

Bethel Fire Department  
P.O. Box 1660, 19 Main St.  
Bethel Maine 04217

Fire Department  
Administrative  
Rules and Regulations  
Revised  
January, 2008

Signed

Stanley Howe	_____	Chair, Selectman
Dennis Doyon	_____	Vice Chair, Selectman
Donald Bennett	_____	Selectman
Jack Cross	_____	Selectman
Robert Everett	_____	Selectman
Scott Cole	_____	Town Manager
Mike Jodrey	_____	Bethel Fire Chief

IN THE FOLLOWING THE BETHEL FIRE DEPARTMENT MAY BE DESCRIBED  
AS "DEPARTMENT"

ARTICLE 1. MISSION

Sec.1. The mission of the Bethel Fire Department shall be to provide protection to the inhabitants of Bethel by maintaining a municipal fire department for fire protection and extinguishment, life safety and fire prevention in the Town of Bethel and the surrounding communities through written Mutual Aid agreements or per order of the Fire Chief.

Sec.2. In order to carry out the provision of section 1 above, and as authorized by Section 5-27, "Fire Department," of the Bethel Town Code, these Administrative Rules and Regulations are hereby created and set forth as provided below.

ARTICLE 2. MEETINGS

Sec.1. Regular Meetings: Regular meetings of the Department will be held the first Thursday of every month at 7:00 p.m. at the Fire Station. The Fire Chief is responsible for calling and presiding at such meetings.

Sec.2. Annual Meeting: The annual Department meeting will be held the first Thursday in June at 7:00 p.m. at the Fire Station.

Sec.3. Special Meetings: Special Meetings of the Department may be called by the Fire Chief as needed.

Sec.4. Training Meetings: Training Meetings will be held the second and fourth Thursdays at 7:00 p.m. at the Fire Station or at other places and times as directed by the Fire Chief.

ARTICLE 3. ORGANIZATION

Sec.1. Size: The Bethel Fire Department shall be composed of its present six officers, and up to thirty firefighters. Regular members and probationary trainees may be added as the needs of the Department change. Additional members shall be subject to approval of Department Chief, Town Manager and the Board of Selectmen. Inactive members shall not be considered part of this total compliment.

Sec.2. Members: The Department shall have two types of members: Regular and Inactive.

A. Regular members shall have all Department privileges and shall be subject to all Department Rules and Regulations.

B. Inactive members shall have all Department privileges except voting privileges and shall not be subject to Department Rules and Regulations. Inactive members may be considered for regular membership only if vacancies in regular membership exist.

Sec.3. Officers: The Bethel Fire Department shall have the following officers: Chief, Assistant Chief, Captain, First Lieutenant /Training Officer, Second Lieutenant / Safety Officer and Administrative Officer / Clerk. The Fire Chief will designate the Assistant Chief to act as Chief in his absence.

Sec.4. Duties: Duties of the officers and firefighters are set forth in the job descriptions for respective positions.

Sec.5. Committees: The Department shall have one standing committee known as the Personnel Committee and the Chief shall have the authority from time to time to establish ad hoc committees as may be necessary.

Personnel Committee: The Chief, at the annual meeting shall designate a committee consisting of himself, the Assistant Chief, Captain and two firefighters to act as the Personnel Committee. The purpose of said committee is to recommend to the Chief the names of those personnel who are qualified for probationary appointment to the Fire Department; review performances at the end of the probationary period, and to recommend to the Chief the names of those personnel who have satisfactorily completed the probationary period and are qualified for appointment as a regular Department member; and to certify the eligibility of all members nominated for election as Department Officers. The Personnel Committee shall also review firefighter performance, attendance and behavior as needed, and make recommendations to the Chief. Annual firefighter evaluations shall be in May of each year. All procedures used by the Committee shall conform to Article 5 of these rules and regulations.

#### ARTICLE 4. AMENDMENTS

Sec.1. Recommendations: Suggestions and recommendations for amendments to these Rules and Regulations shall be submitted to the Administrative Officer in writing, who will in turn, meet and confer with the Fire Chief and Assistant Chief.

Sec.2. The Chief, Assistant Chief and Administrative Officer shall review suggested amendments and make a recommendation to the Fire Department at its next regular meeting to either approve, disapprove, or approve with modification to suggested amendments. The membership shall vote on amendments and, if approved, forward it to the Board of Selectmen for approval. Amendments become effective immediately upon approval of the Board of Selectmen, unless otherwise noted.

#### ARTICLE 5. PERSONNEL POLICIES

Sec.1. Appointment of Firefighters

- A. The Fire Chief shall, whenever practical, post an announcement of vacancies for the position of firefighter in the local newspaper, and in such other places as may be appropriate.
- B. Announcements shall specify the position title, closing date for receiving applications, and other information as required.
- C. Applications shall be on forms provided by the Town of Bethel and submitted to the Town Office marked Fire Department to be picked up by the Fire Chief.
- D. As part of the selection procedure, employers and other persons knowledgeable of the applicant may be consulted as a precaution against appointing undesirable firefighters. Reference checks made by personal, or telephone, contact shall be documented and made part of the applicant's file. These reference checks shall be completed prior to an offer of membership. All such information shall be considered and handled pursuant to state law.
- E. All firefighter appointments shall be made according to qualifications of MERIT and FITNESS, to be ascertained by open competitive examinations, which may be written, oral, physical, or any combination of these. Education, experience, aptitude, knowledge, character, and physical fitness shall be considered, with weights assigned to each factor as may be deemed proper by the Department Personnel Committee.
- F. All applicants shall be notified of the results of these examinations by mail as soon as practical following the close of the examination.
- G. For securing the most effective orientation of the new member to the Department, and determining that the member's work meets the required standards of the Department, all appointments shall be made for a probationary period of one year. Should a new member not meet all standards expected of them, they may be removed from membership by the Personnel Committee at any time during their probationary period. There will be no appeal of the decision of the Personnel Committee while on probation.

## Sec.2. Selection of Officers

- A. At the regular meeting in May, nominations for all officer positions shall be accepted and posted by the Department's Administrative Officer. Following the May meeting, the Personnel Committee shall certify the eligibility to serve, all those individuals nominated. Nominations of all officer positions shall be accepted from the floor at the annual meeting in June. To be eligible for an officer position, the individual must be a member of the Department for two years and must be trained to a level that qualifies them to serve as an Officer. To be eligible for Fire Chief, or Assistant Chief, a member must serve as a lower ranking Officer for three years in the Bethel Fire Department. If no one meets these qualifications the Town Manager and the Board of Selectmen may appoint a member recommended by the membership for Fire Chief. Should the Town of Bethel hire a Chief from outside the Department, an application and interview process shall be conducted by

the Town Manager, Board of Selectmen, and Personnel Committee to assure a qualified and suitable individual is selected.

B. Fire Chief and Assistant Chief: At the annual meeting, the department shall select individually and by majority vote of those members present, two Chief Officers. These Chief Officers shall then meet and decide among themselves, which individual shall be Chief and which individual shall be Assistant Chief.

C. The Town Manager shall be given notice of the selection of Chief and Assistant Chief, and shall be authorized to rescind these selections within 15 days of notice. In this event, the membership shall conduct a second vote as outlined in B above, and the result of that vote shall also be subject to the provisions of this paragraph.

D. Other Officers: At the annual meeting, the Department shall, by majority vote of the members present, vote to recommend to the incoming Fire Chief for appointment, individuals to serve as such other Officers as specified in these Rules and Regulations.

### Sec.3. Disciplinary Action

A. Whenever a member's performance, attitude, work habits or personal conduct at any time falls below a desirable level, the Fire Chief shall inform that member promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances a specific incident may justify severe disciplinary action in or of itself; however, the action to be taken depends on the seriousness of the incident and the whole pattern of the member's past performance and conduct.

B. Reprimand: In situations where an oral warning has not resulted in the expected improvement, or where more severe initial action is warranted, a written reprimand shall be given to the member and a copy signed by both parties shall be placed in the member's personnel folder.

C. Suspension: A member may be suspended by the Fire Chief with the approval of the Personnel Committee for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence or other justifiable reason when alternative personnel actions are not appropriate. If a member is suspended, he or she shall receive a notice via Certified Mail informing them of the suspension and the appeal procedure provided them under these Rules and Regulations. A copy signed by both parties will also be placed in the member's personnel file. Refusal to sign a suspension notice may result in further disciplinary action and or dismissal.

D. Dismissal: A member may be dismissed whenever in the judgment of the Fire Chief with the consent of the Personnel Committee and the Town Manager; the members work or conduct so warrants. Reasons for dismissal may include but shall not be limited to: (1) dishonesty; (2) drunkenness; (3) recklessness on the job; (4) misconduct; (5) attitude which constitutes unwholesome influence on other members; (6) failure to obey a

reasonable order either written or verbal; (7) use of abusive language towards a Department member or the general public; (8) conviction of a criminal act; (9) Drug use; (10) other action or conduct materially affecting or impairing the efficiency of the Fire Department or that brings the community into public disrepute.

Prior to dismissal, the Fire Chief must submit, in writing, a copy of the charges or reasons for his proposed action to the Personnel Committee and the Town Manager. A copy of the charges or reasons for such action must be submitted to the member within 48 hours after dismissal. The member shall also receive a notice informing him or her of the appeal procedure provided them under these Rules and Regulations.

#### Sec.4. Appeal procedures

Appeals regarding suspension, dismissal and pay shall be made by a member by applying in writing within five (5) working days to the Town Manager. The Town Manager shall hold a hearing within five (5) working days after such request for an appeal has been made by a member. The Town Manager shall render s decision in writing within five (5) working days after the hearing. The Town Managers decision shall be final.

In the event the Town Manager overrules the action of the Fire Chief, the member may be restored to his or her position with no loss of rights, privileges or pay. The Town Manager shall, however, have the authority to reduce the severity of the punishment or apply a more sever punishment, should it in his or her judgment be warranted. The decision of the Town Manager shall be final.

#### Sec.5. Attendance

Attendance at all Department meetings and training sessions is required unless excused by the Chief. Any member missing three (3) consecutive meetings or training sessions, five (5) in one year (July1st through June 30) without being excused shall be suspended three (3) months for the first offense and permanently for the second offense.

#### Sec.6 Municipal Officers

No member hired or elected to a municipal office in the Town of Bethel shall serve as a Bethel Fire Department officer during his term as a municipal officer. Municipal office is defined as; Select Board or Town Manager.

## FIRE CHIEF

### GENERAL STATEMENT OF DUTIES:

Performs highly responsible administrative, supervisory and technical work in directing the operations and functions of the Fire Department.

Performs related work as required.

### SUPERVISION RECEIVED:

Receives administrative supervision directly from the Town Manager but makes independent judgments within a framework of laws, ordinances, rules, regulations and policies from a base of professional and technical knowledge.

### SUPERVISION EXERCISED:

Assumes responsibility for planning, organizing, directing and coordinating the work of of all fire department personnel.

### ILLUSTRATIVE EXAMPLES OF WORK:

Plans and directs operations; assigns personnel and equipment as service requires; evaluates the need for, and recommends purchase of apparatus and equipment. Responds to alarms and directs activities at the scene of an emergency. Supervises and performs fire prevention and inspection work; and receives and disposes of complaints regarding conditions which constitute fire hazards. Supervises the maintenance and repair of Department apparatus, equipment and facilities. Prepares Fire Department budget estimates and periodic and special reports. Works with local organizations to stress the importance of fire prevention and safety. Provides and supervises training programs for all Fire Department personnel.

### QUALIFICATIONS:

Three years as a Bethel Fire Department officer, State Firefighter One certification supplemented by completion of special training in fire department methods and administration. Graduation from high school or GED equivalent. If no one qualifies the Town of Bethel may appoint a department member recommended by the membership if the Select Board and the Town Manager agree the individual is capable. The Town of

Bethel may hire a Chief from outside the department via an application, selection and interview process to ensure a fully trained and qualified individual is hired as Chief.

## ASSISTANT FIRE CHIEF

### GENERAL STATEMENT OF DUTIES:

Performs responsible supervisory and skilled firefighting work in directing and participating in the activities of assigned Fire Department personnel. Serves in the capacity of Fire Chief in his or her absence.

Performs related work as required.

### SUPERVISION RECEIVED:

Receives supervision directly from the Fire Chief, but is provided opportunity to exercise independent judgment and personal initiative in planning and executing assigned Fire Department activities.

### SUPERVISION EXERCISED:

Exercises supervision over all Fire Department personnel assigned to him or her. Directs the activities of all firefighting personnel at the scene of an emergency until relieved by the Fire Chief.

### ILLUSTRATIVE EXAMPLES OF WORK:

Responds to alarms and makes decisions as to methods of combating fires; directs firefighting work until relieved by the Fire Chief. Supervises and participates in the laying of hose lines, the raising of ladders, and rescuing persons, etc. At fires and other emergency scenes. Directs and participates in the cleaning and maintenance of Fire department apparatus and equipment. Develops and participates in pre planning activities and fire prevention programs. Directs and conducts training activities as assigned. Has the power to stop any operation that he or she deems unsafe until the proper precautions are taken to complete the task at hand.

### QUALIFICATIONS:

Three years experience as a Fire Department officer, State Firefighter One certification supplemented by completion of special training in Fire Department methods and administration. Graduation from high school or GED equivalent.

Existing personnel at the time these By Laws are written shall be grand fathered until retirement or replacement.

8

## FIRE CAPTAIN

### GENERAL STATEMENT OF DUTIES:

Performs responsible supervisory and skilled firefighting work in assisting the Assistant Chief. Serves in the capacity of Chief in the absence of the Fire Chief and Assistant Fire Chief.

### SUPERVISION RECEIVED:

Receives supervision from the Assistant Chief or Fire Chief but uses individual judgment and initiative in carrying out assigned responsibilities and activities.

### SUPERVISION EXERCISED:

Exercises supervision over all Fire Department personnel assigned to him or her. Directs the activities of all firefighting personnel at the scene of an emergency until relieved by a superior officer.

### ILLUSTRATIVE EXAMPLES OF WORK:

Responds to alarms and makes decisions as to the best methods of extinguishing fires; directs work of firefighters at emergency scenes until relieved by a superior officer. Supervises and participates in the laying of hose lines; placing of ladders; the ventilation of buildings; the rescue of persons; the placing of salvage covers; etc. Operates trucks, pumps and other fire apparatus and equipment. Supervises and participates in the cleaning and maintenance of fire apparatus and equipment. Directs and conducts training activities as assigned. Performs all duties of a firefighter. Provides for the proper care and maintenance of the Department's radio communications system. Has the power to stop any operation that he or she deems unsafe until the proper precautions are taken to complete the task at hand.

### QUALIFICATIONS:

Two years experience as a firefighter, State Firefighter One certification and varied firefighting and maintenance assignments. Graduation from high school or GED equivalent.

Existing personnel at the time these By Laws are written shall be grand fathered until retirement or replacement.

9

## FIRST LIEUTENANT – TRAINING OFFICER

### GENERAL STATEMENT OF DUTIES:

Performs responsible supervisory and skilled firefighting work in assisting the Assistant Chief and Captain. Serves in the capacity of Fire Chief in the absence of the Chief, Assistant Chief and Captain.

Performs related work as required.

### SUPERVISION RECEIVED:

Receives supervision from the Fire Chief and Assistant Fire Chief, but uses individual judgment and initiative in carrying out assigned responsibilities and activities.

### SUPERVISION EXERCISED:

Exercises supervision over all Fire Department personnel assigned to him or her. Directs the activities of all firefighting personnel at the scene of an emergency until relieved by a superior officer. Plans and conducts training exercises for Department personnel following all guidelines pertaining to the exercise being performed.

### ILLUSTRATIVE EXAMPLES OF WORK:

Responds to alarms and makes decisions as to the best methods of extinguishing fires, directs work of firefighters until relieved by a superior officer. Supervises and participates in the laying of hose lines; placement of ladders; the ventilation of buildings; the rescue of persons; the placing of salvage covers; etc. Operates trucks, pumps and other apparatus and equipment. Supervises and participates in the cleaning and maintenance of the Fire Station. Recommends maintenance when needed. Directs and conducts training activities as assigned. Performs all duties of a firefighter. Has the power to stop any operation that he or she deems unsafe until the proper precautions are taken to complete the task at hand.

### QUALIFICATIONS:

Two years experience as a firefighter, State Firefighter One certification including varied firefighting and maintenance assignments, graduation from high school or GED equivalent.

Existing personnel at the time these By Laws are written shall be grand fathered until retirement or replacement.

10

## SECOND LIEUTENANT-SAFETY OFFICER

### GENERAL STATEMENT OF DUTIES:

Performs Responsible supervisory and skilled firefighting work in assisting the Assistant Fire Chief. Serves in the capacity of Chief in the Absence of the Fire Chief, Assistant Chief, Captain and First Lieutenant.

Performs related work as required.

### SUPERVISION RECEIVED:

Receives supervision from the Fire Chief and Assistant Chief, but uses individual judgment and initiative in carrying out assigned responsibilities and activities.

### SUPERVISION EXERCISED:

Exercises supervision over all Fire Department personnel assigned to him or her. Directs the activities of all firefighting personnel at the scene of an emergency until relieved by a superior officer. Ensures all personnel act in a safe and practical manner to avoid injury to themselves or others including the general public at the scene of an emergency as well as any other activities performed by the Department.

### ILLUSTRATIVE EXAMPLES OF WORK:

Responds to alarms and makes decisions as to the best methods of extinguishing fires, directs work of firefighters until relieved by a superior officer. Supervises and participates in the laying of hose lines; the placement of ladders; the ventilation of buildings; the rescue of persons; the placing of salvage covers; etc. Operates trucks, pumps and other fire apparatus and equipment. Supervises and participates in the cleaning and maintenance of the Fire Station. Recommends maintenance as needed. Directs and conducts training activities as assigned. Performs all duties of a firefighter. Shall see that all operations of the Department are conducted in a safe and practical manner to avoid injury or death to firefighters and the public. Has the power to stop any operation that he or she deems unsafe until the proper precautions are taken to complete the task at hand.

Existing personnel at the time these By Laws are written shall be grand fathered until retirement or replacement.

11

## ADMINISTRATIVE OFFICER – CLERK

### GENERAL STATEMENT OF DUTIES:

Performs Fire Department related research, financial analysis, maintenance of financial and operational records and other specialized Department work assigned by the Chief. Performs the duties of a firefighter and other related work as required.

### SUPERVISION RECEIVED:

Receives supervision directly from the Fire Chief while exercising individual and independent judgment within a framework of rules, regulations and policies.

### ILLUSTRATIVE EXAMPLES OF WORK:

Makes out and files reports on all fires. Maintains attendance records for all calls, meetings and training sessions. Handles all Department correspondence and maintains the association checking account. Maintains protective clothing and personal equipment. Works with the Fire Chief on all membership applications making sure they are complete before going to the personnel committee. Assists in the preparation of the annual budget. Conducts special studies, research and data gathering as needed. Helps to ensure all expenditures conform with the approved budget. Assists the Fire Chief as needed. Performs all firefighter duties and participates in training exercises as required.

### QUALIFICATIONS:

Experience as a firefighter, preferably State Firefighter One certified supplemented by completion of special training in Fire Department techniques, methods and administration. Basic knowledge of financial and clerical methods and procedures. Graduation from high school or GED equivalent.

Existing personnel at the time these By Laws are written shall be grand fathered until retirement or replacement.

## FIREFIGHTER

### GENERAL STATEMENT OF DUTIES:

Performs general Fire Department work in controlling, extinguishing, and preventing fires; maintenance and operation of Department apparatus and equipment; and maintenance of the Fire Station. Performs related work as required.

### SUPERVISION RECEIVED:

Receives general supervision from superior officers, but must be able to act without direct supervision in emergencies.

### SUPERVISION EXERCISED:

Exercises supervision only when a firefighter is designated to act in a supervisory role.

### ILLUSTRATIVE EXAMPLES OF WORK:

Responds to alarms and performs tasks necessary to control and extinguish fires; including the handling of hose, raising and climbing of ladders, etc. Performs rescue and salvage operations. Operates trucks, pumps and other auxiliary fire apparatus and equipment. Performs routine maintenance and cleaning work in the Fire Station; cleans and performs minor repairs on fire apparatus and equipment. Participates in training exercises and attends training schools as required.

### QUALIFICATIONS:

Some experience in work involving knowledge of elementary mechanics. Resident in the Town of Bethel at time of hire. Read and speak English. \*Eighteen (18 years of age)\*. \*Graduation from high school or GED equivalent\*.

**Firefighters who are 18 and still in high school are exempt from the graduation requirement. However they must complete high school or GED requirement to remain on the Bethel Fire Department.**

**Junior Firefighters and Explorers subject to different requirements to follow on next page.**

13  
JUNIOR FIREFIGHTER – EXPLORER

GENERAL STATEMENT OF DUTIES:

Junior Firefighters who are sixteen and seventeen years of age may:

1. Attend and take part in supervised training.
2. Participate in fire department functions within the rehabilitation area.
3. Pick up hose and clean up at the fire scene after it has been declared safe.
4. Enter a structure that has been on fire when deemed safe by the on scene commander and is accompanied by a firefighter.
5. With proper training, fight grass fires that do not involve standing timber.
6. Perform search and rescue activities, other than structural firefighting.
7. Ride as a passenger in the cab of a fire truck or in an emergency vehicle.
8. Perform patient care at an emergency if they are licensed.
9. Operate a fire pump out of the danger zone if trained and supervised.

THEY MAY NOT:

1. Perform fire suppression involving structures, vehicles or wild land.
2. Operate a fire department vehicle.
3. Respond with red lights
4. Respond to hazardous material incidents.
5. Perform any activity, except training, that involves self contained breathing apparatus.
6. Perform firefighting overhaul activities.
7. Respond to any accident involving fire or extrication activities.
8. Respond to ice rescue activities except within the rehab area.
9. Perform traffic control activities.

Explorers who are fourteen and fifteen years of age may:

1. Perform non hazardous duties at the Fire Station.
2. Ride in the cab of fire apparatus responding to the scene.
3. Attend training sessions. However if training is deemed hazardous an instructor shall supervise the minor.
4. Participate in non hazardous duties only within the rehabilitation area at the scene of an actual emergency.

THEY MAY NOT:

1. Perform any hazardous duties at the fire station.
2. Perform any hazardous work at the scene of an accident.
3. Fight fires except in training as described above.

QUALIFICATIONS:

Must be at least fourteen years of age to become an Explorer and sixteen years of age to become a Junior Firefighter. Must have written permission from both parents. Must be a full time student. Must have a letter from school Principal or other school official stating you are in good standing at school. It is the policy of the Bethel Fire Department that **SCHOOL COMES FIRST!** Any Junior Firefighter or Explorer who is struggling at school will not be allowed to participate in Department activities. Once good grades are achieved again you will be allowed back.

# Bethel Fire Department

## Minimum Requirements For Applicants

### Revised November 2007

Must be eighteen years of age for Firefighter, sixteen for Junior Firefighter and fourteen for Explorer.

Must be a U.S. Citizen.

Must possess a valid Maine drivers license to be checked periodically.

Must be a resident of Bethel at the Time of application and hiring.

Must be a High School Graduate or have GED equivalent. Exception's on pages 13-15

Must read write and speak English.

Must pass pre employment drug test.

Must pass a physical examination with the Department physician.

Must work toward state certified Firefighter One qualification, this can take years, hundreds of hours, nights and weekends.

Must be willing to train to a minimum of Awareness Level in Hazardous Materials.

Must complete minimum yearly training requirements as mandated by law.

Must be willing to train to a minimum level of Advanced First Aid with CPR and AED.

Must read and understand all Department rules and regulations. And acknowledge as such in writing.

Must pass a scaled down version of the Candidate Physical Ability Test (CPAT). The CPAT is a joint test developed by the International Association of Fire Chiefs to obtain a qualified pool of candidates who are physically able to perform essential fire service job tasks. The test has passed legal challenges as the tasks performed are job related.

Must be of good character; each candidate shall be of good moral character and shall in all cases bear the burden of proof as to this requirement. No person shall be appointed

who has a history which includes a disqualifying criminal conviction. A disqualifying offense shall mean and include an offense punishable by death or imprisonment for one (1) year or more under the law of the sentencing jurisdiction, whether or not such sentence is imposed or served; or any theft offense; or any sex offense; or any offense which involves dishonesty or false statement.

## APPENDIX A

### TEST #1 ONE MINUTE PUSH UP TEST

Muscular endurance is defined as the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work.

This test indicates the muscular endurance of the upper body anterior deltoid, pectoralis major and triceps.

**MATERIALS:** Stopwatch, gym mat, four inch measuring device.

**PROCEDURES:** Allow adequate time prior to the test for stretching and warm up exercises.

**INSTRUCTIONS TO APPLICANTS:** This screening standard measures the muscular endurance of the upper body. You are to perform as many push ups in proper form as you can in one minute. This event will be administered once.

Demonstrate the correct technique. Females WILL NOT perform modified push ups.

### TEST #2 ONE MINUTE SIT UP TEST

This test indicates the muscular endurance of the abdominal muscle group, an area of important concern for the middle aged subject.

**MATERIALS:** Stopwatch, gym mat

**PROCEDURES:** Allow adequate time prior to the test for stretching and warm up exercises.

**INSTRUCTIONS TO APPLICANTS:** This screening standard measures the endurance of the abdominal muscle group. You are to perform as many sit ups in proper form as you can in one minute. This test will be administered once. Demonstrate correct technique: Applicant lying on back knees bent, heels flat on the floor, fingers laced behind the head. Examiner will hold feet down firmly.

### TEST #3 1.5 MILE RUN

This test requires a nearly exhaustive effort. It should also be stressed that the applicant need not run to complete exhaustion when taking this test, but use some caution in how hard they will push themselves.

**MATERIALS:** Treadmill and stopwatch.

17

**PROCEDURES:** Allow adequate time prior to the test for stretching and warm up exercises.

**INSTRUCTIONS TO APPLICANTS:** This screening standard measures your cardiorespiratory or aerobic endurance. You are asked to complete the 1.5 mile distance as quickly as you can. This test will be administered once.

**1 ½ MILE RUN (AGE VS TIME)**

**AGE TIME LIMIT - (MIN:SEC)**

16-24.....	12:00
25-29.....	13:00
30-39.....	14:00
40-45.....	17:00
46-50.....	20:30
51-55.....	22:00
56-60.....	23:30
60 + .....	24:00

**I, (Print)\_\_\_\_\_ Have read and understand the Bethel Fire Department Administrative Rules and Regulations. I shall sign and return this page only to the Department to be placed in my personnel file. New applicants shall sign and return this document along with your application. Keep the rest of this document for your records.**

**Signed\_\_\_\_\_ Date:\_\_\_\_\_**

