracheal Intubation when appropriate)**
- **Failure to order administration of appropriate oxygen at proper time**
- **Failure to diagnose or treat 2 or more rhythms correctly**
- **Orders administration of an inappropriate drug or lethal dosage**
- **Failure to correctly diagnose or adequately treat Ventricular Fibrillation, Ventricular Tachycardia or Asystole**