



CANADIAN FORCES FIRE MARSHAL

DIRECTIVE

FMD 1008

Authority Having Jurisdiction: CFFM

Subject:

Firefighter Pre-Entry Fitness Evaluation (FPFE)

Section:

Administration

OPI:

CFFM Deputy Fire Marshal

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Reference:

[A. FPFE Ops Manual, 3rd Edition](#)

[B. FPFE Applicant Guide](#)

PURPOSE

To provide direction on the implementation of the Firefighter Pre-Entry Fitness Evaluation (FPFE); for all National Defence Fire Service (NDFS) applicants. NDFS refers to both CAF¹ members (Occupational Transfer, Component Transfer and Direct Entry) as well as DND applicant firefighters.

¹ This includes members of the Regular Force and Reserve Force class A, B and C.



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RECORD OF AMENDMENTS

Amendment No.	Additions/Revisions	New Version No.	Date
1	Addition of CAF member applicant firefighters, requirements, process and policy	1	01 Dec 2013
2	1. Addition of CFFCA roles for post-BMQ CAF Applicant 2. Roles of the post-BMQ applicant (to be addressed by CFFCA) 3. Clarification of Failure policy	2	22 Jun 2015
3	Update to roles and responsibilities	3	11 Dec 2020



INTRODUCTION

1. The Firefighter Pre-Entry Fitness Evaluation, (FPFE) provides standards for both screening and selection. The screening process provides for a simple pass/fail evaluation, whereas the selection standard allows for the ranking of applicants based on their performance evaluation.² The criteria for passing are consistent with established occupational requirements for firefighters. If an applicant passes the test, the organization can be reasonably confident that the individual has the physical fitness required for the next step (e.g., training or probationary employment as a firefighter). Firefighter is defined as someone who is employed in emergency and firefighting activities such as Aircraft Rescue Fire Fighting (ARFF), structural firefighting, shipboard emergency response, medical first response, wildland fires, ammunition firefighting and other special rescue or emergency operations. Fire Engineering and Fire Prevention Officers are employed in none of the emergency response activities. Fire Engineering positions would be responsible for project specification review, code compliance review, acceptance inspection – new construction and renovation projects and the following systems: Life safety, Fire suppression and detection. Fire Prevention Officers would be responsible for inspection and maintenance of fire protection equipment, fire prevention educational programs, fire investigation and reporting and enforcement of fire-related regulations. As such, individuals hired as Fire Engineering or Fire Prevention Officers, and who will not be employed to stand by or assist in any firefighter position (temporary or otherwise), are not subject to this evaluation.

2. The Canadian Forces Morale and Welfare Services (CFMWS) and the Canadian Forces Fire Marshal (CFFM) entered into an agreement for the delivery and administration of this evaluation. All National Defence Fire Service (NDFS) firefighter applicants **shall** be subjected to this evaluation. Civilian applicants will be required to pay either the local Personnel Support Program (PSP) staff through the Canadian Forces Central Fund or any other qualified fitness facility approved and trained by CFMWS to provide this service.

POLICY

3. The FPFE is mandatory for all NDFS firefighter applicants, as a condition of employment, as of 01 January 2010.

² For DND applicants - the selection standard or ranking of individuals is at the discretion of the Base/Wing Fire Chief and may not be a factor in the hiring process.



ROLES AND RESPONSIBILITIES

ROLE OF THE FITNESS & WELLNESS MANAGER

4. The Fitness & Wellness Manager (F&WM) shall:
 - 4.1 Coordinate staff training with all facilities taking part in FPF E;
 - 4.2 Liaise with Base/Wing Fire Chiefs (FCs), Fitness Coordinators and other qualified fitness facilities to ensure appropriate equipment is available for the delivery of the evaluation, found in reference A, chapter 2 para 2;
 - 4.3 Provide Base/Wing FCs, Canadian Forces Fire & CBRN Academy (CFFCA), Canadian Forces Recruiting Group (CFRG)/Canadian Forces Recruiting Centre (CFRC) with contact information for the local Fitness Coordinator or other qualified fitness facilities.
[NOTE: Should an evaluator not be available within the applicant's area, an alternate evaluator/site may be requested through the F&WM.];
 - 4.4 Provide and update evaluation materials such as DND 2485, found in reference A, Tool 9: FPF E Reporting Form - DND 2485-E, and FPF E Operations Manual to Base/Wing Fitness Coordinators and other qualified fitness facilities;
 - 4.5 Facilitate staff training with regards to this protocol;
 - 4.6 Collect DND 2485 for statistical purposes, and
 - 4.7 Answer any questions/queries related to protocol or evaluation procedures.

ROLE OF THE BASE/WING FIRE CHIEF FOR DND APPLICANTS

5. The FC or designate will:
 - 5.1 Contact the Fitness Coordinator or established point of contact from other authorized evaluation facilities to schedule evaluations during a mutually convenient time for both parties;
 - 5.2 Provide names and contact information of the applicant to the evaluators;
 - 5.3 Verify, purchase, organize and store evaluation equipment;
 - 5.4 Have bunker gear available for applicants as specified in the FPF E Operations Manual, reference A, chapter 3, para 44-49;



- 5.5 Provide each DND applicant a copy of the FPFE Guide, Reference B, 30 days prior to the scheduled evaluation;
- 5.6 Inform each DND applicant of the Pre-Evaluation Information and Instructions, found in both Reference B, page 21 or Reference A, Tool 6: Firefighter Pre-Entry Fitness Evaluation (FPFE) Information, Instruction and Description;
- 5.7 Ensure that all DND applicants provide the Medical Clearance Evaluation form found in Reference A, Tool 5: FPFE- Medical Clearance Form upon check-in for their evaluation;
- 5.8 Inform DND applicants of the cost and payment method for the evaluation prior to their reporting for the evaluation;
- 5.9 Inform DND applicants of the evaluation cancellation, no-show and failure rules well in advance of the scheduled evaluation;
- 5.10 Inform DND applicants that re-scheduling of evaluations may not be possible due to the length of the evaluation, and
- 5.11 Inform DND applicants of the contact information of the evaluator in case a cancellation is required.

ROLE OF THE CFRG/CFRC FOR CAF APPLICANTS

6. The CFRG/CFRC or designate will:
 - 6.1 Provide names and contact information of evaluators to the applicant;
 - 6.2 Provide each CAF applicant a copy of the FPFE Guide, Reference B, 30 days prior to the scheduled evaluation;
 - 6.3 Inform each CAF applicant of the Pre-Evaluation information and Instructions, found in both Reference B, page 21 or Reference A, Tool 6: Firefighter Pre-Entry Fitness Evaluation (FPFE) Information, Instruction and Description;
 - 6.4 Ensure that all external CAF applicants provide the Medical Clearance Evaluation form found in Reference A, Tool 5: FPFE- Medical Clearance Form, upon check-in for their evaluation;
 - 6.5 Inform CAF applicants of the evaluation cancellation, no-show and failure rules well in advance of the scheduled evaluation;
 - 6.6 Inform the CAF applicant that re-scheduling of evaluations may not be possible due to the length of the evaluation; and



- 6.7 Inform the CAF applicant of the contact information of the evaluator in case a cancellation is required.

ROLE OF THE WING/BASE/FORMATION PSO FOR SERVING APPLICANTS

7. The PSO will:
 - 7.1 Provide name(s) and contact information of evaluators to the member;
 - 7.2 Provide the member with a copy of the FPF E Guide, Reference B, minimum 30 days prior to the scheduled evaluation;
 - 7.3 Inform each CAF applicant of the Pre-Evaluation information and Instructions, found in both Reference B, page 21 or Reference A, Tool 6: Firefighter Pre-Entry Fitness Evaluation (FPFE) Information, Instruction and Description;
 - 7.4 Liaise with local PSP staff to ensure timely coordination of testing prior to selection deadlines; and
 - 7.5 Obtain a copy of the completed fitness test, either from the member or PSP staff, to be placed on member's application file.

ROLE OF THE CFFCA FOR POST-BMQ CAF APPLICANT

8. The CFFCA designate will:
 - 8.1 Contact the base fitness coordinator to schedule evaluations during a mutually convenient time for both parties;
 - 8.2 Provide names and contact information of the Post-BMQ CAF applicant to the evaluators;
 - 8.3 Provide names and contact information of evaluators to the Post-BMQ CAF applicant;
 - 8.4 Ensure each Post-BMQ CAF applicant has received a copy of the FPF E Guide, Reference B, prior to the scheduled evaluation;
 - 8.5 Inform each Post-BMQ CAF applicant of the Pre-Evaluation Information and Instructions, found in both Reference B, page 21 or Reference A, Tool 6:



Firefighter Pre-Entry Fitness Evaluation (FPFE) Information, Instruction and Description; and

- 8.6 Inform Post-BMQ CAF applicants of the failure rules well in advance of the scheduled evaluation.

ROLE OF THE DND APPLICANT (TO BE ADDRESSED BY THE BASE/WING FIRE CHIEF)

9. The FC or designate will ensure that the DND applicant:
 - 9.1 Informs the evaluator of cancellation of fitness evaluation at least 24 hours prior to the scheduled appointment;
 - 9.2 Complies with the Pre-Evaluation Instructions and Information;
 - 9.3 Provide the evaluator the Medical Evaluation Form properly filled-out by their physician as per reference A, Tool 5: FPFE- Medical Clearance Form; and
 - 9.4 Provide the evaluator with a money order or certified cheque in the amount of the cost of the evaluation.³

ROLE OF THE POST-BMQ CAF APPLICANT (TO BE ADDRESSED BY CFFCA)

10. The CFFCA designate will ensure that the Post-BMQ CAF Applicant complies with the Pre-Evaluation Instructions and Information.

ROLE OF THE CAF APPLICANT (TO BE ADDRESSED BY CFRG)

11. The CFRG will ensure that the CAF applicant:
 - 11.1 Informs the evaluator of cancellation of fitness evaluation at least 24 hours prior to the scheduled appointment;
 - 11.2 Complies with the Pre-Evaluation Instructions and Information; and
 - 11.3 Ensure all external CAF applicants provide the evaluator the Medical Evaluation Form properly filled-out by their physician as per reference A, Tool 5: FPFE- Medical Clearance Form.

³ Base/Wing Fire Chiefs and applicants should confirm the cost with the testing facility.



ROLE OF THE FITNESS COORDINATOR & CONTACT PERSON FOR OTHER QUALIFIED FITNESS FACILITIES

12. The Fitness Coordinator and/or established point of contact for other qualified Fitness Facilities will ensure they:

- 12.1 Liaise with the FC, CFRG, CFFCA, or directly with the NDFS applicant to coordinate the evaluations (dates and number of applicants);
- 12.2 Verify set-up and equipment for the evaluation;
- 12.3 Assign sufficient number of evaluators to conduct the evaluation, in accordance with the FPFE Operations Manual, including at least 1 Certified Exercise Physiologist to oversee the evaluations;
- 12.4 Provide quality and reliable physical fitness evaluations for firefighter applicants;
- 12.5 Due to the length of the evaluation (3 hours), multiple evaluations should be scheduled on the same day to maximize the evaluator's time;
- 12.6 For DND applicants, collect money order or certified cheque in the amount of the cost of the evaluation from evaluators. For Bases/Wings/ASUs, the money will be deposited in Canadian Forces Central Fund (CFCF) account, according to established policy; and
- 12.7 Distribute DND 2485 forms accordingly.

ADMINISTRATION

13. Due to the labour intensive nature of this evaluation, all other firefighter screening mechanisms such as the aptitude test, level of experience and training, and medical screening, should be completed prior to sending an applicant for this fitness evaluation.

CANCELLATION AND NO-SHOW POLICY

14. Appointments for FPFE may be cancelled and **at least 24 hours** advance notice is requested. Every effort shall be made to avoid cancellations. Due to the length of the evaluation, staff commitments, and facility requirements, rescheduling may not be readily available or possible.



15. Should an applicant fail to cancel or reschedule an evaluation at least 24 hours in advance of an evaluation:

- 15.1 The applicant shall be recorded as a no-show;
- 15.2 The fitness evaluator shall provide the Base/Wing Fire Chief or Personnel Selection Office with the name of the applicant;
 - 15.2.1 CAF applicant no-shows wishing to reschedule an evaluation may be able to reschedule in the next testing quarter, should an appointment time be available; and
 - 15.2.2 DND applicant no-shows wishing to reschedule an evaluation shall be at the discretion of the FC and Fitness Coordinator, should an appointment time be available.

FAILURE

16. Applicants may not be able to attempt a retest due to the lengthy nature of the evaluation, testing site availability and staff availability:

- 16.1 For CAF applicants: Retest dates are at the discretion of the CFRG, and the fitness coordinator;
- 16.2 For DND applicants: Retest dates are at the discretion of the FC and the Fitness Coordinator; and
- 16.3 For Post-BMQ CAF applicants: only 1 retest will be granted to the applicant. If a second failure occurs, applicant will be referred to BPSO for Compulsory Occupational Transfer. As much as possible, the retest should occur within a 3 month period after discussion with the Fitness Coordinator to establish an appropriate retest date and an appropriate remedial training program for the applicant.

EVALUATION

17. The evaluator administers the fitness evaluation in the manner prescribed in the FPFPE Operations Manual, Reference A, as issued by CFMWS and duly provided to the evaluator.

18. Fitness evaluation results shall be valid for a period of six months from the date of the evaluation. An extension request shall be submitted to the F&WM for any evaluation results



that are exceeding six months. No extension will be granted for evaluation results that are exceeding 12 months from the time of the evaluation

QUALITY CONTROL

19. The FPFEE shall be monitored and reviewed by the F&WM and/or any other designated CFMWS representative. Staff assistance visits shall be completed at the fitness evaluation sites as necessary.

20. The Base/Wing Fire Service is responsible for maintenance and procurement of all equipment required to deliver the FPFEE as listed in the FPFEE Operation Manual. In areas where this cannot be achieved, the F&WM shall be contacted to facilitate an alternative option.

21. DND 2485 will be available at the Publications Depot. Fitness Coordinators will order the DND 2485 via the CAF Supply System.

EVALUATION SITES

22. Evaluation sites for the delivery of the FPFEE may depend on the geographical area. The Fitness Coordinators and the Base/Wing FCs will determine the best location for each area. Evaluation sites may include, but are not limited to: fire stations, drill halls, armouries, hangars, warehouses, garages, universities/colleges, and other civilian fitness facilities.