

CITY OF WILMINGTON FIRE DEPARTMENT



RECRUITMENT INFORMATION

43RD RECRUIT ACADEMY

**22 SOUTH HEALD STREET
WILMINGTON, DELAWARE 19801
(302) 576-3950
www.WilmingtonDE.gov**

**JOHN M. LOONEY
CHIEF OF FIRE**



WILMINGTON FIRE DEPARTMENT WILMINGTON, DELAWARE



The City of Wilmington

The City of Wilmington is located in the northeast corner of the State of Delaware on the western banks of the Delaware Bay. The city is centrally located between Washington, D.C. and New York City. Wilmington was founded in 1638 and is home to many historical sites. The city has access to the various transportation networks with Interstates 95 and 495 cutting through the city, as well as Amtrak and Conrail rail lines. There are approximately 65 high-rise buildings located throughout the city. Light industrial facilities, chemical manufacturing, and the banking industry are among the varied businesses located within the city. The Port of Wilmington, an international seaport that handles a variety of commodities, lies on the Christiana River's southern bank where it meets the Delaware River. There are correctional facilities, nursing homes, grade schools, high schools, and colleges located in the city. Wilmington is the largest municipality in the state with a residential population of about 72,000. Learn more about the city by visiting our website: www.WilmingtonDE.gov.

The Wilmington Fire Department

The Wilmington Fire Department began over 90 years ago on November 30, 1921. The first platoon of 50 firefighters reported for duty one year after the city's most costly fire destroyed 10 buildings at the Wilmington Leather Company at 2nd Street and Greenhill Avenue. The career fire department incorporated 12 companies that had previously operated as volunteer stations, with the oldest one dating back to 1775.

The Department operates 6 fire stations and 1 marine station which consists of 6 engine companies, 2 ladder companies, and a marine unit, and we respond to approximately 24,818 calls each year. In addition, the Fire Marshal's Office is responsible for enforcement of fire codes, fire prevention, the investigation of fires of all origins, and public education.



Mission Statement

The Wilmington Fire Department is committed to providing the highest level of public safety service to the City of Wilmington through fire suppression, technical rescue, emergency medical services, fire prevention, code enforcement, and public education. Our Mission will be accomplished through our Core Values:

Professionalism..... We are committed to providing life and property protection services by highly trained professional personnel accountable to the citizens and visitors that we have been sworn to serve.

Innovation..... We are committed to support and encourage creative ideas which improve our programs and services.

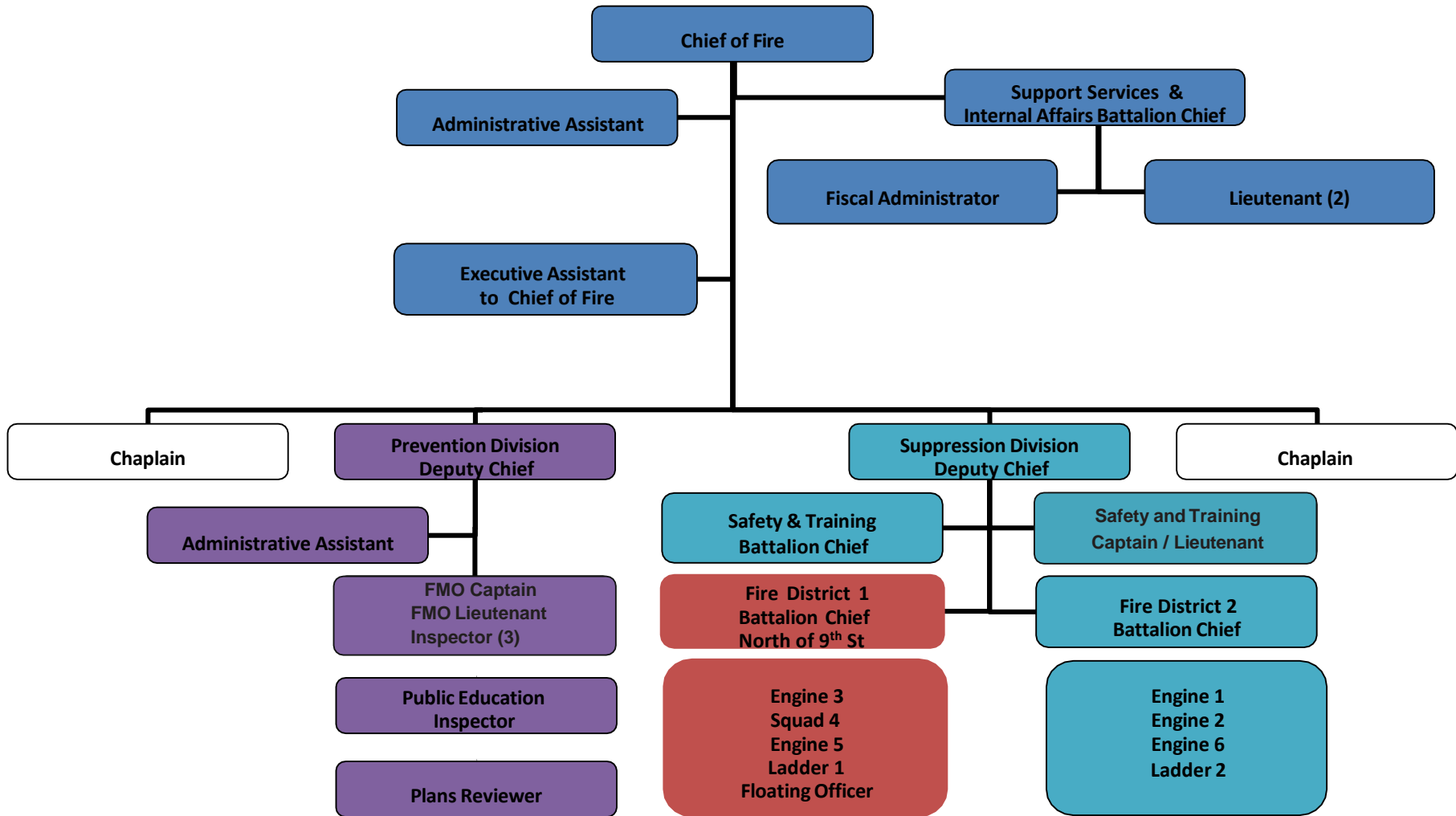
Integrity..... We are committed to demonstrating and maintaining the highest ethical standards, both personally and professionally.

Dedication..... We are committed to the objective of our mission, as it is an essential part of our code of conduct.

Tradition..... We respect the transcendent wisdom and time honored practices which have established the foundation of our Department and our profession.

Stewardship..... We are vigilant in upholding the trust of our community, caring for their safety and honorably managing their public resources.

Organizational Chart



INSTRUCTION PAGE FOR WILMINGTON FIRE DEPARTMENT APPLICATIONS

TO APPLY ONLINE VISIT WWW.WILMINGTONDE.GOV, OR EMAIL: WILMJOBS@WILMINGTONDE.GOV. COMPUTERS ARE AVAILABLE IN THE "CITY OF WILMINGTON-- HUMAN RESOURCES DEPARTMENT, 800 N. FRENCH STREET, 4TH FLOOR, WILMINGTON, DE 19801". CALL 302-576-2460 TO SCHEDULE AN APPOINTMENT FOR COMPUTER USE.

ALL COMPLETED PAPER APPLICATIONS MUST BE RETURNED BY **FEBRUARY 23, 2024, 4:30PM**. APPLICATIONS CAN BE DROPPED OFF IN THE LOBBY OF THE HUMAN RESOURCES DEPARTMENT.

1. Paper applications must be typed or clearly printed in black or blue ink.
2. All questions must be answered. If a question is not applicable, "**N/A**" will be placed in the space. No question will be left blank.
3. All pages must be initialed or signed in the appropriate location.
4. The waiver pages **MUST BE** completed. "The Physical Agility Test Release Form (paper application page 13) must be *notarized*. The Physician Authorization Form (paper application page 15) must be completed by a *medical professional*."
5. Applicants must attach a certified copy of their current State or DMV (Delaware Motor Vehicle) record. Contact Delaware Department of Motor Vehicle at (302) 744-2506. Driving records may also be obtained as an online service by visiting [https://www.dmv.de.gov/OnlineServices/\[dmv.de.gov\]](https://www.dmv.de.gov/OnlineServices/[dmv.de.gov]) [gcc02.safelinks.protection.outlook.com]
6. Incomplete applications **WILL NOT** be accepted or considered for employment.
7. Upon submission of the completed application you will receive your date and time for the Physical Agility Test.
8. Any questions regarding the application may be directed to the City of Wilmington Human Resources Department at (302) 576-2460 or wilmjobs@wilmingtonde.gov

CITY OF WILMINGTON

Wilmington, Delaware



Wilmington Fire Department Recruitment Process

INTRODUCTION

The City of Wilmington Fire Department is currently accepting applications for a Fire Department Academy. Applicants must meet the following requirements:

- 18 years of age or older at the time of application
- High school diploma or GED
- Obtain city residency within 12 months of employment
- Possess a valid driver's license
- Good moral character

The recruitment process will entail a battery of tests to include the following:

- Submission of a completed Employment Application
- Physical Agility Test
- Written Test
- Panel Interview
- Chief of Fire Interview
- Background Investigation
- Physical Exam/Medical Certification

INITIAL SCREENING

All applications must be submitted online or in person or by U.S. mail (no fax) to the Department of Human Resources by the established closing date. The Human Resources Department will log all applications and begin the screening process.

Initial screening consists of ensuring that all applications are complete based on the instructions included in the application package, all signatures and initials are present, driver's licenses are indicated and not expired, and the age of the applicant is at least 18 years at the time of application. Any applications that do not meet these criteria are eliminated from further consideration.

PHYSICAL AGILITY TEST

Applicants are notified upon the submittal of their application of the place, date, and time of the test.

The Physical Agility test consists of **six** evolutions that must be completed within a time that will be determined prior to testing. The test is continuous and will be conducted in the order and fashion described below. The stations are designed to test the physical strength, endurance, and disposition of Fire applicants. All evaluations will be conducted wearing a 50lb weighted vest, gloves and head protection.

Stair Climb – The stair climb is intended to test the candidate's stamina and aerobic ability. Firefighters must be able to ascend/descend stairs in a timely manner and be capable of performing necessary tasks when they arrive at their destination. Candidates will be required to ascend/descend four floors while wearing a 50lb weighted vest. Candidates will then walk to where the remaining five evolutions are staged.

Mannequin Drag – Firefighters must be able to remove an unconscious or injured victim from a hazardous environment. This could also include an injured firefighter. The Mannequin Drag is used to test the candidate's strength, coordination and aerobic ability. Candidates will drag the mannequin 100 feet.

High Rise Pack – A high-rise pack is used to carry firefighting hose and fittings to a floor or location that is remote from the fire apparatus. The hose carried in the high-rise pack is connected to hose connections in the building allowing firefighters to apply water to locations that are impractical or impossible to reach using the fire hose alone. Candidate will carry a high-rise pack through the obstacle course around a traffic cone, back through the obstacles, and return to the starting point.

Hose Platform – The candidate's upper body strength is tested by placing rolled sections of the fire hose onto a platform, then returning the hose to the starting point. This evolution simulates the weight and bulk of fire hose and other equipment that firefighters handle daily. Candidates will pick up four (4) sections of rolled fire hose, one section at a time, and place them on a shelf four (4) feet high. The candidate will then return each section to the floor of the designated location.

Sand Bag Carry – The sand bag carry is intended to test the candidate's stamina and aerobic ability. Firefighters must be able to ascend/descend stairs in timely manner carrying equipment and be capable of performing necessary tasks when they arrive at their destination

Keiser Sled – The sledgehammer evolution tests the candidate's stamina and coordination. Firefighters use many tools that require them to swing to strike an object. An axe or striking tool is used for forcible entry or to ventilate smoke from buildings. The candidate utilizing a 9lb sledgehammer will repeatedly strike a steel I-beam moving it completely down sled tray.

WRITTEN TEST

All applicants who pass the physical agility test will be given notification of the date and time for the written examination. All tests are administered by a representative of the Human Resources department and a representative of the Fire department. At the conclusion of the testing session, all materials are collected. Written test preparation information will be provided to candidates after successful completion of the physical agility test.

PANEL INTERVIEW

The panel interview consists of three panelists and a representative from Human Resources. Each panelist receives training on proper interviewing techniques. During the panel interview applicants are scored based on behaviorally anchored ratings. All applicants will be notified by mail regarding the results of the panel.

CHIEF'S INTERVIEW

The Chief will ask various questions regarding your desire, motivation and ability to be a firefighter. A representative from the Human Resources Department will be present.

BACKGROUND CHECKS

Background checks are conducted on three concurrent levels. The Human Resources Department is responsible for investigating criminal histories and motor vehicle violations of all applicants that pass the initial screening phase.

The Wilmington Fire Department is responsible for verifying past employment references. Field investigations are conducted to verify references and working history. During the basic general investigation, birth certificate, driver's licenses, and education requirements are verified and copies are obtained.

PHYSICAL EXAMINATION/MEDICAL CERTIFICATION

Selected applicants will receive notification indicating the place, date, and time for their pre employment physical. The Medical Dispensary conducts the initial physical screening and directs the applicants to the appropriate testing services for further evaluation. The Medical Dispensary is responsible for the medical certification of all selected applicants.

START DATE

After all pre employment checks and physicals are complete the Fire Department will notify the successful applicants of the official start date for the class. Applicants are instructed to bring the necessary materials for the completion of payroll paperwork, i.e., picture ID, social security card, etc.

TRAINING ACADEMY

All Probationary Firefighters are required to attend and pass the training academy. All candidates must obtain and maintain all certifications as prescribed by the Wilmington Fire Department. WFD Training Academy will include the National Registry Emergency Medical Technician course that provides the student with in-depth knowledge and skill-based training to appropriately assess, stabilize, monitor, and transport the pre-hospital patient. The National Fire Protection Association Firefighter Level I and II courses are intended to teach new members of the fire service basic firefighting skills, such as wearing and using proper personal protective equipment and self-contained breathing apparatus, loading and unloading hose, using portable extinguishers, extinguishing flammable liquid and gas fires, extinguishing structural fires, saving property and evidence, fire prevention and building surveys, and the Incident Command System. The course consists of classroom and intense hands-on participation. There will be a practical and written examination based on questions and skills using the NFPA 1001 Standard for Firefighter I and II and the International Fire Service Training Association (IFSTA) Manual, 6th Edition, which will be issued to eligible applicants.

On behalf of the officers and members of the Wilmington Fire Department and the City of Wilmington, I offer you good luck during this process.

John M. Looney
Chief of Fire
City of Wilmington Fire Department

Fire Headquarters
22 South Heald Street
Wilmington, DE 19801
302-576-3950 (Office)

City of Wilmington

Firefighter

I. INTRODUCTION

The information found in this booklet is intended to assist persons who are considering entering the Fire Service as a career.

We hope that the material contained on the following pages will help answer any questions you may have regarding the policies and procedures as they apply to persons seeking the position of Firefighter with the Wilmington Fire Department. Should you need any additional information, please feel free to call us at (302) 576-3179.

This is an information booklet only and is not intended as an official rulebook. All the information contained on the following pages is subject to change by the rules and regulations governing the Wilmington Fire Department and the City of Wilmington.

II. IS THE FIRE SERVICE THE RIGHT CAREER FOR YOU?

Choosing the Fire Service as a career can prove to be one of the most interesting and personally satisfying choices one can make. Such a choice, however, should not be made lightly. It should be the result of careful thought and deliberation.

How does one go about finding out whether or not the Fire Service is the "right" career? This small booklet should help you in some ways to decide. There is also the possibility that you may know someone who is already working for the Fire Service, and they may be able to help you in making your decision. If you don't know anyone who is a Fire Service employee, it might be a good idea to stop by a few of your local fire stations and ask to speak with some of the firefighters who already have the job. They are the ones who can really tell you what firefighting is all about. Try to be sure that you have read this whole booklet over thoroughly before you go for your visit, though. It will help you in understanding the job of a firefighter, as well as serve as a guide in forming some questions you may want to ask.

You probably have some idea as to what a firefighter does. We have all seen a fire at one time or another at which an engine company and ladder truck were present. Firefighters are seen raising ladders to windows and carrying people down, dragging hose lines into the burning building, and operating different types of fire extinguishment and rescue equipment.

While such acts are indeed extremely important for the firefighter to perform, there are many other duties and functions which the firefighter does that often go unnoticed and unseen by the general public before, during and after a fire.

III. THE NATURE OF THE FIREFIGHTING PROFESSION

Firefighting is an extremely hazardous occupation. Those who choose it as their career will sometimes have no choice but to "put their lives and personal safety on the line" for the safety and well being of their community and its citizens. While not necessarily a part of the everyday working situation, firefighters must be willing and able to face working conditions which involve such things as explosions, floods, storms, electrical hazards and fires.

One of the more important characteristics that a person wishing to become a firefighter should have is the ability to work as a team member. Teamwork is essential to the job of a firefighter because working as a team reduces the potential for injuries and loss of life among firefighters, as well as increases the firefighter's effectiveness in handling emergency situations.

Cooperation is a key word for firefighters at the fire scene, as well as in the fire station. Since the nature of the firefighter's job demands that he/she serve in rotating shifts, it is important that firefighters be able to get along with their peers. Performing routine duties around the station house, such as washing dishes, cooking or straightening up, gives the firefighters the opportunity to interact informally with other members of the department and to build up friendly relationships.

Firehouse fellowship is often carried beyond the normal working hours by many of the firefighters. Firefighters frequently get together during their off-duty time and form teams which compete in various athletic activities, such as football, softball, golf, bowling and basketball. This good fellowship is something a new member of the department can share and become an active participant in, after a surprisingly short period of time on the job.

IV. DUTIES OF A FIREFIGHTER BEFORE, DURING AND AFTER THE FIRE

Let's take a more in-depth look at some of the other duties and responsibilities that firefighters have.

A. Before the Fire

There are many tasks that a firefighter must perform prior to responding to the scene of an alarm. Some of these tasks involve the maintenance of the fire apparatus (fire "truck") so that it always functions correctly and is ready to go within seconds after an alarm has been received. Work performed on the fire apparatus includes such things as washing and cleaning, as well as checking and testing all equipment that is used each day. It is important that the firefighters take care in maintaining all the equipment on the apparatus because any missing or malfunctioning equipment may cost the firefighters their lives and/or the lives of others. Items such as the self-contained breathing apparatus (SCBA), first aid kits, ropes, hoses and nozzles must all be in their proper positions for ready access, and in top operating condition.

While it is important that the apparatus and the equipment that it carries always be functioning correctly, it is just as important that the firefighters be able to perform their duties at the scene of a fire. This ability to do one's job correctly is practiced prior to an actual fire. Unlike members of many other professions, firefighters cannot afford to make mistakes while gaining experience, since there are few opportunities to remedy errors or to second guess. A firefighter cannot wait until a fire or an emergency to obtain practical knowledge and experience. This is the reason why firefighters learn how to properly handle different types of fires during their training at the State Training School. It is essential, however, that all members of the department keep up-to-date on technical developments in the field of firefighting, as well as maintain their basic firefighting skills.

To maintain their skills, firefighters often go through regular drill procedures at the training school. Performing these drills ensures that the methods and procedures for all operations are standardized so that firefighters can be transferred to various companies without impairing efficiency. In addition to the basic drill work, an extensive amount of advanced training is necessary for firefighters. To increase the firefighters' skills and knowledge, in-service training sessions are held at the Training Center. Courses covering such areas as fire technology, fire hydraulics, evidence preservation and fire chemistry are designed to increase the competency of the firefighters when performing their duties at the scene of a fire.

B. During the Fire

At the scene of a fire, the firefighter is required to do a variety of different tasks. Many of these tasks depend upon which company a firefighter has been assigned to work. Persons assigned to the ladder companies, for instance, generally are responsible for the rescue of trapped victims in the involved building and also for the ventilation of it. The engine company personnel are responsible for rescue, just as the ladder companies are. In addition, they supply the water to the fire through hose lines which they have to lay out, drag to the seat of the fire and effect extinguishment. After the fire has been extinguished, both the ladder and engine companies work together in the dirty job of clean up, called "overhauling."

In addition, all firefighters are expected to perform the following duties when necessary:

1. Perform Rescue Operations
 - a. Locate and rescue victims trapped in burning, smoke filled or contaminated buildings.
 - b. Carry or assist conscious or unconscious victims up and down ladders and stairs.
 - c. Locate and remove victims trapped in tunnels, pipes, cave-ins, etc.

- d. Calm distraught victims, relatives or spectators at emergency scenes.
- e. Extricate trapped and injured victims from auto accidents or other entrapments using cumbersome tools and equipment.
- f. Administer first aid and CPR when necessary.
- g. Assigned to firefighting or rescue boats.

2. Perform Hose Evolutions and Apply Extinguishing Agents

- a. Making and breaking hose connections to water sources (hydrants, pumps and other hoses).
- b. Operate hydrant using hydrant wrench.
- c. Advance, operate and control hand lines, applying water streams.
- d. Operate any class of fire extinguisher.
- e. Mount and operate master stream appliances at ground level and from aerial ladder.

3. Apply Ventilation Procedures

- a. Create ventilation openings by opening or forcing doors, windows, roofs, ceilings, and walls, using hand tools, mechanical devices, and power tools.
- b. Position ventilating fans in openings to inject fresh air or reject contaminated air.

4. Forcibly Opening Structures and Enclosures

- a. Make forced entry into grounds by climbing walls and fences or cutting locks, chains, hasps and bolts.
- b. Use cutting tools (pickhead axe, wire and bolt cutters, cutting torch, pneumatic cutting tool, hydraulic equipment and power saws) to cut through wood and metal barriers.
- c. Use pulling and prying tools (wrecking bar, crowbar, come-along, pike pole) to pull down ceilings, wallboards, siding, or walls.

5. Perform Ladder Operations

- a. Carry out and place into position various size ladders to be used for rescue or ventilation operations. Ladders have to be raised by the halyard ropes to designated heights with precision and quickness, sometimes calling for the help of five firefighters.
- b. Must be able to climb up a ladder to trapped victims, remove them from ledges and windows, and carry them down.
- c. Be able to work with tools and hose lines off ladders in a locked position, sometimes from a fully extended 100-foot unsupported aerial ladder.

C. After the Fire

The firefighter's job does not end once the fire has been extinguished. All firefighters are required to perform various salvage and overhaul operations. Once the fire has been extinguished, the fire debris must be removed. This involves the use of shovels, mops, buckets, brooms, and squeegees. Water poured on the fire to extinguish it often remains on the floors after the fire is out. It is the firefighter's duty to see that as much of the water as possible is removed after fire. Damaged structural components such as walls, roofs, or floors must be torn down or shored up to prevent them from becoming a safety hazard to others. Smoldering mattresses or other furniture must be removed from the building to prevent further smoke damage or possible re-ignition of the fire. Broken windows and doors must be covered and secured to protect the building and its contents from the weather and possible theft and vandalism. Even after having accomplished all of the above, the firefighters are still not finished.

Upon their return to the fire station, firefighters are required to check all of their equipment. Hoses used to combat the fire are removed from the engine, cleaned, and dried to prevent rotting from mildew. All supplies used at the emergency scene are replenished. At this point, the firefighters are once again fully equipped to respond to the scene of a new and different emergency.

D. Marine Unit

The Wilmington Fire Department operates a Marine Unit. A firefighter will be expected to perform during emergency situations on the waterways. The operations would consist of firefighting operations, water rescue operations, public service and environmental protection. These operations will be performed on one of the two Marine Units operated by the Department.

E. *Emergency Medical Technician Certification*

A firefighter will be required to maintain National and State Certifications for Emergency Medical Care for the duration of employment.

F. *Fire Marshal's Office*

A firefighter will be expected to perform building inspections, teach public education programs, develop programs, conduct fire and arson investigations, testify in a court of law, and develop a working knowledge of the fire codes and associated laws; and attend schools, seminars, and other educational institutions to learn and maintain the skills, knowledge, and abilities necessary to perform the functions for a Fire Inspector.

Hours of Work

All Fire Suppression members of the Fire Department shall work a three (3) platoon system as follows:

One (1) twenty-four (24) hour tour – 0800 to 0800 hours.

Forty – eight (48) hours off

In the Wilmington Fire Department, the term "unit" will denote a work period of 12 hours. A tour will be comprised of two (2) units.

Wilmington Fire Department

Firefighter Classification and Salaries FY 23/24

| Classification | Annual Salary |
|--------------------------|---------------|
| Firefighter Probationary | \$49,650.88 |
| Firefighter 1 | \$55,289.46 |
| Firefighter 2 | \$60,800.48 |
| Firefighter 3 | \$66,311.49 |
| Firefighter 4 | \$71,822.51 |
| Firefighter 10 | \$77,338.57 |
| Senior Firefighter 1 | \$79,456.74 |
| Senior Firefighter 4 | \$81,160.65 |
| Senior Firefighter 6 | \$83,301.62 |
| Senior Firefighter 8 | \$84,967.65 |
| Senior Firefighter 10 | \$86,667.00 |
| Senior Firefighter 12 | \$88,400.34 |
| Senior Firefighter 14 | \$90,168.35 |
| Senior Firefighter 16 | \$91,971.71 |
| Senior Firefighter 18 | \$93,811.15 |