

5595-0 (FF&WM)

01 March 2010

Dist List

**CANADIAN FORCES FIRE MARSHAL'S FIREFIGHTER PRE-ENTRY
FITNESS EVALUATION (CFFM'S FPFE) IMPLEMENTATION PLAN**

Situation

1. The University of Alberta (U of A) entered into a contractual agreement with the Canadian Forces Personnel Support Agency (CFPSA), now known as Director General Personnel and Family Support Services (DGPFS) to conduct research into the development of *bona fide* physical fitness selection standards for Canadian Forces (CF) and Department of National Defence (DND) firefighters.
2. The Canadian Forces Fire Marshal Firefighter Pre-entry Fitness Evaluation, (CFFM'S FPFE) provides standards for both *screening* and *selection*. Screening refers to the process of distinguishing between applicants who pass or fail the test. The criteria for passing are consistent with what is known about *bona fide* occupational requirements (BFOR) for firefighting. If an applicant passes the test, the organization can be reasonably certain that the individual has the physical fitness required to move to the next step (e.g., fire training or probationary employment as a firefighter). The concept of selection takes this process one step further, allowing the ranking of successful applicants based on performance if the Canadian Forces Fire Marshal or individual Base Fire Chiefs are interested in doing so.
3. DGPFS and CFFM have signed an SLA to deliver/administer this evaluation. Firefighter (DND) Applicants will pay local PSP staff through the CF Central Fund or other qualified fitness facilities approved and trained by DGPFS for this service.

Aim

4. This Implementation Plan will provide direction in the conduct of the CFFM'S FPFE.

Execution

5. CFFM'S FPFE will be delivered following a five-phase process, which includes: Training of PSP and Civilian personnel, Roles and Responsibilities, Administration, evaluation and quality control. The five-phases process is described in the paras 6 to 23 below.

Phase 1 Training of PSP and civilian personnel

- a. Firefighter Fitness & Wellness Manager (FF&WM) will coordinate staff training with all facilities taking part in CFFM'S FPFE.
- b. FF&WM will liaise with all facilities to assemble required equipment for the delivery of the evaluation.

Phase 2 Roles and Responsibilities

6. DGPFS Responsibilities:

- a. Provide physical fitness evaluations of the CFFM'S FPFE in both official languages;
 - b. With the exception of isolated areas, every effort will be made to provide evaluations;
 - c. Manage all administrative and evaluation materials;
 - d. Provide consultative services to Fitness Coordinators, outside Fitness Facilities and Fire Chiefs on all matters relating to the CFFM'S FPFE;
 - e. Validate and ensure quality control of the delivery of the CFFM'S FPFE;
 - f. Provide general administrative, resolution of evaluation problems and maintenance of descriptive statistics associated with administration of the CFFM'S FPFE; and
 - g. Advise evaluators of all new procedures.
7. Role of the Firefighter Fitness & Wellness Manager (FF&WM):
- a. Provide the Fire Chiefs (FC) with contact information for the Fitness Coordinator on their Base/Wing/ASU or other qualified Fitness Facilities in their area;
 - b. Alternate evaluator. If an evaluator is not available within the area, an alternate evaluator may be requested through FF&WM. The FC will approve all travel related costs prior to the evaluation being scheduled by the FF&WM;
 - c. Provide & update Evaluation materials to base Fitness Coordinators and other qualified Fitness Facilities;
 - d. Facilitate staff training with regards to this protocol;
 - e. Collect DND 2485 for statistical purposes; and
 - f. Answer any questions related to protocol or evaluation procedures.
8. Role of the Fire Chief (FC):
- a. Contact the Fitness Coordinator or contact person from other authorized evaluation facilities to schedule evaluation dates during mutually convenient time for both parties;
 - b. Provide Names and Contact information for the applicant;
 - c. Verify, purchase and organize evaluation equipment;
 - d. Have bunker gear available for Applicants as specified in the ops manual;
 - e. Provide each applicant a copy of the CFFM'S FPFE Guide, well in advance of their evaluation;
 - f. Inform each applicant of the Pre-Evaluation Information and Instructions;
 - g. Insure that all applicants provides the Medical Evaluation Form upon check in for their evaluation;
 - h. Inform applicants of the cost and method of payment for the evaluation prior to their reporting for the evaluation;
 - i. Inform Applicants of the "24 hrs in advance" cancellation rule; and
 - j. Inform the Applicant that re-scheduling of evaluations may not be possible due to the length of the evaluation.
- 9 Role of the Applicant (To be addressed by the Fire Chief). The Fire Chief or his designate shall ensure that the Applicant:
- a. Is provided with the Fire Chief's contact information in case a cancellation needs to be made;
 - b. Inform the FC of cancellation of fitness evaluation at least 24 hrs prior to the scheduled appointment;
 - c. Complies with the Pre-evaluation instructions and Information;
 - d. Provides the evaluator the Medical Evaluation Form properly filled out by their Physician; and
 - e. Provides the evaluator with a money order or certified cheque in the amount of the cost of the evaluation.
- 10 Role of the Fitness Coordinator & Contact person for other qualified Fitness Facilities:

- a. Liaise with the FC to coordinate the evaluations (dates, number of applicants);
- b. Verify set up and equipment of the evaluation;
- c. Assign sufficient number of evaluators to conduct the evaluation, in accordance with the CFFM'S FPFE Ops Manual, including at least 1 Certified Exercise Physiologist to oversee the evaluations;
- d. Provide quality and reliable physical fitness evaluations for Firefighter Applicants;
- e. Due to the length of the evaluation (3 hours), evaluation days must have multiple evaluations scheduled as to maximize the evaluator's time;
- f. Collect money order or certified cheque in the amount of the cost of the evaluation from evaluators, for Bases/Wings/ASUs, the money will be deposited in Canadian Forces Central Fund (CFCF) account according to Annex C; and
- g. Distribute DND 2485 forms accordingly.

11. Role of the evaluators

- a. Collect evaluation fee from Applicants;
- b. Issue a receipt to the applicant;
- c. Verify accuracy of all information provided on DND 2485 Forms prior to distribution;
- d. Provide a quality service to the FC and the applicant;
- e. Report evaluation results and deliver original forms (DND 2485) to the Fire Chief within 72 hours of the original evaluation; and
- f. Provide the FF&WM, via email, the Canadian Forces Fire Marshal's Firefighter Pre-Entry Fitness Evaluation (CFFM'S FPFE) statistics.

Phase 3 Administration

12. Due to the labour intensive nature of this evaluation, other firefighter screening mechanism such as aptitude test, level of experience and training and medical screening should be completed prior to sending an applicant for this fitness evaluation.

13 Cancellation and No-Show Policy:

- a. Appointments for CFFM'S FPFE may be cancelled provided at least 24 hours advance notice is given. Every effort shall be made to avoid cancellations. Due to the length of the evaluation, staff commitment and facility requirement, re-scheduling may not be available; and
- b. Should an applicant fail to cancel or re-schedule an evaluation at least 24 hours in advance of an evaluation that they do not attend:
 - a. The applicant shall be recorded as a "no show";
 - b. The fitness evaluator will provide the FC with the name of the applicant;
 - c. No shows wishing to reschedule an evaluation will be required to pay both the evaluation and the no show fee. The "no show fee" is at the discretion of the testing facility in the form of a non-refundable deposit or other.
 - d. Re-scheduling of the evaluation shall be at the discretion of the Fire Chief, should an appointment time be available.

14. Failure.

- a. Applicants may not be able to attempt a retest due to the lengthy nature of the evaluation. Retest dates are at the discretion of the FC and the Fitness Coordinator. However, as a general rule a minimum waiting time of 30 days should be implemented before the applicant is authorized to attempt a second evaluation. An exception to the 30-day waiting period may be granted, at the discretion of the Fitness Coordinator, who shall base their decision on the applicant's results on previous CFFM'S FPFEs.

Phase 4 Evaluation

15. The evaluator administers the fitness evaluation in the manner prescribed in the CFFM'S FPFE Manual as issued by DGPFS on 1 April 2008 or any successive or updated volume of the Manual as duly issued and provided to the Evaluator.

16. Fitness evaluation results shall be valid for a period of six months from the date of the evaluation. This period may be extended at the discretion of the Fire Chief but shall not exceed one year.

Phase 5 Quality Control

17. The CFFM'S FPFE shall be monitored and reviewed by the FF&WM and/or any other designated DGPFS representative. Staff Assistance Visits (SAV) shall be completed at fitness evaluation sites. An annual statistical report will be generated for the CFFM's office.

18. The base fire service is responsible for all equipment required to deliver the CFFM'S FPFE as listed in the current CFFM'S FPFE Operation Manual, Annex A. The Base Fitness Coordinator with the help of the Fire Chief and the FF&WM will determine what is required for each location.

19. The FF&WM will update the CFFM'S FPFE Forms (DND 2485) as required. DND 2485 will be available at the Publications Depots. Fitness Coordinators will order the DND 2485 via the Base Supply System. FF&WM will provide other fitness locations with DND 2485s.

20. Evaluation sites for the delivery of the CFFM'S FPFE may depend on the geographical area. The Fitness Coordinators and the Base Fire Chief will determine the best location for each area. Evaluations sites may include, but are not limited to: Fire Hall, Drill Hall, Armories, near by Universities, and other civilian fitness facilities.

21. Professional qualifications. The CFFM FPFE is a maximal fitness evaluation; therefore all fitness evaluation delivery sites/evaluation days will require the following:

a. Base Facilities

- (1) Lead fitness evaluator must hold a valid CSEP-CEP qualification;
- (2) All other evaluators must hold a valid CSEP-CPT qualification; and
- (3) PSP personnel are covered by the Crown to deliver the CFFM FPFE if conducted during normal working hours.

b. Other Fitness Facilities

- (1) All evaluator must hold a valid CSEP-CEP qualification
- (2) Proof of personal and/or facility insurance.

Finance

22. Civilian applicants for DND firefighter positions will pay \$ 250.00 per evaluation. The evaluation cost may be different with outside Fitness Facilities. Certified checks or money orders addressed to Canadian Forces Central fund will be accepted.

23. For further information on how funds are to be collected and expended, view Annex C, Canadian Forces Fire Marshal's Firefighter Pre-entry Fitness Evaluation – Guidelines for Base Program Expenditures.

Mr. Daryl Allard
Acting Director of Fitness
(613) 995-7794

Dist List

Action

PSP Manager CFB Esquimalt
PSP Manager CFB Det Wainwright
PSP Manager CFB Suffield
PSP Manager 17 Wing Winnipeg Det. Dundurn
PSP Manager CFB Shilo
PSP Manager CFB Borden
PSP Manager CFB Petawawa
PSP Manager CFB Valcartier
PSP Manager CFB Gagetown
PSP Manager CFB Halifax
F&S Dir CFB Borden
F&S Dir CFB Esquimalt
F&S Dir CFB Petawawa
F&S Dir CFB Valcartier
F&S Dir CFB Gagetown
F&S Dir CFB Halifax
F&S Dir CFB Det Wainwright
FS&R Dir CFB Shilo
FS&R Coord 17 Wing Det Dundurn
FS&R Coord CFB Suffield

Information

SMF

National Fitness Policy and Standards Mgr
SA PSP
Fit Coord CFB Esquimalt
Fit Coord CFB Shilo
Fit Coord CFB Borden
Fit Coord CFB Petawawa
Fit Coord CFB Valcartier
Fit Coord CFB Gagetown
Fit Coord CFB Halifax
F&S Coord CFB Det Wainwright

List of Annexes

Annex A. Canadian Forces Fire Marshal's Firefighter Pre-Entry Fitness Evaluation
Operations Manual
Annex B. Evaluation Form (DND 2485)
Annex C. Canadian Forces Fire Marshal's Firefighter Pre-entry Fitness Evaluation –
Guidelines for Base Program Expenditures