

**NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION
EMPLOYEE STATUS NOTIFICATION – FORM A**

1. Last 4 digits of SS #: _____ 2. First name / Middle name / Last name _____ 3. Date of birth: (mm/dd/yyyy) _____

Employee best contact phone #: _____

Employee email address: _____

4. Current home mailing address: _____

5. Date of hire (full-time):
(month/day/year) _____

6. Fire Department: _____ Chief's name: _____

Chief's best contact phone #: _____ Chief's email: _____

7. Employee to hold position of (Chief, Capt., Lt., Firefighter, etc): _____

8. LATERAL TRANSFER FROM ANOTHER NEW HAMPSHIRE FIRE DEPARTMENT?

(as described in Fire 703.01; see the reverse side of this form.)

YES NO If YES, from where: _____

9. FIREFIGHTER ENTRANCE REQUIREMENTS:

a. The firefighter satisfactorily meets the FST Commission's minimum firefighter entrance requirements for employment described in Fire 701.01(e) and Fire 702.01 (**CPAT**); the text is listed on page 2 of this form.

YES NO NOTE: If the firefighter is not a lateral transfer and has obtained a CPAT certificate from a state other than NH, then a copy of the certificate must be submitted along with this form.

10. FIREFIGHTER LEVEL OF TRAINING REQUIRED:

a. The firefighter meets the minimum training requirements as described in Fire 701.02 (**FFII certification**)

YES NO If NO, the firefighter must comply within one year of the hiring date. If he/she cannot meet the minimum requirements within one year of the hiring date, the department must submit a written request to the FST Commission for an additional year extension as described in 701.03 (see reverse).

The above named firefighter satisfactorily meets the FST Commission's minimum standards for employment as a full-time firefighter, and the hiring authority certifies all items in section 9 have been complied with. This form is signed subject to the provisions of RSA 641:3 (Unsworn Falsification).

Name of Hiring Authority (please print): _____

Signature of Hiring Authority (no stamp): _____

Title: _____ Phone #: _____ Date: _____

NOTE: This form must be submitted to the FST Commission within 15 days of the date of hire for all full time employees.

MAILING ADDRESS: NH Fire Standards & Training Commission
33 Hazen Drive, Concord, NH 03305

CHAPTER Fire 700 MANDATORY STANDARDS FOR APPOINTMENT OF FULL-TIME CAREER FIRE SERVICE PERSONNEL
PART Fire 701 MANDATORY HIRING STANDARDS (Adopted 6/28/2017)

Fire 701.01 Full-time Career Fire Service Personnel Entrance Requirement.

- (a) Fire departments, state agencies, or private corporations providing fire/rescue services to the general public and hiring full-time career fire service personnel employees shall have minimum entrance requirements as follows:
 - (1) The candidate shall have a high school diploma or high school equivalency certificate, general educational development;
 - (2) The candidate shall not have been convicted of a felony under federal law, or the law of this or any other state, province, territory, country; or military unless he or she has been pardoned or the conviction has been annulled; and
 - (3) The candidate shall be at least 18 years of age.
- (b) Before the candidate is employed the hiring authority shall conduct or cause to be conducted a background check to include at a minimum the existence of a criminal history record and motor vehicle violation history record in New Hampshire.
- (c) **(See full copy of the Rules for information in this section pertaining to why candidates should not be employed.)**
- (d) After written authorization is received from a physician, the candidate shall pass the physical ability test described in Fire 702, unless the candidate has been placed in layoff status due to a reduction in force and the current appointment is by the same hiring authority.
- (e) The candidate shall complete a pre-employment medical evaluation as outlined NFPA 1582 2013 Edition, available as provided in Appendix B. Based on the medical evaluation, the hiring authority shall determine the candidate's ability to successfully and safely perform essential job tasks, as listed in NFPA 1582 2013 Edition, available as provided in Appendix B, without posing a significant safety or health risk to themselves, members or civilians.
- (f) The candidate shall be orally interviewed by the hiring authority to determine the candidate's ability to communicate and how the person represents him or herself to others.

Fire 701.02 Full-time Career Fire Service Personnel Level of Training Required.

- (a) Full-time career fire service personnel shall, prior to completion of their first year of appointment, complete the minimum program of study as adopted by the commission in accordance with Fire 401 and Fire 402. Performance required of the person shall be in accordance with all applicable sections of Fire 400.
- (b) The requirements of Fire 701.02(a) shall not apply when a full-time career fire service personnel:
 - (1) Has previously met the requirements of Fire 701.02(a);
 - (2) Is placed in lay off status due to a reduction in force; and
 - (3) Is hired by a New Hampshire fire department within one year of the date of the lay off.

PART Fire 702 PHYSICAL ABILITY TESTS REQUIREMENTS (Adopted 6/28/2017)

Fire 702.01 Physical Ability Test. The candidate shall pass a physical ability test, as set forth in the Fire Service Joint Labor Management Wellness/Fitness Initiative's "Candidate Physical Ability Test (CPAT)", 2nd edition, available as provided in Appendix B, in accordance with the current licensing agreement to conduct CPAT. The physical ability test shall be good for 26 months from the time the candidate successfully completes the CPAT.

Fire 702.02 Acrophobia Test. Full-time career fire service personnel shall, within one year of original appointment, complete an acrophobia test. The firefighter, without stopping for more than 30 seconds, shall climb up and down an unsupported aerial ladder at an angle of at least 65 degrees but not more than 75 degrees for a distance of 100 feet as measured from the tip of the ladder to the ground.

PART Fire 703 TRANSFERS/LAPSE IN SERVICE (Adopted 6/28/2017)

Fire 703.01 Transfers.

- (a) Any full-time career fire service personnel, as defined in Fire 101.17, and employed by a New Hampshire fire department, as defined in Fire 101.15, may transfer employment to another fire department. Said hiring shall meet Fire 701.01(a), Fire 701.01(b), Fire 701.01(c), Fire 701.01(d), Fire 701.01 (f) and Fire 701.02. The individual shall have previously completed the requirements of Fire 701.01 or the physical ability test in effect at the time of original appointment.
- (b) Any full-time career fire service personnel that is placed in lay off status due to a reduction in force shall have up to 12 months from the date of lay off to transfer to another fire department.

Fire 703.02 Lapse in Service.

The following shall apply to lapses in service:

- (a) The employment eligibility for a full-time career fire service personnel shall lapse if the employee terminates employment and is not employed as a fire service personnel within a period of 30 days after such termination.
- (b) If the person who has lapsed is re-employed as a full-time career fire service personnel after his or her employment eligibility has lapsed, the hiring authority shall follow the hiring requirements outlined in Fire 701.01 and 701.02.