

BROOKLYN HEIGHTS FIRE DEPARTMENT

345 Tuxedo Avenue

Brooklyn Heights, Ohio 44131

Office: (216) 351-3542 Fax: (216) 749-0892

2024

Dear Applicant,

Thank you for showing an interest in the position of Fire-Fighter/EMT-P with the Village of Brooklyn Heights Fire Department. In an effort to find the best candidate for the above-mentioned position, we felt it necessary to provide you with some pre-interview information about our Village, the Fire Department and its benefits.

The Village of Brooklyn Heights is approximately 4 square miles of which 1.8 miles is zoned industrial with the rest remaining residential or undeveloped. The Village has 11 miles of residential streets, 2 miles of state routes and 1.8 miles of interstate. We have approximately 670 households with about 1,700 residents. The village consists of approximately 250 business/industrial sites, with about 3,000 employees.

The Village of Brooklyn Heights Fire Department is currently staffed by three members 24 hours a day, 7 days a week by two – 12 hour shifts (7 a.m. – 7 p.m. and 7 p.m. – 7 a.m.). Our current department is made up of 31 members: Chief, Asst. Chief, 1 Captain, 3 Lieutenants and 24 Fire Fighters, and 1 EVT Mechanic. Of our 31-member department, 30 members are EMT-Paramedics and 1 is an EMT-Basic. We have 30 members that are Fire-Fighters II (Career F/F) and 1 Fire Fighter I (Part-time F/F). Our experience level is high and diverse with 28 of our members working in a full-time capacity for several other departments. Our department also staffs a fire prevention/investigation office consisting of 12 inspectors that handle pre-plan inspections, yearly fire prevention inspections and fire cause and determination. The department also has its own training division consisting of 5 fire instructors and 5 EMS instructors that coordinate monthly drills.

If selected, you will need to have a physical assessment done by a doctor, and paid for by the applicant.

The Village of Brooklyn Heights Fire Department provides the following benefits:

Competitive wages, which are negotiated by village council. Our current 1st class fire-fighter rate for the year 2023 is \$31.51/hour.

	2022	2023	2024	2025
PROBATIONARY FIREFIGHTER				
Months 0-6	\$21.12	\$23.62	\$24.56	\$25.54
Months 7-12	\$22.52	\$25.18	\$26.19	\$27.23
Months 13-15	\$23.95	\$26.78	\$27.85	\$28.96
FIREFIGHTER	\$28.18	\$31.51	\$32.77	\$34.08
FIRE TRAINING OFFICER	\$29.61	\$33.11	\$34.43	\$35.81
LIEUTENANT	\$30.12	\$33.68	\$35.03	\$36.43
CAPTAIN	\$32.23	\$36.04	\$37.48	\$38.98
MECHANIC	\$32.69	\$36.55	\$38.01	\$39.53

- Functioning Fire Inspector Incentive \$350.00 for 2023, 2024 and 2025.
- The hourly rate set forth above shall be paid for duty days, attendance at drills, work at an emergency and any attendance deemed necessary by the Fire Chief.
- All members receive a minimum show up time (for ambulance or fire calls that are paged out) of 1 hour between the hours of 0700 to 1900 and a minimum of 2 hours between the hours of 1900 to 0700.
- 11 negotiated legal holidays where time and a half is paid for time worked.
- Incentive Con-Ed program – up to 3 hours paid per month at an approved outside education center (with supporting documentation) and approved by the Chief's office.
- Conferences and Seminars per approval of the Fire Chief.
- Initial uniforms and turnout gear provided by department and yearly clothing allowance established by the Fire Chief and Village Council.
- Worker's Compensation per state law.
- Accidental Insurance of \$150,000 Death and Specific Loss Insurance.
- Random Drug and/or Alcohol drug screening if selected.
- **Applicant must live within fifteen (15) geometric miles of the Brooklyn Heights Village borders.**
- Labor Agreement between Brooklyn Heights Village and Brooklyn Heights Fire Department Association / January 2023 – December 2025

Brooklyn Heights is a drug-free facility and random drug and alcohol testing is done at the Village's expense.

In an effort to start the application/interview process, we have provided you with a detailed job description and a thorough interview questionnaire. These items need to be completed in their entirety and returned in the provided envelope to

the Village business office, in person, where they will be dated and time stamped. These items must be returned within five business days of official notification. At that time, an interview appointment will be set up. No application or applicant will be processed without the supporting documentation.

Sincerely,

Joseph Stefanko
Fire Chief

JS/th

NAME: _____

BROOKLYN HEIGHTS FIRE DEPARTMENT

345 Tuxedo Avenue
Brooklyn Heights, Ohio 44131
Office: (216) 351-3542 Fax: (216) 749-0892

INTERVIEW QUESTIONNAIRE

Please complete this questionnaire in its entirety, supply all required supportive documentation and return it in the envelope provided to the address above within 5 business days of official notification. Failure to submit required supporting documentation will cause your name to be removed from the interview process.

THIS QUESTIONNAIRE WILL BE USED IN YOUR EVALUATION, SO PLEASE BE COMPLETE.

1. List your educational background, location and years attended. **Attach Transcripts**

- HIGH SCHOOL _____
- VOCATIONAL SCHOOL _____
- TRADE SCHOOL _____
- COLLEGES _____
- MILITARY: Attach a copy of DD2214 or current Military I.D. Badge

2. College information, list degrees held or number of years attended and credit hours achieved

3. List current EMS certification and expiration dates. **Attach Certifications/Cards**

- State of Ohio EMT-P certification: _____ Exp. Date: _____
- Where did you receive your training for your EMS certification? _____
- What year did you receive your EMS certification? _____
- Can we contact the accredited EMS institution? ☐ Yes ☐ No _____
Initial and date
- ACLS card: _____ Exp. Date: _____
- PALS/PEPP card: _____ Exp. Date: _____
- BTLIS/PHTLS card: _____ Exp. Date: _____
- Any other cards: (i.e. National Registry) _____
- Years of field experience: _____

4. Do you currently meet the state requirement (92 hours) to renew your EMT-P certification?

☐ Yes ☐ No Please attach your CON-ED Hours Certificates

If no, how many hours (total) of continuing education do you need? _____
General hours _____ Pediatric hours _____ Geriatric hours _____ Trauma hours _____
(12 hours required) (4 hours required) (8 hours required)

MID-CYCLE RE-CERTIFICATION INFORMATION (STATE OF OHIO)

- a) Have you been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following: fraud or material deception in applying for, or obtaining a EMS/Fire certificate: a felony; misdemeanor of moral turpitude; a violation of any federal, state, county, or municipal narcotics law; any act committed in another state, that, if committed in Ohio, would constitute a violation set forth in 4765-11-03(A)(16)(b) of the Ohio Administrative Code? ☐ Yes ☐ No
- b) Have you been adjudicated mentally incompetent by a court of law? ☐ Yes ☐ No
- c) Are you currently under indictment for a felony or a misdemeanor involving moral turpitude? ☐ Yes ☐ No
- d) Do you currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of a Firefighter/EMT-P or Fire Safety Inspector? ☐ Yes ☐ No

5. List your Fire-fighting certification level: _____ **Attach Certifications**
Where did you receive your training for your fire fighting certification? _____
What year did you receive your fire fighting certification? _____
Years of field experience: _____
Can we contact the accredited FIRE institution? ☐ Yes ☐ No _____
Initial and date
6. Have you ever held an EMT-P or Fire Certification in another State? ☐ Yes ☐ No
If yes: State: _____ Certification Number: _____ Expiration Date: _____
7. Have you completed any specialized EMS/FIRE/RESCUE courses that can be utilized by our department (i.e. confined space, Haz-Mat, fire inspector, etc.)? ☐ Yes ☐ No **Attach Certifications** – (list:)

8. Have you completed the National Incident Management Systems (NIMS) Training IS-700 and IS-100 courses? ☐ Yes ☐ No **Attached supporting documentation**

PLEASE ATTACH COPIES OF ALL CARDS AND CERTIFICATIONS
(Please include all CON-ED for your current EMT-P card cycle)

APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL SUPPORTING DOCUMENTATION OR A REASONABLE EXPLANATION.

9. Do you possess any specialized skills that can be utilized by this department (i.e. mechanical, electrical, vehicle maintenance, etc.)?

10. Do you require any special accommodations to perform the job of fire-fighter/paramedic?

11. Do you possess basic computer skills? ☐ Yes ☐ No

List all computer programs you have knowledge of:

12. Using the sheet provided (page 6) List your current and previous employers (in the last 10 years), job title, duties, hire date, termination date/reason for leaving and whether or not we can contact them).

13. Are you available to work: Holidays ☐ Yes ☐ No

Weekends ☐ Yes ☐ No

Evenings ☐ Yes ☐ No

Weekdays ☐ Yes ☐ No

What shifts do you prefer to work? _____

How many hours per week could you work? _____

How many hours per week do you expect to work? _____

Explain your current work schedule (Shift)? _____

DRIVERS LICENSE INFORMATION

ATTACH A COPY OF YOUR CURRENT LICENSE

14. Driver's license information: State: _____ License Number: _____ Exp Date: _____

15. Do you hold a chauffeur's license? ☐ Yes ☐ No Exp Date: _____

16. Has your license ever been suspended / revoked? ☐ Yes ☐ No

If YES, please explain _____

17. Have you ever held a license in another state? ☐ Yes ☐ No

If YES, which state and when? _____

18. Please list your driving history and approximate dates of any tickets, points, accidents, etc. (Last 10 years chronologically).

19. Brooklyn Heights Fire Department requires that you reside within a mandated fifteen-mile radius from the Brooklyn Heights borders. (See attached map, mark location of your residence).

PLEASE PROVIDE THREE CURRENT COPIES OF VERIFICATION OF YOUR HOME ADDRESS, (i.e., mortgage/rent payment, utility bills etc.) ALONG WITH ATTACHED RESIDENCY AFFIDAVIT (page 7)

20. If you currently work more than one (1) job, explain how would you make time for this job?

21. Tell us why you would be an asset to the Brooklyn Heights Fire Department.

22. Out of the many qualified applicants, why should you be considered for the job of Fire Fighter/Paramedic?

23. What are your expectations of the Brooklyn Heights Fire Department and what role would you play?

24. Why do you feel training sessions are important and what commitment would you make to monthly Fire/EMS training sessions?

25. Can you meet the required Training Requirements? ☐ Yes ☐ No (See Job Description pgs 8-10)
If NO, please explain.

26. The Brooklyn Heights fire Department is looking for dependable Fire Fighters. Due to our limited staffing, we page out approximately 20% of our call volume. Do you consider yourself dependable? Please explain the importance of reliability. Can you meet the required call out requirements (See Job Position Description)

27. Please feel free to give us any additional information or comments that you feel will help us in the processing of your application.

CURRENT PHONE NUMBER _____ CONTACT INFO _____

ATTESTED SIGNATURE AND DATE

I attest that all information provided is true and accurate to the best of my knowledge and I understand that a false statement on this application constitutes falsification under Section 2921.13 of the ORC and is a misdemeanor of the first degree. I further attest that I have no conditions that will prevent me from performing my duties. I hereby give permission to the Village of Brooklyn Heights to verify any of the above information.

X _____ DATE _____

A BACKGROUND CHECK WILL BE DONE. FALSE INFORMATION IS GROUNDS FOR DISQUALIFICATION OF A POSITION WITH THE VILAGE OF BROOKLYN HEIGHTS FIRE DEPARTMENT

Office use only

Date Received: _____ By: _____

Date Reviewed: _____ By: _____

Date Investigated: _____ By: _____ Badge#: _____

Interview Date: _____ By #: _____, _____, _____

Status: _____

Residency Affidavit

PRESENT EMPLOYER ADDRESS PHONE NUMBER	JOB TITLE & DUTIES	HIRE DATE & TERMINATION DATE	REASON FOR LEAVING	CAN WE CONTACT YOUR EMPLOYER YES or NO

POSITION DESCRIPTION
VILLAGE OF BROOKLYN HEIGHTS
An Equal Opportunity Employer
Page 1 of 3

Job Title: **FIRE-FIGHTER/EMERGENCY MEDICAL TECHNICIAN (EMT)**

Department: Fire

Immediate Supervisor: Lieutenant

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Firefighter/Emergency Technician (EMT) provides emergency medical assistance and fight fires within the village.

QUALIFICATIONS:

High school diploma or an equivalent combination of education, training and experience; valid Ohio driver's license with an acceptable driving record, passing score on a oral examination and physical agility test/physical exam, State of Ohio Fire-Fighter Certificate (Fire-Fighter level II); Level I Hazardous Material Training Certificate; and State of Ohio EMT/Paramedic Certificate. Our current medical director also requires ACLS Certification, PALS Certification, BTLIS Certification and AHA HCP Certification.

Current Fire-Fighter Physical Agility Certificate (with an overall score of 4.5 minutes or less). Certificate must be obtained through Cuyahoga Community College Fire Academy.

Must be a minimum of eighteen (18) years of age and a U.S. citizen (or have legally declared his or her intention of becoming a U.S. citizen), in order to take the oral examination.

Firefighter/Emergency Medical Technician (EMT)

VILLAGE OF BROOKLYN HEIGHTS

KNOWLEDGE OF:

- Department policies and procedures
- Local and State fire laws and ordinances
- Chemistry of fires
- Firefighting methods and use of equipment
- Location of fire hydrants, public buildings, schools and village streets
- Routine fire vehicle maintenance and repair
- Firefighting equipment maintenance methods
- Hazardous material identification and handling
- Emergency rescue procedures
- Medical terminology
- Emergency medical patient assessment
- First aid and cardiopulmonary resuscitation
- Emergency medical care and life support systems

SKILLS AND ABILITIES TO:

- Develop and maintain effective working relationships with supervisor, co-workers and the public
- Work in a group
- Define problems, collect data, establish facts and draw valid conclusions
- Remain calm in emergency situations
- Perform duties under dangerous and adverse conditions
- Drive fire vehicles
- Drive a motor vehicle in adverse weather conditions
- Operate emergency medical equipment
- Recognize unusual or threatening conditions
- Meet physical agility standards
- Climb ladders and work in high places
- Lift and transport an unconscious adult

Above listed items may be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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20%

FIRE PREVENTION / FIREFIGHTING:

- ❖ Responds to fire calls for assistance
- ❖ Controls, confines and extinguishes fires
- ❖ Controls the release of hazardous materials
- ❖ Cleans and sorts debris of fire sites, as required
- ❖ Business Pre-Plan
- ❖ Fire inspections
- ❖ Sprinkler / Standpipe inspection

40%

EMERGENCY MEDICAL SERVICES

- ❖ Responds to calls for emergency medical assistance
- ❖ Assesses medical condition of patients and provides emergency medical treatment
- ❖ Monitors EKG and vital signs
- ❖ Applies splints
- ❖ Carries patients up and down stairs and across uneven ground
- ❖ Transports individual to hospital in ambulance
- ❖ Takes blood pressure and heart rate for citizens
- ❖ Ensures rescue squad vehicles and equipment are inspected daily
- ❖ Administers medication
- ❖ Performs cardiac defibrillation

- ❖ *Denotes an essential function of the job*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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35%

STATION DUTY

- ❖ Maintains the cleanliness of the fire station
- ❖ Maintains the vehicle and ensures equipment readiness
 - ✓ Washes and cleans equipment
 - ✓ Performs routine preventive maintenance
- ❖ Maintains daily activity log
- ❖ Answers telephone, directs calls, takes messages
- ❖ Distributes mail
- ❖ Data Entry
- ❖ Maintain area of responsibility

5%

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- ❖ **PUBLIC RELATIONS**
 - ✓ Health Screening for Village Groups (Senior Citizens, Service Clubs, etc.)
 - ✓ Fire Safety Trailer (Fire Safety Training)
 - ✓ CPR / AED Classes
 - ✓ First Aid Training
 - ✓ Parade, Home Day Activities, etc.
- ❖ Attends meetings and serves on temporary committees, as requested (see rules pertaining to training)
 - ✓ Maintains and increases knowledge and skills through attendance at meeting, conferences, training seminars and in-service training sessions
 - ✓ Performs additional duties and assignments, as requested

PROBATION REQUIREMENTS (1 year from date of hire)

- ❖ Attend 60% of monthly EMS and Fire Drill (training) sessions
- ❖ Maintain a minimum of 15% call-out volume (paged out calls / all calls)
- ❖ Successfully pass all probationary exams i.e.: Policies/Procedures, SOP/SOG, Directives and Building & Street Locations
- ❖ Successfully pass Parma Community General Hospital's Protocol & Skills Exam (PCGH is the Medical Control for the Brooklyn Hts. Fire Department)
- ❖ Successfully pass Operation Competencies on all vehicles and Station Equipment
- ❖ Maintain all current certifications (i.e.: ACLS, PALS/PEPP, BTLS/PHTLS, AHA-HCP and State of Ohio EMT-P / Firefighter / Inspector / Haz-Mat / and Instructor)

I, _____, have read and fully understand the job
 (Please print name)
 description for the position of Fire Fighter / EMT. I agree to the Probationary requirements
 and I meet or exceed the qualifications listed above.

 Applicant's Signature

 Date

VILLAGE OF BROOKLYN HEIGHTS FIRE DEPARTMENT

ADMINISTRATIVE POLICY

A.P.: 2-011

TITLE: Scheduling Requirements

DATE: 4/19/2013 rev 4/16

PAGE: 1 of 2

PURPOSE: To standardize scheduling so it is fair and consistent to all members.

SCOPE: This policy applies to all members of the Fire Department

- PROCEDURE:**
- 1: All members will be required to work a minimum of four (4) shifts per month.
 2. All members will be required to work a minimum of two (2) days (700-1900) per month
 3. All members will be required to work a minimum of four (4) 12 hour shifts per month.
 4. Weekend shift definition will be Friday night (1900 hrs.) through Sunday Day shift (1900 hrs.)
 5. All members schedule requests must consist of at least two (2) weekend shifts. Please designate if you can work only one weekend.
 6. To be scheduled to work the minimum of four (4) shifts per month you must follow the above requirements and request a minimum of eight (8) shifts.
 7. To be scheduled to work the minimum of five (5) shifts per month you must follow the above requirements and request a minimum of nine (9) shifts.
 8. To be scheduled to work the minimum of six (6) shifts per month you must follow the above requirements and request a minimum of ten (10) shifts.
 9. To be scheduled to work the minimum of seven (7) shifts per month you must follow the above requirements and request a minimum of eleven (11) shifts.
 10. To be scheduled to work the minimum of eight (8) or more shifts per month you must follow the above requirements and request a minimum of twelve (12) shifts.
 11. Effective May 10, 2013 all schedule requests will be due by the 10th of the month @ 0800 and the schedule will be posted by the 18th of the month at 0800. Effective schedule date will be the 20th of month at 0800. Trade of times can be approved at this time.
 12. Schedule requests will be submitted via e-mail ONLY and all e-mails will be confirmed and time stamped.
 13. On schedule requests indicate only the days on which you want to work.
Duty times run from 0700 - 1900 and 1900 - 0700. Schedules are done in twelve (12) hour increments. We will try to accommodate any twenty-four (24) hour request but cannot guarantee the request. In cases of emergency coverage situations shift time may begin at 0830 if the member is coming off his primary job.
 14. No member should be scheduled for more than forty (40) hours in a one week period. If a mistake was made on the schedule, you are to notify the Chiefs office immediately so that the mistake can be rectified. Shift overtime will not be granted without approval of the Chiefs office.
 15. The following holidays will be picked on a seniority basis in three (3) separate rounds.
 - a. Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Easter Sunday.
 16. Holiday shifts will run in eight (8) hour increments: 0700-1500, 1500 - 2300, 2300 - 0700
 17. All members will be required to sign up for holiday shifts. No member will be mandated to work shift if it interferes with his primary job. If there is a conflict, the Chiefs office must be notified well in advance (a minimum of one week prior to holiday shift).

APPROVED BY: _____

VILLAGE OF BROOKLYN HEIGHTS FIRE DEPARTMENT

ADMINISTRATIVE POLICY

A.P.: 2-011

TITLE: Scheduling Requirements

DATE: 4/19/2013 rev. 4/16

PAGE: 2 of 2

If there is no conflict with your primary job, this holiday shift is your responsibility. There will be no trading or shift give-away of holiday shifts without the Chief's approval.

18. Any trade or shift give-away greater than four (4) hours requires trade paperwork and officers approval. Master schedule in the kitchen MUST be updated.

Partial shift giveaways of less than four (4) hours MUST be updated on the kitchen schedule.

19. No member will be permitted to leave until his replacement arrives and is ready to perform his duties.

20. It is the responsibility of each member to e-mail his schedule request on time. Late requests (after the 10th) will be tagged and evaluated. If the monthly scheduling is already in progress, late schedule requests will be processed last.

After three (3) late schedule requests in any twelve (12) month period, you will forfeit that month.

21. Any member that must give up three (3) or more consecutive shifts must notify the Chiefs office. Shift vacancies will be filled by the Chiefs office.

22. Any member that must give up shifts due to an injury must notify the Chiefs office.

23. Any member that has been promoted to the rank Lieutenant or Captain will be required to work in a supervisory position which will include weekdays shifts (0700-1900 Monday through Friday) and weekend shifts (Friday 1900 through Sunday 1900) at the discretion of the Chief's office to maintain a proper span of control.

APPROVED BY: _____