**OKOLONA**

**Fire Department**

**8501 Preston Highway**

**Louisville, KY 40219 (502) 964-5111** **Fax: (502) 966-8388**

To: Career Personnel

From: Marlin Howard, Fire Chief

Date: 06/15/2020

Re: Promotional Opportunities

 The Board of Trustees have approved to begin the promotional process for Major; as well as subsequent positions. The department will be conducting interviews for any current or future vacancies that may occur; subsequent position include Captain, as well as Sergeant. Interested candidates shall submit a letter of interest; along with a resume’.

Below is the process to fill the current vacancies and the vacancy created.

**LETTER OF INTEREST PHASE**

The names on the candidate’s letters will be redacted to ensure anonymity. The individual letters will be evaluated. The first being grammar, and the second being content (why you want to be promoted, personal goals, short term organizational goals of your position, and long-term organizational goals of your position).

**Firefighter File Phase:**

The Candidate **SHALL** Submit proof of required training and education in the form of a summary page and the actual certificates and/or transcript documentation; that they want evaluated for Experience/Education/Certification. The Training/Chief Officer shall verify this information and verify mandatory certifications and training have been submitted. Failure to comply with this section will result in the Candidate’s removal from consideration.

**Physical Fitness Phase:**

Peer Fitness Trainer/ Officer will administer a Physical Fitness Standards Evaluation. This test will be based on the adopted Physical Fitness Standard. Candidates must have also participated in current fitness program as mandated by the Board of Trustees.

**Performance Phase:**

Current Departmental Staff will individually evaluate each candidate in 11 areas to include the following: Dependability, Interpersonal Skills, Work Quality, Ambition/Motivation, Communications, Work Ethic/Time Management, Leadership, Self Confidence, General Safety, Rules/SOP’s, and Emergency Scene Operation.

**Oral Interview Phase:**

Current Oral Interview. Conducted by Okolona Fire Department Staff. Candidates will be evaluated on the following two components of the interview.

A) Quality of candidate response to questions.

B) Candidates Dress will be Class “A” Uniform.

**Practical Assessment Phase:**

A group of Okolona Departmental Staff to include the OFD Training Officer will conduct practical assessments for the Sergeants positions. It is the desire of the department that practical assessments, above the rank of Sergeant, be conducted by an outside interview panel. The outside interview panel should consist of Chief Officers from other districts; however, should an outside interview panel be deemed inappropriate, practical assessments should be conducted by Okolona Fire Department Staff.

The practical assessment will involve, but not limited to scenario-based evolutions such as Structure Fires, Hazardous Materials Incidents, and SOP’s.

Practical assessments will be conducted by Departmental staff or as designated.

**Final Review Phase:**

 The final review phase shall consist of the Departmental Staff using a spreadsheet tool to consider the overall evaluation of the candidates. Areas to be evaluated shall include:

* Letter of Interest
* Time in Current Position
* Higher Education
* Certifications
* Physical Fitness Evaluation
* At the discretion of the Okolona Fire Chief, in association with the Board of Trustees; a list of alternate candidates for the position(s) maybe created. to be good for one year. The number of candidates on the promotional list will be determined by the OFD Chief Officers.

**Job Descriptions for the following positions are attached**

**Sergeant**

 **(Reference Only)**

Firefighters that meet the advancement qualifications for this position may apply for Sergeant. The successful candidate, will be promoted to the rank of Sergeant (probationary). They will serve one year of probation. Salary increase will be based upon the current pay scale.

Sergeant Requirements:

**Shall have the following to be considered for promotion to Sergeant:**

2 years’ service as a career member

KY Emergency Medical Technician or Higher

Hazardous Material Technician

IFSAC FF 1&2 Hazmat Awareness and Operations

Level 1 Fire Instructor

NIMS 100 200

 Ability to operate all Okolona Apparatus

 IS-241 Decision making and Problem Solving (online)

**The following Online classes shall be completed prior to end 1-year probation**

**\* IS-242 Effective Communication (online)**

**\* IS-139 Exercise Design (online)**

**The following classes are encouraged to be obtained for promotion**

National Fire Academy Leadership # 1 as offered through local fire schools or in house training, or hosted at neighboring agency)

Computer Literacy

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

* All Classes have to be applied for during registration periods until accepted and completed.

All others must be applied for and show that you are trying to obtain

**Captain**

 Sergeants that meet the advancement qualifications for this position may apply for Captain. The successful candidate, will be promoted to the rank of Captain (probationary). They will serve one year of probation. Salary increase will be based upon the current pay scale.

Captain Requirements

**Shall have completed the previous requirements as listed for Sergeant:**

**Shall have the following to be considered for promotion to Captain:**

 Successful complication of 1 Year as Sergeant

 KY Emergency Medical Technician or Higher

Hazardous Material Technician

IFSAC FF 1&2 Hazmat Awareness and Operations

Level 1 Fire Instructor

NIMS 100 200 300 400 700 800

Fire Inspector 1

Leadership 1 or Equivalents

MCTO, PICO, STICO or Equivalents

 **IS-241 Decision making and Problem Solving (online)**

 **IS-242 Effective Communication (online)**

 **IS-139 Exercise Design (online)**

**The following Online classes shall be completed prior to end 1-year probation**

\* IS-240 Leadership and Influence (online)

Haz Mat Incident Command System Training

**The following classes are encouraged to be obtained and are required for promotion**

\* IS-235 Emergency Planning (online)

\* IS-230 Principles of Emergency Management (online)

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

* All Classes have to be applied for during registration periods until accepted and completed.

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

**All others must be applied for and show that you are trying to obtain**

**Okolona Fire Protection District**

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JOB DESCRIPTION

CAPTAIN (CAREER)

CHARACTERISTICS OF THE WORK

* The Firefighter (Career) Characteristics of the Work is incorporated into this Job Description by reference.
* Exercises daily supervision over support personnel.
* Functions as fire company officer.
* Under administrative direction performs administrative, instructional and directive work of considerable difficulty in the direction of one or more of the operational divisions of fire suppression forces or the direction of the Training Bureau of the Okolona Fire Protection District.
* Exercises direction over subordinate personnel.
* Functions as a mentor to subordinate personnel.
* Pursuant to KRS 75.160, the Captain has the same powers of arrest as now given by law to sheriffs of this Commonwealth and is expressly declared a conservator of the public peace whose duties, in addition to other prescribed duties, are to conserve the peace, enforce all laws and preserve order, and shall have and is expressly given the same right and the same power to arrest, search and seize as is now given by law to sheriffs of this Commonwealth. The department members shall constitute a law enforcement agency in addition to the patrol and investigation functions of the sheriff and his deputies under KRS 75.150 to KRS 75.170.
* Performs related work as required.
* Performs other duties as directed.

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this class.)

* Coordinates and performs the inspection and testing for operational condition of all fire hydrants, cisterns and sprinkler systems, as well as water supply systems on private property such as institutions, airports and housing projects.
* Performs procedures for the replacement and preventive maintenance of apparatus and equipment.
* Coordinates in-service training within an assigned division.
* Collaborates with other superior officers in formulating operational changes, policy changes and new regulations.
* Prepares incident reports and documents with a high degree of accuracy.
* Under administrative direction coordinates daily activities with subordinate personnel.
* Functions as a tactical team leader.

KNOWLEDGE, ABILITIES AND SKILLS NECESSARY TO THE WORK

* Knowledge of firefighting strategies and tactics.
* Knowledge of firefighting equipment.
* Knowledge of fire department regulations.
* Knowledge of procedures to purchase or repair fire equipment to meet fire department standards.
* Ability to delegate responsibilities to subordinates.
* Ability to learn new procedures and techniques of the firefighting profession.
* Ability to plan and organize work to develop maintenance schedules and equipment testing procedures.
* Ability to read technical materials in order to recommend modification on present equipment.
* Ability to operate a motor vehicle for the purpose of test driving fire equipment.
* Ability to work overtime to attend staff meetings and complete various duties.
* Ability to be accurate to order equipment and maintain records.
* Ability to use mobile data terminals and communication devices efficiently.
* Ability to direct a team to accomplish operational goals.
* Skill in written and oral communication in order to prepare and present reports, statistical information and instructional materials.

MINIMUM REQUIREMENTS

* High School graduation or its equivalent.
* Comply with Okolona Fire Protection District promotional policies.

SPECIAL REQUIREMENTS

* + Certification by the Commonwealth of Kentucky as a Fire Service Instructor.
* Possession of a valid driver’s license.
* Current certification by the Commonwealth of Kentucky as a Career firefighter.
* Current unrestricted Emergency Medical Technician by the Kentucky Board of Emergency.
* Shall be a qualified operator on all fire department apparatus.
* Shall comply with the Okolona Fire Protection District Physical Fitness Policy.

**Major**

Captains that meet the advancement qualifications for this position may apply for Major. The successful candidate, will be promoted to the rank of Major (probationary). They will serve one year of probation. Salary increase will be based upon the current pay scale.

Battalion Chief/Major Requirements

**Shall have completed the previous requirements as listed for Captain:**

**Shall have the following to be considered for promotion to Battalion Chief/Major:**

 Successful complication of 1 Year as Captain

 KY Emergency Medical Technician or Higher

Hazardous Material Technician

IFSAC FF 1&2 Hazmat Awareness and Operations

Level 1 Fire Instructor

NIMS 100 200 300 400 700 800

Fire Inspector 1

Leadership 1 or Equivalents

MCTO, PICO, STICO or Equivalents

IS-241 Decision making and Problem Solving (online)

 IS-242 Effective Communication (online)

 IS-139 Exercise Design (online)

 IS-240 Leadership and Influence (online)

 Haz Mat Incident Command System Training

 IS-235 Emergency Planning (online)

 IS-230 Principles of Emergency Management (online)

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

\*All Classes have to be applied for during registration periods until accepted and completed.

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

**All others must be applied for and show that you are trying to obtain**

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JOB DESCRIPTION

BATTALION CHIEF (CAREER)

CHARACTERISTICS OF THE WORK

* The Firefighter (Career) Characteristics of the Work is incorporated into this Job Description by reference.
* Responds to incident scenes to assume command, and direct the incident operations.
* Pursuant to KRS 75.180 (1), the Battalion Chief (if the highest ranking officer present) at fires answered by the department shall investigate their causes. The Battalion Chief (if the highest ranking officer present) may examine witnesses, compel testimony of witnesses, administer oaths, compel production of evidence and make arrests as provided in KRS 75.160. The Battalion Chief (if the highest ranking officer present) may enter any building at all reasonable times for the purpose of examining the building if, in his opinion the building is in danger of fire. The Battalion (if the highest ranking officer present) shall report his findings, when requested, to the board, Kentucky Inspection Bureau and state fire marshal.
* Pursuant to KRS 75.160, the Battalion Chief has the same powers of arrest as now given by law to sheriffs of this Commonwealth and is expressly declared a conservator of the public peace whose duties, in addition to other prescribed duties, are to conserve the peace, enforce all laws and preserve order, and shall have and is expressly given the same right and the same power to arrest, search and seize as is now given by law to sheriffs of this Commonwealth. The department members shall constitute a law enforcement agency in addition to the patrol and investigation functions of the sheriff and his deputies under KRS 75.150 to KRS 75.170.
* Under administrative direction performs administrative, instructional and directive work of considerable difficulty in the direction of one of the operational divisions of one or more fire suppression forces or the direction of the Training Bureau of the Okolona Fire Department.
* Responsible, under standard rules, practices and procedures of the fire department, for planning, organizing, developing, and administering the functions of an assigned Bureau or Operational division.
* Exercises direction over subordinate personnel.
* Functions as a mentor to subordinate personnel.
* Performs related work as required.
* Performs other duties as directed.

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this class.)

* Exercises tactical command at incident scenes through company officers until relieved by a superior officer.
* Oversees the inspection and testing for operational condition of all fire hydrants, cisterns and sprinkler systems, as well as water supply systems on private property such as institutions, airports and housing projects.
* Oversees programs and procedures for the replacement and preventive maintenance of apparatus and equipment.
* Coordinates in-service training within an assigned division.
* Collaborates with other superior officers in formulating and instituting operational changes, policy changes and new regulations.
* Coaches, councils and mentors subordinate personnel.
* May be called upon in emergency situations to perform the duties of any position at the emergency scene.

KNOWLEDGE, ABILITIES AND SKILLS NECESSARY TO THE WORK

* Knowledge of firefighting strategies and tactics.
* Knowledge of firefighting equipment.
* Knowledge of fire department regulations.
* Knowledge of procedures to purchase or repair fire equipment to meet fire department standards.
* Knowledge of departmental policies including but not limited to staffing, alcohol and drug free and injury review, sick and emergency leave, code of ethics, etc.
* Ability to delegate responsibilities to subordinates.
* Ability to learn new procedures and techniques of the firefighting profession.
* Ability to plan and organize work to develop maintenance schedules and equipment testing procedures.
* Ability to read technical materials in order to recommend modification on present equipment.
* Ability to operate a motor vehicle for the purpose of test driving fire equipment.
* Ability to work overtime to attend staff meetings and complete various duties.
* Ability to be accurate to order equipment and maintain records.
* Ability to effectively implement the National Incident Management System.
* Ability to effectively schedule personnel for the staffing of apparatus with consideration given to employee leave.
* Ability to implement, evaluate and modify strategic/tactical plans during and emergency incident.
* Ability to communicate appropriate fire ground and emergency scene commands.
* Ability to conduct timely and effective risk/benefit analysis.
* Ability to effectively assign or delegate work to subordinate officers, including assignments during emergency incidents, long-term projects and routine activities.
* Ability to recognize performance in subordinate personnel and determine effective corrective training, development and disciplinary measures.
* Skill in written and oral communication in order to prepare and present reports, statistical information and instructional materials.

MINIMUM REQUIREMENTS

* High School graduation or its equivalent.
* Comply with Okolona Fire Protection District promotional policies.

SPECIAL REQUIREMENTS

* + Certification by the Commonwealth of Kentucky as a Fire Service Instructor.
* Possession of a valid driver’s license.
* Current certification by the Commonwealth of Kentucky as a Career firefighter or able to obtain same within one year of date of appointment.
* Current unrestricted Emergency Medical Technician by the Kentucky Board of Emergency.
* Shall be a qualified operator on all fire department apparatus.
* Shall comply with the Okolona Fire Protection District Physical Fitness Policy.

(ALL DATES ARE TENTATIVE)

Letter of Interest and Resume’ shall be submitted no later than 06/22/20 - 16:00

Physicals will be conducted on June 24th, 25th, 26th 2020

Interviews will be scheduled:

 Sergeant 06/30/20 Starting Time 09:30

 Captain 07/01/20 Starting Time 09:30

 Major 07/07/20 Starting Time 09:30

Board of Trustees Meeting 07/09/20

Candidate(s) assumes role(s) 07/19/20