



City of Racine, Wisconsin
Agenda Briefing Memorandum

AGENDA DATE: September 18, 2025

PREPARED BY: Fire Chief Steve Hansen

SUBJECT: Candidate Physical Ability Test (CPAT) requirement.

BACKGROUND & ANALYSIS:

Periodically, the Fire Department, in collaboration with the Human Resources Department, conducts a new application process through NeoGov to establish an updated hiring eligibility list, pending approval by the Police and Fire Commission (PFC). This list is essential for filling vacancies that arise due to retirements, resignations, or other forms of separation from the department.

To improve the efficiency of this process, Human Resources sets a firm deadline for submitting all applications. One area that requires clarification is the Candidate Physical Ability Test (CPAT) requirement. When the department reaches a point where hiring from the PFC-approved list is necessary, we cannot afford delays related to the scheduling or completion of the CPAT. Therefore, all individuals on the hiring list must have already obtained their CPAT certification.

During the past process we allowed candidates to interview before having a valid CPAT. These members are currently on the hiring list and have not obtained the required certification.

We appreciate your attention to this requirement and look forward to a smooth and efficient hiring process.

STAFF RECOMMENDED ACTION:

The Fire Department is recommending that all candidates provide proof of a valid CPAT certification prior to being interviewed by the PFC. The intent is to ensure that every candidate appearing before the PFC is fully prepared and eligible for immediate hire, pending successful completion of the required pre-employment medical exam.

FISCAL NOTE & BUDGETARY IMPACT:

No Fiscal Impact