


F R O M	Name & Title	Niles R. Ford, Fire Chief	CITY OF BALTIMORE MEMO	
	Agency Name & Address	Baltimore City Fire Department 401 E. Fayette Street, Mezzanine		
	Subject	BCFD Pre-Employment Screening Process – Response to Information Request		

TO: The Honorable Councilman Mark Conway, PSGO Chair DATE: November 9, 2021
City Hall, Room 408

Pursuant to City Council Bill 21-0014, the Baltimore City Fire Department (BCFD or the Department) is reporting the following information related to the EMT-Firefighter pre-employment process in response to your October 13, 2021 letter:

Oral Board Interviews

Candidates were permitted to utilize the NeoGov Self-Scheduling portal to choose the date and time of their interview that best accommodated their schedule.

The portal was opened on October 29th and closed on November 7th. A reminder email was sent to candidates on November 3rd.

Interviews are being held at BCCC (Reisterstown Campus) on the dates listed below:

Interview Date	Times	Slots Available
Monday, 11/8/2021	10:00 - 4:00	121
Tuesday, 11/9/2021	12:00 - 7:00	143
Wednesday, 11/10/2021	12:00 - 7:00	143
Friday, 11/12/2021	10:00 - 4:00	121
Saturday, 11/13/2021	10:00 - 4:00	100

Physical Ability Testing

All candidates that attend the Oral Board Interview will be afforded the opportunity to schedule their preferred date and time to attend the Physical Ability Test (PAT) prior to leaving BCCC.

They will also have access to the NeoGov Self-Scheduling portal should they decide to not schedule on their interview date.

In terms of the PAT process, all candidates will undergo an initial PAT Testing Round 1. Candidates who pass the PAT during Round 1 will not need to take any further action during that segment of the pre-hire process.

Candidates who do not pass the Round 1 PAT will be provided the opportunity to meet with assessors/mentors directly following the PAT for mentorship and a practice session. During that session, candidates will be allowed to practice each station at least once, and mentors will provide candidates instruction and sample exercises to assist in any identified weak areas. Candidates also will be provided a copy of the “Baltimore City Fire Department Physical Ability Test Preparation Guide”, which provides guidance to help candidates improve cardiovascular and muscular strength specifically related to the PAT requirements. The Guide is included as Attachment 1.

Candidates who do not pass the Round 1 PAT will have the opportunity to make a second attempt at the PAT (“PAT Testing Round 2”). Candidates who failed the first PAT will participate in the PAT Testing Round 2 process approximately four (4) weeks after their Round 1 PAT. In the intervening approximately 4 weeks between the two PATs, these candidates will be provided the opportunity to attend various practice sessions at the Fire Academy facilitated by mentors. Practice sessions will be held on Wednesdays and Saturdays at 0900 hours and 1200 hours. Candidates may attend practice sessions on both days (once per day) for the 4-week practice period. Please see Attachment 2 for a full schedule of the PAT Testing and Practice Sessions.¹

BCFD will track all candidates who participate in the PAT practice sessions, as requested.

Councilmembers who wish to receive a tour of the PAT course should contact Deputy Chief of Training Laura Shiloh at 410-396-9984, and BCFD will schedule a date and time that accommodates the Councilmember’s schedule.

¹ A request was made by the City Council to make practice sessions for the PAT available during the day, in the evening and on weekends. As indicated on Attachment 2, BCFD is offering practice sessions at various times during the week and on weekends. The Department is unable to schedule practice sessions in the evening, however, because the Fire Academy’s tower (which is a station of the PAT) does not have lighting and thus it would be unsafe to practice after dark.