

# **Comhairle Chontae An Chabhain Cavan County Council**



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## **CAVAN COUNTY COUNCIL**

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### **RETAINED FIREFIGHTER**

### **INFORMATION BOOKLET**

**Closing Date not later than 5.00p.m on Thursday 12<sup>th</sup> June 2025**

# Comhairle Chontae An Chabhain Cavan County Council

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# **Comhairle Chontae An Chabhain Cavan County Council**

## **CAVAN COUNTY COUNCIL THE ORGANISATION**

Cavan County Council is at the heart of the local community and is the key provider of economic and social development in Cavan.

As the democratic leader of the County, we represent the people while delivering vital public services to a population of over 80,000 citizens in the areas of housing, roads transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, and the arts.

Cavan is located in the Border Region on the M3 (N3) north of Dublin. Cavan borders six counties; Leitrim to the West, Fermanagh and Monaghan to the North, Meath to the South-East, Longford to the South-West and Westmeath to the South.

Cavan shares a 70 km border with County Fermanagh in Northern Ireland and is the 19th largest of the 32 counties in area and the 8<sup>th</sup> smallest by population. The County is characterised by drumlin country side dotted with many lakes and small hills. The North West of the County is sparsely populated and mountainous with many areas of high scenic landscape.

Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

Cavan County Council provides a diverse, comprehensive and evolving range of services to citizens, businesses and visitors to the County. Amongst the wide range of quality services that are provided to communities are those delivered by the Fire and Emergency Services Department. Cavan County Council's Fire and Emergency Services Department provides the following services for the County of Cavan:

- Fire Service Operations
- Technical Fire Safety
- Community Fire Safety
- Major Emergency Management
- Civil Defence.

# Comhairle Chontae An Chabhain Cavan County Council

## Our Mission

“Putting Cavan First: Promoting Cavan as a unique place to live, work, visit and do business”

## Our Vision

We will lead and promote the economic, social and cultural development of our County, build confidence in our future, improve quality of life for our citizens and promote a more sustainable and inclusive society.

In delivering our services, we will ensure best possible value for money and will be accountable for our actions.

## Our Approach

To continue to develop a team with the required culture, leadership, skills, drive and understanding to deliver key projects and programs.

- We aim to be citizen centred, reduce bureaucracy, and be responsive to competing needs.
- We build stable communities using an integrated approach to the development and implementation of Physical, Social and Economic Policies.
- Our policies are informed through meaningful engagement.

Cavan County Council is the Fire Authority for all of County Cavan and, as such, is required to make reasonable provision for the prompt and efficient extinguishing of fires occurring in buildings and other places and for the protection and rescue of persons and property from injury by fire.

Cavan County Council, employs 120 retained Fire Fighters and has Fire Brigade units located at Cavan, Cootehill, Kingscourt, Bailieborough, Virginia, Ballyjamesduff, Ballyconnell, Belturbet, Killeshandra, and Dowra.

## RETAINED FIREFIGHTER THE ROLE

We are currently now inviting applications from candidates who are passionate in supporting and serving their local communities, for the position of Retained Firefighter. Panels will be created for positions in our Fire Brigade units in Ballyjamesduff, Killeshandra and Kingscourt.

In most circumstances a Retained Firefighter has another job / career and provides on call cover for a minimum of 24 weeks in the year for the Fire Service either from home, or in some circumstances, from their place of work. In the event of a fire call, the Retained Firefighter will be notified, typically by pager, and he / she must respond to the Fire Station immediately.

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The Fire Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls, however, are not to fires, but to incidents where members of the community are trapped in vehicles, machinery or in other less life-threatening circumstances.

The firefighter's working life and training is geared to responding safely and effectively to emergency calls, regardless of weather conditions or the time of day or night. Fully qualified firefighters are skilled technicians capable of using the most modern equipment, methods and techniques to undertake the full range of duties which can be deployed at any emergency incident.

It is essential before applying for this position that you are aware of the on-going training demands and the personal commitment that must be given to fulfil the role of a Retained Firefighter. This includes being able to drop personal responsibilities at immediate notice to respond to a fire call, which may last anytime from 30 minutes, 10 hours, or longer.

In order to function effectively in emergencies, Firefighters must demonstrate the following characteristics:

- Courage and physical strength
- A capacity for rapid, intense and sustained effort
- A capacity to use their own initiative when alone
- Complete and automatic familiarity with the equipment and tools of the profession (which may range up to major items of plant such as Fire Fighting appliance vehicles)
- A practical understanding of the basis of a wide range of subjects necessary to anticipate and overcome hazards
- Empathy with victims of emergency situations
- An ability to carry out their function in what may occasionally be emotionally difficult and harrowing circumstances

The role of a Firefighter is very challenging and rewarding and individuals are required to display determination, physical stamina and discipline in challenging situations.

***Please take a moment to complete the questionnaire contained in Appendix B to determine if this is the career for you.***

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## RETAINED FIREFIGHTER QUALIFICATIONS

### 1. CHARACTER

Candidates shall be of good character.

### 2. HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates who are successful will be required to undertake and successfully pass a medical examination before recruitment and in accordance with ***The Medical Standards for Recruitment to the Retained Fire Service***; Local Government Management Services Board (2005).

### 3. RESIDENCE:

Candidates, on appointment and during their employment thereafter, must live and work within either 3 km or a maximum of 6 minutes travel time (based on GPS navigation planner e.g. Google maps or similar as determined by Cavan County Council) of the Fire Station. The distances are measured from the place of employment and from their primary residence (home) to the Fire Station. On receipt of a fire or other emergency call personnel should be in attendance at the station within seven minutes.

### 4. EDUCATION, TRAINING, SKILLS ETC:

Candidates must have attained a suitable level of education to enable him/her to undergo successfully the appropriate training and to perform his/her duties satisfactorily as a Firefighter.

Candidates must hold a valid Category B Licence on the latest date for receipt of the application form.

It is desirable but not essential to hold a valid Category C Licence.

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## 5. CITIZENSHIP

**Candidates must, by the date of any job offer, be:**

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## RETAINED FIREFIGHTER PARTICULARS

### 1. EMPLOYMENT:

The employment is part-time and pensionable. A panel will be formed from qualified candidates from which appointments may be made.

### 2. REMUNERATION:

A Firefighter shall be paid at the appropriate approved national rates of Fire, Drill Fees and Retainer Fees and in accordance with any national agreements for Retained Firefighters.

Payment of fees is made fortnightly via electronic transfer into the Retained Firefighters account. The current rates, as per Circular EL 03-2025, are outlined below.

A Firefighter shall be paid for hours attended at a fire or other emergency incident at the hourly rates shown below:

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HOURLY RATE OF ATTENDANCE	
Fire – Day*	Fire – Night/Weekend Bank Holidays
€50.54 (1 <sup>st</sup> Hour)	€101.08 (1 <sup>st</sup> Hour)
€25.27 (Subsequent Hour)	€50.54 (Subsequent Hour)

**\* Day is 08:00 – 20:00 every weekday excluding Bank Holidays**

A Firefighter shall be paid an annual retainer allowance depending on years' service as shown below:

RETAINER ALLOWANCE		
Service	Duration	Allowance
0-1 year	1 Year	€14,523
2-4 Years	3 Years	€15,515
5-7 Years	3 Years	€16,739
8+ Years		€17,854

A Firefighter shall be paid for all hours worked (other than fire fees – see 12.3) at the appropriate approved national rates shown below.

Rates of pay	
Drill fees	€50.54 per hour
Training courses	€25.27 per hour
Community Fire Safety	A fixed payment of €38.88 per fortnight plus €25.27 per hour
Special works – all other hours authorised by the Line Manager	€25.27 per hour

The above rates are subject to review on an ongoing basis.



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### **3. DUTIES:**

A Retained Firefighter;

- Shall be required to attend at fires and other emergencies, drills, displays and other duties at such times and for such periods as required by the County Council. Failure to respond promptly to fire or other emergency calls will be addressed through the Local Authority's disciplinary procedure.
- Who attends for Fire Brigade service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a Firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
- Must comply with the County Council's Crew Management Arrangements for Retained Firefighters. Firefighters who are on standby during fires or other incidents shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
- Shall ensure that the Fire Station is kept clean & tidy at all times. Firefighting equipment shall be kept clean, maintained properly and stowed away in a safe manner.
- Is required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.
- Must attend Training Courses as directed.
- Must undertake driving duties as required.
- Must comply with all organisational policies, procedures and legislation.
- Must undertake any other duties as may be assigned from time to time.

### **4. COMPETENCIES:**

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include two practical examples which demonstrates these competencies. Interviews will be competency based and marks will be awarded under these skills sets.

- **Communication/ Interpersonal Skills**
- **Teamwork/Working with Others**
- **Adaptability/ Flexibility**
- **Relevant Knowledge /Organisational Awareness**

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<b>Communication &amp; Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues.</li> </ul>
<b>Teamwork/ Working with Others</b>	<ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of Teamwork and group dynamics;</li> <li>• Contributes fully to the team effort;</li> <li>• Plays an integral part in the smooth running of teams without necessarily taking the lead.</li> </ul>
<b>Adaptability/ Flexibility</b>	<ul style="list-style-type: none"> <li>• Adjusts to changing environments whilst maintaining effectiveness.</li> <li>• Modifies his or her approach to achieve a goal.</li> <li>• Open to change and new information;</li> <li>• Rapidly adapts to new information, changing conditions, or unexpected obstacles.</li> </ul>
<b>Relevant Knowledge /Organisation al Awareness</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding and knowledge of the Local Government services and structure including the Retained Fire Service.</li> <li>• Demonstrates an awareness of the operational abilities of Cavan County Fire &amp; Rescue Service and the demands placed on members of the Retained Fire Service.</li> <li>• Demonstrates an understanding and knowledge of company policies and procedures (including Health and Safety) and the ability to conform with same.</li> </ul>

### 5. AGE:

A Firefighter must be not less than 18 years of age on the first day of the month in which the latest date for receipt of applications occurs. A Birth Certificate must be submitted to the County Council as proof of age on or prior to employment.

### 6. RETIREMENT:

The normal retirement age is 55. On reaching 55 years of age or sooner, if found to be medically unfit, a Firefighter shall cease to be employed.

Firefighters who are physically capable of working beyond age 55 will have the option to continue working for a defined limited period of 1 year, subject to annual compulsory medical assessment on the basis of set medical standards under the Occupational Health Scheme. Such extended periods will be to the maximum age of 62 and, for the avoidance of any doubt, no firefighter can remain in service beyond their 62nd birthday, i.e., upon reaching age 62 years.

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### 7. HEALTH:

A firefighter shall be free from any defect, disease, physical or psychological condition that may adversely impact on their duties and must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Before recruitment or promotion, in order to ascertain the health of a candidate, successful applicants shall undergo such medical examinations (which may include x-ray and/or other special tests) as the County Council considers necessary. The County Council will nominate the medical examiners. The candidate must comply, at their own expense, with such remedial requirements as the County Council consider necessary.

An Operational Firefighter shall: -

- Agree to participate in the Occupational Health Scheme for Retained Firefighters in operation by Cavan County Council; and
- At any time, if requested by the County Council, undergo such medical examination(s) by medical examiner (s) as nominated by the County Council; and
- Attend medical examinations in accordance with the frequency set down in the Occupational Health Scheme for Retained Firefighters as issued by the (LGMA) to Local Authorities

Any defects discovered pertaining to a medical examination will not be remedied at the County Council's expense.

Retention as an operational Firefighter will depend upon receipt of satisfactory reports by medical examiner(s) and to the general condition above as to health.

An operational Firefighter is required to maintain an appropriate level of physical fitness.

At the discretion of the County Council firefighters may be required to undertake occupational health assessments. Retained Fire-fighters will be required to undergo regular medical examinations at any time in a manner and form determined by Cavan County Council. Failure to pass any occupational health assessments may result in termination of contract.

### RESIDENCE AND PLACE OF EMPLOYMENT:

Successful candidates must live and work within 3.0 km of the Fire Station in which they are employed so as to allow them to respond for the duration of their employment as a Firefighter. However, other locations in excess of the 3.0 km from the Fire Station may be considered if the travel time (based on GPS navigation planner e.g. Google maps or similar as determined by Cavan County Council) does not exceed 6.0 minutes and the Council are

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satisfied that it does not adversely affect turn out times at their Fire Station. The routes are measured from the place of employment/ their primary residence (home) to the Fire Station.

Successful candidates will be required to provide documentary evidence of both the addresses of their primary residence and place of employment prior to being appointed. Such evidence may include, but is not limited to, House/ Car/ Business insurance policy documents, employer letter, bank statements, correspondence from the Revenue Commissioners, tenancy agreement etc. The Council reserve the right to seek any other documentation deemed necessary to ensure that it is satisfied that the evidence so required is provided.

### **8. OTHER EMPLOYMENT:**

Written evidence must be provided from the employer as to availability prior to appointment, and the County Council in its sole discretion, shall decide as to whether the availability, as so evidenced, is acceptable. Self-employed persons must provide written evidence as to availability.

Such written evidence must cover a candidate's availability for initial training and for fire and other calls, drills, training, and such other duties which he/she may be required by the County Council to perform.

### **9. ANNUAL LEAVE:**

A Firefighter's annual leave entitlement is a maximum of 4 working weeks i.e. 28 days.

### **10. DRIVING LICENCES:**

Successful candidates must hold a current valid Category B licence, on recruitment, and obtain the full valid Category C and Category BE driving licences within their probation period.

### **11. LEARNING AND DEVELOPMENT:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. In addition, there are many opportunities for further professional and personal development.

A Firefighter shall be expected to acquire a level of training and knowledge as to enable them to interchange with and act as substitute for all personnel at operational level in the Fire Service of the County Council.

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### **12. ATTENDANCE AT DRILLS AND INCIDENTS:**

Firefighters are obliged to attend at alert/fire calls and at drills. This is the basis on which a retainer is paid. The onus on arranging to receive an alert/fire call shall rest with the Firefighter.

#### **Drills**

On station training is currently delivered in 2 hour & 15 minute modules during a designated weekday evening. Three on station drill training nights are scheduled each month which equates to 9 training nights over each quarter and a total of 36 training nights per annum. Crew members must attend/ participate in a minimum of 85% of drill night training hours over the course of the year.

#### **Incidents**

Firefighters will be on duty as per the Crew Management Arrangements for Retained Firefighters as operated, from time to time, by Cavan County Council. Where manning levels permit, all firefighters will be rostered on for a minimum of 24 weeks per year. Firefighters **must** attend all incidents while rostered on.

They will be on Flexible duty at other times and can attend incidents during this time should they so wish.

### **13. CLOTHING/EQUIPMENT:**

Firefighters are, on appointment, issued with appropriate clothing and equipment relevant to the role of the Firefighter. While on duty a Firefighter shall use the clothing and personal equipment provided by the Council and same should be left in the fire station immediately after cessation of duty.

Firefighters are issued with an alerter and must carry the alerter at all times when on duty and shall not give it to any other person. They must maintain the alerter in good working condition and shall report any defects to the Station Officer / Sub Station Officer.

### **14. PROBATION:**

Recruit Firefighters will be required to undergo and successfully complete each of the following training courses during their probationary period: -

- i. A three-week Recruit Firefighting Skills Course (including Manual Handling);
- ii. A two-week Using Breathing Apparatus (Initial Wearers') Course;
- iii. A one-week Using Breathing Apparatus (Compartment Fire Behaviour Course);
- iv. Any other course that the County Council may consider necessary.

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Failure to successfully complete the three-week Recruit Firefighting Skills Course (item i above) will result in the immediate termination of your employment, while failure to successfully complete all of the above courses during your probation period will result in the termination of your employment at the end of the probation period. Some or all of the above courses will be held at a training facility, which may or may not be situated locally.

### **15. TRAVEL:**

Cavan County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

### **16. SAFETY HEALTH AND WELFARE:**

Cavan County Council acknowledges its role in protecting the safety, health and welfare of its Firefighters. The County Council is committed to implementing and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or controlled to an acceptable level. The County Council will implement safe systems of work and methods to protect the safety, health and welfare of its Firefighters.

A firefighter shall comply with Section 13 of the Safety Health and Welfare at Work Act 2005, and shall familiarise themselves and cooperate with the terms of Cavan County Council's safety management system.

### **17. THE COMPETITION:**

Cavan County Council is committed to a policy of equality of opportunity in its employment practices and has a positive action programme in place to realise this policy. Cavan County Council is also committed, through its 'Dignity at Work' policy to the maintenance of a working environment free from all forms of harassment including sexual harassment and harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community.

#### **Selection Process**

The selection process for Retained Firefighter has a number of stages. Each applicant must successfully complete each stage before being advanced to the next. It may be useful, before commencing the process, to determine if a career as a Retained Firefighter is really for you – Please see **Appendix B.**

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### i. Application Form

The application should preferably be typed and must be completed fully. Any part which you feel is not applicable to you, insert not applicable unless stated otherwise, so that we know you have considered the question. You must be honest in your answers and with the information you share. Failure to do so could result in your application or employment being void or terminated without notice.

### ii. Assessment

You will be required to attend a Psychometric/Aptitude assessment and physical assessment. These tests are designed to identify your potential to become a Firefighter. A short basic test on reading, writing, mathematical and time calculation will be conducted as part of the recruitment process. You must pass **all** the tests to move on to the next stage of the process. Please refer to Appendix A for details of these tests.

### iii. Formal Interview

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Fire Service's opportunity to assess your suitability for the role of firefighter.

### iv. Medical Assessment

If you are successful at interview you will be asked to attend for a medical assessment by a medical examiner(s) as nominated by the County Council in accordance with the **Occupational Health Scheme for Recruitment to the Retained Fire Service**. The Medical Standards fall into 3 No. general categories; Requirements, Disqualifications and Disqualifications susceptible to remedial treatment. **Appendix C** contains a synopsis of these categories from the standards.

### Appointment

Candidates whose names are on a panel and who satisfy the Local Authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as relevant vacancies arise. The life of the panel will be one year from the date of its establishment.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

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### **References/ Documentary evidence:**

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related. Candidates will be required to submit documentary evidence to the Local Authority in support of their application.

### **18. GARDA VETTING:**

The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate (or any subsequent amendments to the legislation mentioned) in advance of appointment and on a periodic basis thereafter for the duration of their employment.

### **19. SUPERANNUATION:**

Membership of the Single Public Service Pension Scheme is **compulsory** for all new entrant Retained Firefighters who commence employment on or after 1 January 2013. The provisions of the Single Public Service Pension Scheme will apply in the case of Retained Firefighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the retained fire service. Circular letters S. 6/2013 and S. 6/2013 (amended) apply.

### **20. CANVASSING WILL DISQUALIFY:**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidates' favour either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

### **21. GENERAL DATA PROTECTION REGULATION:**

Cavan County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

#### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cavan County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.



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When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on our application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

### **Sharing of Information**

Outside of the HR recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service record and employment references.

### **Storage Period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed.

### **NOTES:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

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## APPENDIX A SELECTION TESTS

### CANDIDATE INFORMATION SHEET

#### 1. INTRODUCTION:

As part of the Recruitment and Selection Procedure for applicants to the retained Fire Service, you will be asked to undertake a number of physical tasks including tests for vertigo, claustrophobia, dexterity and endurance etc. Prior to undertaking such tests, you are requested to complete Form FS1 contained in this Appendix and submit the document as outlined on the application form.

1.1 This Information Sheet explains the tests which must be carried out as part of the selection process for Retained Firefighters in Cavan County Fire Service. The eight tests outlined below must be successfully carried out and within the stated time constraints where appropriate:

- a) Literacy/ Numeracy Test
- b) Ladder Climb Test
- c) Casualty Evacuation Test
- d) Equipment Carry Test
- e) Confined Space and Pathfinding Test
- f) Ladder Extension Test
- g) Shoulder Press test - Ladder Lift / Lower Simulation
- h) Dexterity Test, Handgrip Strength and Leg / Back Pull Strength

1.2 Your attention is drawn to the following important points;

- a) You will be required to be suitably attired in work type clothes or tracksuit. Full PPE will be provided and must be worn.
- b) You will be given a Safety Brief before each test;
  - i. Any candidate who fails to carry out the instructions of the Safety Brief or an instruction by any Assessor will be deemed to have failed that test and will take no further part in the selection process.
  - ii. If you are unclear or require clarification on any aspect of the Safety Brief it is important that you ask.

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- c) Candidates must pass all **eight** tests in order to participate further in the selection process.
- d) Candidates will be required to sign a declaration that you are;
  - i. fit and well and are not aware of any illness/injury which would prohibit you from undertaking the tests.
  - ii. not under the influence of alcohol, recreational drugs or medication that would impede your ability to carry out the tests safely.

1.3 Any candidate who presents with an injury will not be allowed to carry out the tests. Notwithstanding the above, any candidate who, in the opinion of the Assessors, appears to be under the influence of alcohol or recreational drugs will not be permitted to carry out the tests.

## **2. LITERACY & NUMERACY TEST:**

### **2.1 Literacy and Numeracy Test Pass Requirement -**

To complete the test successfully, you must demonstrate a basic competency in reading, writing and mathematics.

### **2.2 Literacy and Numeracy Test Procedure -**

- a) You will answer a small number of questions based on your understanding of a brief passage of text given to you;
- b) You will transcribe a passage of text read aloud to you by the Assessor;
- c) You will carry out a number of simple mathematical calculations.

## **3. LADDER CLIMB TEST:**

### **3.1 Ladder Climb Test Pass Requirement -**

To complete the test successfully, you must demonstrate confidence going up the ladder, applying the correct technique and coming down again.

### **3.2 Ladder Climb Test Procedure -**

- a) You will be required to climb the ladder to the final extension section of the 13.5 metre ladder - you will be told when to stop;

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- b) Clip onto ladder using snatch hook on safety harness; put one leg through a round of the ladder in order to take a secure leg-lock on the ladder, release your hands from the ladder; outstretch your arms to the side;
- c) You will be asked to look to the ground on both sides and identify a number of letters/numbers/shapes held out to you by the Assessor;
- d) Regain your handhold and descend to the ground. You should complete this task in a safe and controlled manner. You will be wearing a full body harness and will be attached to a fall-arrest device.
- e) A Safety Officer will demonstrate the correct mounting, climbing and dismounting procedure from the ladder.

#### **4. EQUIPMENT CARRY TEST:**

##### **4.1 Equipment Carry Test Pass Requirement -**

To complete the test successfully, you will need to combine endurance, upper and lower body strength and co-ordination and complete the test within 5 minutes & 47 seconds.

##### **4.2 Equipment Carry Test Procedure -**

- a) You will be carrying equipment over the length of the course, moving around the two cones, which will cover a distance of 25 metres. The items are laid out in the order which they are to be used.
- b) You will start level with the start line holding a hose reel at waist height;
- c) Run the hose a distance of 25m to the second cone and place it down;
- d) Run/jog back to the start and pick up the two coils of 70mm diameter delivery hose (one in each hand);
- e) Carry them up and down the course for four lengths of 25m returning to the start and place them down in the marked space;
- f) Pick up one coil of 70mm diameter delivery hose by the centre lugs and carry, holding it at chest height, a distance of 25m to the second cone and place it down, then jog three lengths of 25m arriving back at the start;
- g) Pick up and carry one length of suction hose and one basket strainer up and down the course 4 lengths of 25m returning to the start and place them down in the marked space;
- h) Run/jog up and down the course 4 lengths of 25m;
- i) Pick up 25 Kg bar weight from ground to waist height and proceed at a brisk walk up and down the course for 4 lengths of 25m. Lower the weight to the ground in a controlled manner after you cross the finish line.

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- j) Your time will start when the Assessor says '3-2-1-GO' and will stop when you cross the finish line with all tasks carried out.
- k) **You do not have to remember** the sequence of events as the Assessor will guide you.
- l) You must not run with equipment other than the hose reel at the start, though you may run or jog when not carrying equipment.

### 5. **CASUALTY EVACUATION TEST:**

#### 5.1 Casualty Evacuation Test Pass Requirement -

To complete the test successfully you will need to combine upper and lower body strength and co-ordination and complete the test in 40 seconds.

#### 5.2 Casualty Evacuation Test Procedure -

- a) Firmly grasp the carrying handle at the back of the dummy's head with both hands;
- b) Keeping your body upright and your back neutral pick up dummy so that you can straighten your back whilst keeping your legs bent;
- c) Drag the dummy from the start cone, walking backwards along the 50m route to the finish line;
- d) You will be guided by the Assessor so there is no need to turn around to look for obstacles;
- e) The dummy weighs 50kg.

### 6. **CONFINED SPACE TEST:**

#### 6.1 Confined Space Test Pass Requirement -

To complete the test successfully you will need to demonstrate an ability to work and path find in zero visibility conditions.

#### 6.2 Confined Space Test Procedure -

- a) You will be required to negotiate a path through a number of rooms and a confined space in limited darkness;
- b) You will start the test wearing a breathing apparatus set complete with an open port facemask;
- c) Make your way through the door following the right hand wall & proceed along the right hand wall negotiating obstacles and doors as found;
- d) You will also be required to crawl through a confined space when directed by the Assessor;
- e) The finish will be indicated by the Assessor tapping you on the shoulder and saying 'STOP';
- f) You may withdraw yourself from the test at any time;

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- g) You will be withdrawn from the test if the Safety Officers think you are suffering unduly during the test.

### **7. LADDER EXTENSION TEST:**

#### **7.1 Ladder Extension Test Pass Requirement -**

To complete the test successfully, you must demonstrate the ability to extend and lower the 10.5 m ladder while also engaging the pawls as appropriate.

#### **7.2 Ladder Extension Test Procedure -**

- a) You will be required to extend the 10.5 to a height of 9m - you will be told when to stop;
- b) You will be asked to engage the pawls to stop the ladder from lowering;
- c) You will then be required to disengage the pawls and lower the ladder safely to the housed position;
- d) A Safety Officer will demonstrate the correct procedure for this test in advance.

### **8. SHOULDER PRESS TEST - LADDER LIFT / LOWER SIMULATION:**

#### **Shoulder Press test - Ladder Lift / Lower Simulation**

To complete the test successfully you will need to utilise your upper body and grip strength and also co-ordination to shoulder press a 30kg weight into an extended press position, this is done in the seated position on a shoulder press machine / apparatus, participants must start with a sub maximal weight.

This will provide you with an indication of your current level of strength and whether you will need to improve your strength level in order to carry out the role.

If you fail to successfully lift a minimum of 25kg on the shoulder press test. Your application will no longer be considered and you will be excluded from the process.

### **9. DEXTERITY TEST AND LIMBS STRENGTH TEST:**

#### **Dexterity Test, Handgrip Strength and Leg / Back Pull Strength**

Limbs – Applicants shall have agility of limbs, and handgrip strength of;

- Dominant hand 35 kg or above
- Subordinate hand 33 kg or above
- And a leg/back pull strength of 117 kg or above

Undertake a dexterity test which will involve connecting disconnecting commonly used Fire Service hoses within a specific timeframe.

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## FORM FS1 Fire Service Cardiac Screening Questionnaire

As part of the Recruitment and Selection Procedure for applicants to the Retained Fire Service you will be asked to undertake a number of physical tasks to assess basic fitness including tests for vertigo, claustrophobia, dexterity and endurance etc. Prior to undertaking the Selection Tests you must complete the form below and submit same to the Recruitment Officer, Human Resources Section, Cavan County Council, Courthouse, Farnham Street, Cavan H12 R6V2 (email: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)) by **5 p.m. on Thursday 12<sup>th</sup> June 2025**.

Please note that a detailed physical exam by GP is not required and that you are responsible for any expenses incurred in this matter.

### **Part A: TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_ Contact Tel. Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Part B: TO BE COMPLETED BY YOUR GP:**

Re: Applicant Name: \_\_\_\_\_

On review of the medical history and of the information available to me at this time, the above named has no known contra-indications to undertaking basic fitness tests (outlined above) as part of the recruitment and selection process for the Fire Service.

I have\*/have not\* carried out a physical fitness assessment. (\*please delete as applicable)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Irish Medical Council No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Official Stamp

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### APPENDIX B QUESTIONNAIRE

#### A CAREER AS A RETAINED FIREFIGHTER - IS IT REALLY FOR YOU?

Before completing the attached Application Form please satisfy yourself that being a Retained Firefighter is really for you. Simply tick YES or NO to each of the following questions.

	Yes	No
Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people? Can you accept the need to keep to rules that tell you what you can and cannot wear and the standard of appearance you must maintain, e.g., how you should wear your hair?		
Can you get on with people from different backgrounds and cultures?		
Do you have the emotional strength to deal with a road traffic accident or other instances where there may be severe injuries or loss of life?		
Can you work as part of a close knit team?		
Can you work under pressure without letting the rest of your team down?		
Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?		
Can you take the responsibility for representing the Brigade when you are at work and when you are not?		
Are you committed to maintaining and developing your skills? Are you prepared to study on top of your normal working day?		
Can you work at heights or in confined spaces?		
Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life?		
Are you prepared to work day and night shifts, evenings, weekends, public holidays?		
Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work?		
Are you someone who can always be relied on to be somewhere on time?		
Are you someone that others see as dependable?		
Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish?		
Are you someone who can arrange your personal responsibilities, to respond to a fire call within the turnout time?		

If you answered yes to the above, can you give good examples to back your answers up? If you can, then complete the attached application form.

**Note: This form is for your use only. Do not send it back to us.**



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## APPENDIX C MEDICAL STANDARDS (EXTRACT)

Medical Assessments are carried out in accordance with the provisions of the ***Medical Standards for Recruitment to the Retained Fire Service, 2005***. The Medical Standards fall into 3 No. general categories: Requirements, Disqualifications and Disqualifications susceptible to remedial treatment.

### Requirements

Applicants shall comply with the following requirements:

- I. Physical Capacity – Applicants shall be fit to undertake fire service duties as assessed by aerobic capacity (VO Max) in the step test, and lung function by measurement of the forced expiratory volume in one second (FEV) and the forced vital capacity (FVC)
- II. Limbs – Applicants shall have agility of limbs, and handgrip strength on a load cell dynamometer of;
  - Dominant hand 35 kg or above
  - Subordinate hand 33 kg or above
  - And a leg/back pull strength of 117 kg or above
- III. Applicants shall have unimpaired loco motor systems, and be capable of running, climbing ladders, jumping, crawling and performing all kinds of manual labour.
- IV. Hearing – should be tested by audiometric test
- V. Eyesight – Applicants should;
  - a) Have uncorrected visual acuity of 6/9, 6/12 or better.
  - b) Not wear spectacle or contact lens.
  - c) Have no more than +3.00 dioptries of hypermetropia in each eye.
  - d) Have no more than -0.25 dioptries of myopia in each eye (applicants under 25 years)
  - e) Have no more than -0.75 dioptries of myopia in each eye (applicants aged 25 and over)
  - f) Be able to read N12 at 30cm unaided with both eyes open.
  - g) See at least 6/60 unaided with each eye individually.
  - h) Have a normal visual field in each eye, as determined by confrontation techniques.
  - i) Have no history of night blindness or any ocular disease that is likely to progress and result in future failure of the visual standards for firefighters

Colour vision – Applicants should have an appropriate level of colour perception. Individuals with either normal colour vision or slightly abnormal green colour vision are suitable for appointment to the fire service. Applicants will be tested with the Ishihara plates. Those who pass (having made no more than two errors in plate identification) have normal colour vision. Those who fail should be tested by Farnsworth D.15. Applicants who fail this test are unsuitable.

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### Disqualifications

The following specific conditions could be considered as disqualifying an applicant:

- Failure to comply with any of the above requirements
- History of epilepsy
- Alcohol or drug dependency
- Chronic bronchitis, asthma or other disabling disease of the lungs
- Organic disease of the cardio-vascular system, including blood pressure
- All types of diabetes mellitus whether insulin dependent or non-insulin dependent
- A history of vertigo or any illness affecting the sense of balance
- History of mental instability
- History of low back symptoms
- History of significant knee joint injury or disease
- History of night-blindness
- Chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis, and severe psoriasis

### 1.3.4 Disqualifications Susceptible to Remedial Treatment

*The following conditions would render an applicant unsuitable for operational duties but may be susceptible to remedial treatment*

- I. Gastric or duodenal ulcer
- II. Patent perforation of one or both ears, otitis media or gross nasal sepsis or obstruction.
- III. Hernia
- IV. Varicose veins
- V. Unsatisfactory dental condition or oral sepsis requiring treatment
- VI. Albuminuria, unless shown to be simple orthostatic of normal renal function
- VII. Over or under-weight – greater or lesser than 15% of predicted body-weight according to standard tables for height and weight
- VIII. Failure at strength tests