



Montgomery County Fire & Rescue Hiring Process Overview

A GUIDE TO JOINING OUR TEAM



Overview of MCFRS

The MCFRS handles over 120,000 emergency calls for service annually and is staffed by nearly 2,700 certified and trained career and volunteer responders.

MCFRS is the largest combination fire department in Maryland.

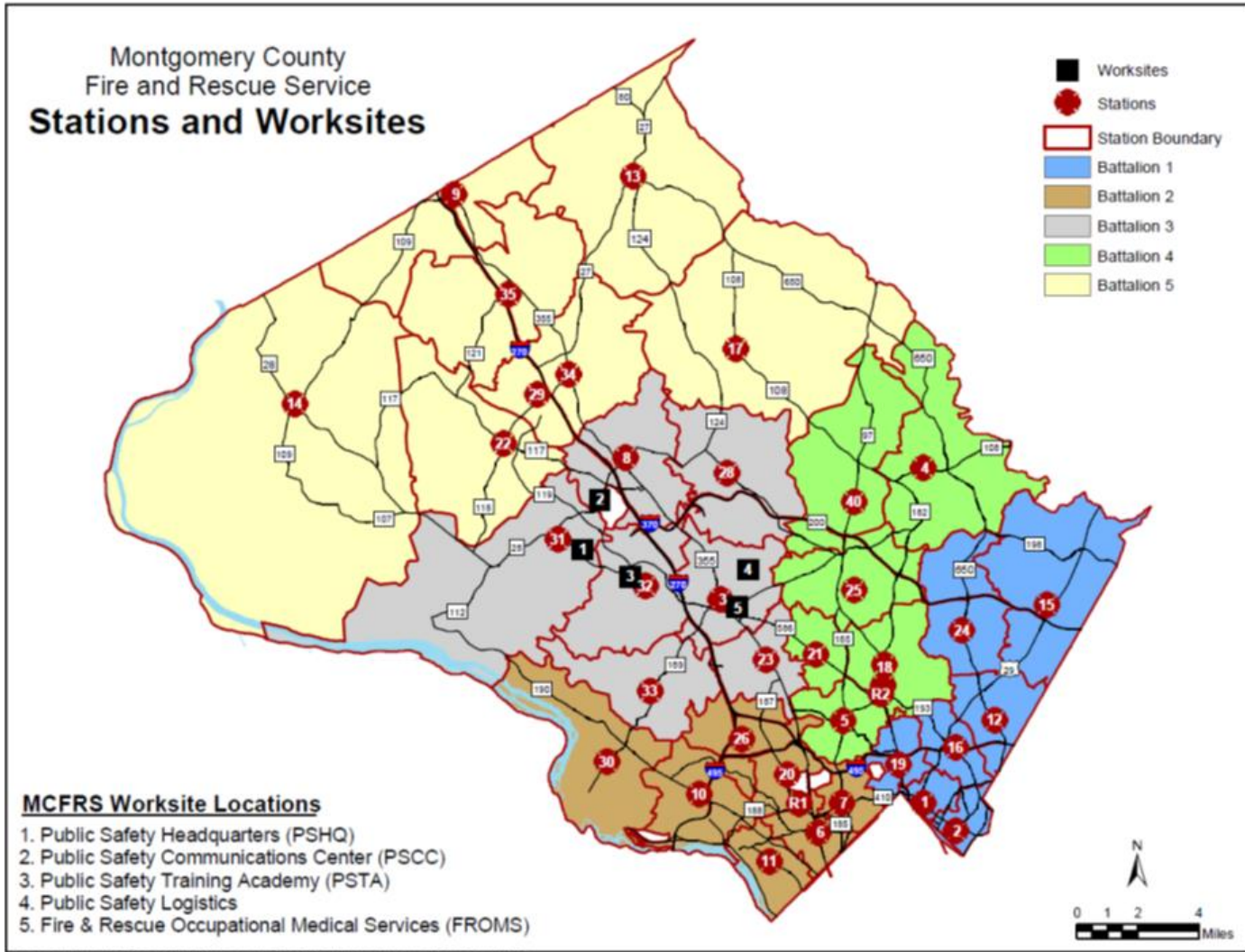
MCFRS covers all of Montgomery County along with serving mutual aid to Prince Georges County, Howard County, Fairfax County, and Frederick County.

MCFRS has the following

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



Overview of MCFRS





Overview of MCFRS Schedule

The majority of MCFRS personnel work in the Division of Operations responding to emergency and non-emergency calls for service.

Shiftworkers are assigned to a shift (A, B or C) & remain at the firehouse for 24 hours.

- Work 24 hours / Off 48 hours with a Kelly Day
 - Kelly Day = guaranteed day off during a 6-week pay cycle
- For each 2 week pay period, shiftworkers are required to work 96 hours
 - Depending on the shift & Kelly day, personnel may work 72, 96 or 120 hours in a 2 week pay period
 - Personnel that work 72 hours are advanced 24 hours = 96 hours
 - Personnel that work 120 hours have 24 hours deducted = 96 hours
- Shiftworkers typically work 9 twenty-four hour shifts per month

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 the online examination at your home. 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 an independent MCFRS Recruitment Advisory Committee for review and recommendation to the Fire Chief.

The Fire Chief will review the Committee's recommendations and make the final hiring decision.

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

If your application is chosen by the Recruitment Advisory Committee, 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.

Join.MCFRS.Com



Entrance Examination

If your application meets the minimum qualifications, you will be notified by email within 30-days after the application closes to register for the online entrance exam with I/O Solutions. Applicants will be notified by MCFRS of their exam results within 30 days of completing the exam.

Applicants must check their email on a regular basis, to include their junk, clutter & spam folders.

I/O Solutions will provide specific information by email re: the entrance examination.

All questions re: the entrance exam, equipment, etc should be sent to I/O Solutions.

MCFRS should only be contacted if the question / issue is unresolved.

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



Entrance Examination

Minimum requirements for I/O Solutions @Home Testing:

- A reliable internet service
- Two devices (plugged into a power source)
 - A smartphone or tablet
 - Need to download the GoToMeeting App – this is used as a video/audio app for the proctor to communicate with you and monitor your exam
 - Desktop or laptop computer w/ Windows 7 or later
 - Need to download the IOS Testing Application – this is used to take the exam

Macs and Chromebooks are NOT compatible with the IOS Testing Application.



Candidate Physical Ability Test (CPAT)

After passing the entrance exam, you will receive information by email from MCFRS re: the 12-week CPAT Mentoring Program as well as dates to take the CPAT.

CPAT Mentoring is not mandatory, but highly recommended.

About the Mentoring Program

- Mondays & Wednesdays – 6:30pm to 8:30pm and Saturdays 9am to 11am
- No need to sign up

About the CPAT

- Offered on specific Saturdays during the 12-week program
- Sign-up required
- 3 attempts to pass the 8-station physical ability test – must pass all 8 stations
- Must complete in less than 10 minutes & 20 seconds



Candidate Physical Ability Test (CPAT)

The 8-station ability test includes the following stations (in this order):

- Stair Stepper (3 minutes & 20 seconds)
- Hose Drag
- Equipment Carry
- Ladder Rise & Extension
- Forcible Entry
- Search Event
- Rescue Event
- Ceiling Breach and Pull

Applicants wear a 50lb vest & two 12.5lb shoulder weights during the stair stepper event. After that the shoulder weights are removed and applicants continue wearing the 50lb vest for the remainder of the test. A helmet and gloves are worn for the duration of the test.



Background Investigation

Shortly after signing up to take the CPAT, applicants will receive an email with information re: the background questionnaire. All documents are due the day after the applicant passes the CPAT.

The Background Questionnaire is an extensive review of the following:

- Identity
- Employment
- Education
- Residential
- Criminal
- Driving
- Other records

Upon review of your completed packet, you may be contacted by a Background Investigator.

This process takes approximately 3-6 months.



Recruitment Advisory Committee

Applicants that successfully complete the background investigation are presented to an independent Recruitment Advisory Committee to determine suitability for the upcoming recruit class. The Committee's recommendations will be referred to the Fire Chief for final review and selection.

All personal identifiers are removed to ensure a fair and unbiased review of each applicant.

No action needed by the applicant for this step in the process.

If selected, MCFRS will contact applicants by email re: a conditional offer of employment. Applicants will be scheduled for a medical exam, SCBA fit testing and uniform fitting.

The background is ongoing. Applicants are required to notify MCFRS within 24 hours of any changes to their background, address, contact with law enforcement, etc.



Medical Examination

The medical examination includes the following, but not limited to:

- Medical history review (including medications, surgeries, etc)
- Urinalysis, bloodwork, drug / alcohol screening
- Graded Exercise test (GXT)
- Pulmonary function & EKG
- Tuberculin skin test
- Vision & hearing
- Chest x-ray
- Respirator (SCBA) fit test



Training Academy

The training academy is approximately 26 weeks in duration. Recruits report for training Monday through Friday. A typical training day is from 7am-5pm.

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

Recruits are required to report for training on holidays and during inclement weather.



Training Academy (continued)

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

Following PT, recruits are given a short period of time to shower and report to their next training session. A lunch break is provided. The dismissal time can vary each day but is typically around 5pm.

After recruits have successfully completed recruit school, they are assigned to a senior officer at a fire station for the remainder of their probationary period. During that time, recruits are required to complete additional training and assignments. Each recruit is carefully evaluated to determine suitability for merit status.



Benefits of Joining our Team

- 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

- **Closely monitor** your inbox, junk, clutter & spam folders
- **Refer back** to the MCFRS Recruiting website – [Join.MCFRS.Com](https://www.joinmcf.rs.com)
- **Thoroughly complete** the Background Questionnaire & attach the required documentation.
 - Answer all questions truthfully.
 - Ensure your references are aware that they will be contacted by an investigator
 - If you are missing one of the required documents, order a replacement copy now
- **No news is good news**
- **Stay in it to win it!**



Contact Information

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