Town of Wellesley Fire Department

Fire Fighter Entrance Examination
Registration Information

Exam date:
Saturday, April 21, 2012

Exam Location:
Wellesley Middle School
50 Kingsbury Street
Wellesley, MA 02482

Check-in Time:
08:00 AM
Town of Wellesley Fire Department

Fire Entrance Examination Process

This examination will last approximately two years from the date of the examination.

1. Download the Fire Department “Examination Information” Package Click on PDF Link on Web Site Registration Page.

2. Use this website to register for the examination using a Credit Card. You have two options:
   a. Examination Only
   b. Examination and a Study Guide

3. Download the “Application for Fire Fighter Examination”. You must fill out this application completely and follow the email instructions in the document. Click the "Application Word Document" Link on Web Site Registration Page.
This examination will be conducted by:

Public Safety Consultants, LLC
P.O. Box 4074 Turnpike Station
Shrewsbury, MA 01545
Contact: information@publicsafetyllc.com

Examination Administrator: Chief A. Wayne Sampson (Ret.)
wsampson@publicsafetyllc.com

You will be administered the:

“The National Fire Fighter Selection Test”
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Registration Guidelines for This Examination

1. To register, log onto http://publicsafetyllc.com
2. Click on the link “Register”. Click on Wellesley Fire Entrance Examination.
3. The examination date is Saturday, April 21, 2012 at 9:00 AM.
4. The cost of the examination is sixty-five dollars. ($65.00 dollars)
5. The registration deadline for this examination is Monday, April 16, 2012 at 9:00 AM
6. Payment must be received in full at the time of registration. (Credit card payment only)
7. Cancellation by 12:00 noon on Friday, April 13, 2012 will receive 50% refund.
8. No refund for Cancellation after 12:00 noon on Friday, April 13, 2012
9. If you require special accommodations for this examination, you must contact the
   Examination Administrator in advance.
10. The examination will be held at:

    Wellesley Middle School
    50 Kingsbury Street
    Wellesley, MA 02482
Examination Check-in Procedure:

1. Candidates may start registration at 8:00 AM

2. Examination monitors will verify the following:
   a. Applicants name, address, and identification.
   b. You will be asked to verify your email address for test score notification.
   c. Valid government picture identification must be shown at testing.
   d. You will then be assigned to a testing room.
   e. The examination will begin exactly at 9:00 AM and last approximately two hours. Applicants must be in their seat by 9:00 AM and late arrivals will NOT be admitted.

3. No food or drinks are allowed in the examination room.

4. Absolutely NO electronic device (except medically necessary) is allowed in the examination room. You must leave all electronics at home or in your automobile.

5. You are required to bring a pen and a #2 pencil for the examination.

Test Format

The National Fire Fighter Selection Test is made up of three separately timed test sections. Listening Comprehension, Mathematics, and Reading Comprehension that utilize the Multiple-Choice and True/False formats.

Though most of the questions in this test battery relate to Fire duty, no prior knowledge of the Fire Service will be needed to answer the questions.

The Examination Monitor will read specific instructions prior to the beginning of each examination section.
Test Scores

Test results will be sent to each candidate and the Town of Wellesley within 14 days of the examination via email. Applicants must obtain an overall minimum passing score of 70%.

Examination Appeal

Any appeal of the examination to Public Safety Consultants, LLC is limited to a review of your score sheet. You may file an appeal directly with the Examination Administrator by email within three days of your score being sent via email. Upon request, you may examine your score sheet. All records of this examination will be destroyed thirty days (30 days) after the examination.
Fire Fighter Qualifications

- High School Diploma or G.E.D.
- Must be at least 18 years of age
- Must pass entrance examination
- Must pass oral interviews
- Must pass a thorough background investigation prior to employment.
- Must pass physical fitness test
- Must pass medical examination
- Must have a valid Massachusetts driver's license on date of appointment.
- Must complete the Massachusetts Firefighting Recruit Program as a condition of continued employment.
- Must have EMT certification within 1 year of employment with the Town of Wellesley Fire/Rescue Department.
- Must be able to perform the Essential Functions of a Firefighter. (see attached)
- In accordance with M.G.L. Chapter 22 C section 10, no Fire Fighter or student Fire Fighter appointed or hired after January 1, 1988 shall smoke any tobacco product.
Examination Hints

- Arrive early as you must check in and provide positive identification prior to being admitted to the examination. You may be assigned to a specific seat and test number.

- The test administrator will provide you with complete and detailed instructions for taking each section. Do not read ahead because you may miss something very important.

- Just before the signal to begin each section is given, make a mental note of what time it will be when the time limit for the section is up. This will allow you to pace yourself while working through the test.

- Attempt to answer every question in the test. There is no penalty for guessing since your score is based on the total number of correct answers. This means you should respond to every question, even when you are not certain of the correct answer.

- Avoid junk food and concentrate on a well balanced diet for several days before the test.

- Avoid stimulants such as coffee, especially on the day of the test.

- Get a good night’s sleep before the test.

- Do not drink a lot of liquids or eat a big meal before the test.

- Only the answer sheet will be scored, all answers **MUST be on the answer sheet.** Marks in the test booklet will not be counted.

- If you change an answer, put an X through the wrong answer. You are marking multiple copies and an erased mark will be scored as **incorrect**.

**Good Luck!**
Severe Weather Cancellation Policy

It is anticipated that this examination will be given on Saturday April 21, 2012 even if poor weather is predicted.

However, in the event of severe weather predictions, a decision to postpone the examination will be made Friday April 20th at 7:00 PM and posted on our web site at http://publicsafetyllc.com

If the examination is postponed, it will be given the following day, Sunday, April 22, 2012, at the same location. If the examination is given on April 22, 2012, the start time will be 10:00 AM.

It is the applicant’s responsibility to log onto the web site Friday April 20th at 7:00 PM, at http://publicsafetyllc.com to determine if there has been a cancellation.

There are NO refunds if an applicant fails to show for the examination.
Directions to:

Examination Location

Wellesley Middle School
50 Kingsbury Street
Wellesley, MA 02769

The Town of Wellesley can be easily accessed by several major roads, including Route 95/Route 128, Route 9 (Worcester Street) Route 16 (Washington Street) Route 135 (Great Plain Ave, Wellesley Ave, Central Street) and borders Natick to the west, Weston to the north, Newton to the east, and Needham to the south.

Please consult an internet map service for specific directions.
The Wellesley Fire Rescue Department as a public safety organization is charged with the responsibility of protecting the lives and property of the citizens of Wellesley. The Fire Rescue Department has a present complement of 57 full-time employees, allocated and performing in the following positions: Fire Chief, Deputy Fire Chief, Deputy Fire Chief of Fire Prevention, Captain Fire Prevention Inspector, 4 Shift Captains, 12 Lieutenants, 36 Firefighters, 1 Administrative Assistant and 1 Mechanic. Additionally, the Fire Rescue Department supervises the AMR Paramedics under contract with the Town of Wellesley.

The department operates out of two stations, one at Central Street and Weston Road (Station # 1) and one on Worcester Street in Wellesley Hills (Station # 2). Front line apparatus consists of three pumping engines and one tower ladder unit. We operate a Special Operations Emergency Response Vehicle combined with our boats and specialized equipment for water and ice rescues operations. We maintain in reserve two pumping engines.

Emergency Medical Service

Emergency Medical Services under the direction of Fire Chief Richard A. DeLorie are provided by Firefighter/Emergency Medical Technicians for the 19th year. American Medical Response Paramedics together with the fire department’s forty-eight Emergency Medical Technicians, operating from Fire Department Headquarters located on Route 9, provide advanced medical care and emergency transport. Wellesley Police EMT’s and First Responders carry first aid equipment and defibrillators to provide instant access to emergency care from wherever the police units are patrolling. Wellesley Public Safety personnel are very proud of our professional relationships that provide seamless care to our residents and visitors.

All engines, ladders and command vehicles are equipped with defibrillators, epi-pens, trauma and specialized medical equipment. Each member’s emergency medical certifications are kept current as required by law. As in the past, the Fire Department is looking forward to continued success in providing the highest quality medical services to our community.

Fire personnel provided CPR training to citizens in both the public and private sector to accomplish the spread of this life saving technology. The Department is continuing to provide CPR/Defibrillator certification to other town employees and to the general public. The Fire Rescue Department under the Direction of the Board of Selectmen distributed defibrillators into many town operated buildings and vehicles.

Wellesley Emergency Management

The Wellesley Comprehensive Emergency Management Plan is a program for planning and responding to potential emergency or disaster situations. It assigns responsibilities and functions to various personnel, which will provide for the safety and welfare of our citizens against the threat of natural disasters, hazardous material incidents and national security emergencies.
Under the direction of the Fire Chief / Emergency Management Director Richard A. DeLorie, a Local Emergency Planning Committee maintained the Provisional Certification from the Massachusetts Emergency Management Agency. The purpose of this committee is to make recommendations to the Emergency Management Director in the coordination of the town’s emergency response by planning and operating exercises to test the plans. The LEPC is currently working toward full Certification to ensure the greatest coordination among first responders during an emergency. This committee has representation from Fire, Police, Health, Public Works, Selectman’s Office, School Department, American Medical Response, Wellesley College, Babson College, Mass Bay Community College and citizens. Many LEPC organizations received training in the National Incident Management System and Incident Command Training Programs.

Wellesley Fire Rescue has maintained and strengthened our Citizens Emergency Response Team (CERT) working with Chief DeLorie and Deputy Chief Peterson and local residents that train to support many Fire Rescue activities, such as operating the local emergency shelter (Middle or High School) should that be necessary. The CERT provides support to the fire department at Open Houses and during the marathon providing first aid, staffing the state rehabilitation bus as a cooling station and water for the runners.

**Training/Equipment**

All fire/rescue personnel participate in daily drills and classroom programs, which consist of all phases of fire fighting, rescue operations and emergency medical training. In addition to these daily drills, members are assigned or volunteer to attend various courses and seminars held at other fire departments, at the State Fire Academy in Stow, MA. and the National Fire Academy in Maryland. These training programs enable the personnel to maintain licenses, certifications and maintain professional proficiency.

Hazardous Materials have always been handled by the fire department, but now the department has been preparing our personnel for more complex incidents. Captain James Dennehy serves on the State Hazardous Material Response Team for his 20th year.

**Fire Prevention**

The Fire Chief, the Board of Fire Engineers and the Municipal Light Plant Director have determined that the hard wired fire alarm system was no longer economically feasible or a safety necessity. The residential boxes were removed by Wellesley MLP personnel and the Deputy Fire Chief Fitzpatrick working with MLP personnel, the town’s electrician and various other departments personnel have started the process of converting the municipal buildings and commercial buildings to a wireless radio master box system. This process will eliminate 60 miles of wire and the associated maintenance. The Town of Wellesley will still have the benefits of the direct radio based alarm notification to the fire department and will continue to provide this service for a fee to various commercial buildings and the college campuses. The conversion process as of June 30, 2011 had installed the main receiving units and converted the departmental computerized dispatching system. To date 9 municipal buildings have been updated and 3 buildings will be updated during construction. The installment of the remaining 20 municipal radio boxes is underway or being scheduled, Both Wellesley and Babson College are
in the process of converting their buildings to interface with the Wellesley Fire Department system. The last step in this process is the conversion or disconnection of commercial buildings. Each commercial unit fire alarm options will be reviewed by the Deputy on a case by case review of the building occupancies. This radio master box conversion project should be completed by the end of 2012.

Captain / Fire Inspector Kevin Donahue coordinates all inspectional services related to fire prevention and inspection. The inspectional process requires plan review and onsite inspection and testing by the fire inspector. The Fire Inspector works with Wellesley PBC, state and local building department and the Fire Marshalls Office to coordinate project and inspectional reviews.

The following inspections and permits were issued in accordance with Chapter 148 of the Massachusetts General Laws:

- Smoke Detector Inspections/Permits 461
- Blasting Permits 1
- Fuel Oil Tank Removal Permits 59
- Fuel Oil Tank Installation 64
- Welding Permits 25
- Liquid Propane Permits 26
- Fireworks Permits 1
- Sprinkler Installation Permits 53
- Chapter 304 Liquor License 17
- Fire Alarm Installation Permit 94

Total Inspectional Permits/Projects 801

In-Service inspections:

Lieutenants and the engine company personnel are assigned to conduct basement to roof inspections to identify potential hazards and maintain familiarity with the layout of the structures in our community. There are twelve inspectional routes and each Lieutenant is assigned a different route each period, taking 6 years for an officer to complete the entire commercial inspectional process. The following inspections are conducted to meet the above inspectional objectives:

- Commercial Property Inspections 540* Twice yearly 1080
- Healthcare Facilities Inspections Quarterly 16 Schools
- Public Educational Programs

Public education programs are conducted under the direction of Lt. Paul Delaney. The 8th year of our Teen Rescuer Program for local teenagers was very successful. The Teen Rescuer program covers fire department operations and topics such as first aid, CPR and general safety during one week in the summer for 22 local children.
The department for the 15th year participated in the Student Awareness of Fire Education (SAFE) program. This state grant program enables the Fire Prevention Officer to develop and implement fire safety programs. The Wellesley Fire Department received a state grant to support fire education for school age children. The educational programs delivered by Lieutenant Paul Delaney and Firefighter Matt Corda reached over 2800 children in our local public and private schools during Fire Prevention week.

The High School Senior Class was provided with a presentation on recent college fires that resulted in fatalities and how to stay safe in the dorm environment. A teenage alcohol awareness program in partnership with American Medical Response and Wellesley Police Department was conducted for the Sophomore Class.

Every September 11th, there is a ceremony at fire headquarters to remember that tragic day and the Wellesley residents lost. We honor their memory and all who were forever impacted. We are proud to host this service and will continue this tradition.

Lastly, our annual open house was a great success working with AMR, Mass Forestry, Mass Dept of Fire Services and the Citizens Emergency Response Team. We are pleased to receive the volume of daily visitors for tours, directions or general information.

**Incident Responses**

**July 1, 2010 to June 30, 2011, Wellesley Fire Rescue Department responded to: 3894 responses**

**Fires**
- Residential Fires: 21
- Commercial & misc. fires (storage, brush, vehicles): 36

**Emergency Medical**
- Emergency medical: 1359
- Patient /public assist in home: 211
- Motor vehicle with injuries: 101

**Rescue & Hazardous Conditions**
- Motor vehicle accident no injury: 106
- Sprinkler, CO/ Smoke detector activation: 378
- Smoke or odor condition: 105
- Person locked in home, car or elevator: 113
- Hazardous material release: 122
- Electrical problem: 18
- Power lines down: 39
- Weather related (lightning strikes, wind damage): 53
- Bomb squad support: 01
- Animal rescue: 06

**Service Calls**
- False Alarm System malfunction (reset only): 566
- Malicious false alarm: 09
- Cancelled en route: 16
- Water problem (flooding issue): 41
**Mutual Aid** (Newton, Needham, Natick and Weston)

**Significant Events in the Department:**

- Ian McMakin appointed as a Firefighter on August 18, 2010
- Gerard Sullivan appointed as Firefighter on August 18, 2010
- Firefighter Larry Quinn transferred to Newton Fire on October 1, 2010.
- Captain Donald Fitzpatrick promoted to Deputy Fire Chief on October 6, 2010.
- Lieutenant Kevin Donahue promoted to Captain on October 6, 2010
- Firefighter Mike Gigante promoted to Lieutenant on October  6, 2010
- Ben Hampton appointed as a Firefighter on March 8, 2010
- Trevor O’Leary appointed as a Firefighter on March 16, 2010
- Chief Richard DeLorie was awarded accreditation as a Fire Chief by the Mass. Fire Service Commission on June 21, 2011
- Chief Richard DeLorie completed the Senior Executive Program at Harvard’s Kennedy School on June 24, 2011

I would like to thank the Board of Fire Engineers, Deputy Chief Peterson, our Administrative Assistant, Captains, Lieutenants, Firefighters, Mechanic, AMR Medics, CERT Volunteers and the other town departments for their cooperation and support during this past year. Lastly, I wish to express our appreciation to the citizens of Wellesley for the concern, understanding and support of our mission.

**Respectfully Submitted,**

Richard A. DeLorie  
Fire Chief and Emergency Management Director
WELLESLEY FIRE/RESCUE
APPLICATION FOR FIREFIGHTER EXAMINATION- PRINT CLEARLY

NAME

LAST         FIRST         MIDDLE INITIAL

MAILING ADDRESS

STREET

TOWN/CITY         STATE         ZIP

SOCIAL SECURITY NUMBER:         TELEPHONE:

ANSWER THE FOLLOWING QUESTIONS:

YES       NO

ARE YOU EMT CERTIFIED?

IF YES

CIRCLE LEVEL: BASIC       INTERMEDIATE       PARAMEDIC

ARE YOU ENROLLED IN AN EMT CERTIFICATION PROGRAM?

IF YES

CIRCLE LEVEL: BASIC       INTERMEDIATE       PARAMEDIC

ARE YOU A GRADUATE OF THE MASS. FIRE ACADEMY RECRUIT PROGRAM?

ARE YOU ENROLLED IN THE MASS FIRE ACADEMY RECRUIT PROGRAM?

DO YOU HOLD A VALID DRIVER’S LICENSE?

ARE YOU CERTIFIED AS A FIREFIGHTER LEVEL 1?

ARE YOU CERTIFIED AS A FIREFIGHTER LEVEL 2?

ARE YOU A HIGH SCHOOL GRADUATE OR HAVE A GED?

DID YOU ATTEND AND GRADUATE FROM WELLESLEY HIGH SCHOOL?

HOW MANY YEARS OF COLLEGE HAVE YOU COMPLETED? MAJOR____________

ARE YOU A RESIDENT OF WELLESLEY?

ARE YOU A VETERAN?

I authorize the investigation of all statements contained in this application by the Town of Wellesley Fire/Rescue Department. I understand that misrepresentation or omission of facts called for is cause for rejection of my application for employment.

__________________________   ___________________
NAME     DATE
When and how will you be notified of your results?

You will be notified of your test scores by email.

**DO NOT CALL THE DEPARTMENT!**

What happens next?

The Wellesley Fire/Rescue department will have the availability list created through this examination process for the next time they hire. The department may contact you at that time.

The Wellesley Fire/Rescue department reserves the right to hire outside the list. Test results will represent only one element in the hiring process.

Placement on this list does not guarantee an appointment to the department.