

SUPPRESSION PROMOTION RECOMMENDATION LISTS

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Purpose: *This procedure describes the process used by departmental staff to formulate their recommendation to the board of trustee for promotions of career firefighters to the positions of Sergeant, Captain, and Major. The board of trustees has the final authority for promotion of firefighters. The purpose of this procedure is to establish a reasonable and fair process to be used by the departmental staff so that the best persons who are interested in advancement are recommended for promotion.*

Procedure:

ANNOUNCEMENT OF CREATION OF PROMOTION LIST RECOMMENDATIONS:

1. When the departmental staff determine the time is appropriate to create a list of promotion recommendations, a notice shall be sent out in email form, and posted at all stations. This notice shall include the minimum requirements to apply for the positions. The closing date and time shall be placed on the notice.
2. Career firefighters who may not meet a minimum requirement but are actively pursuing the requirement may apply for the position under the provision that the requirement is achieved prior to the final evaluation phase. For example, a firefighter is not an instructor but is scheduled to attend an instructor training program before the final evaluation phase. The firefighter may apply for consideration, but if the requirement is not completed before the final evaluation phase begins, then the firefighter is removed from consideration. The Fire Chief may apply a special provision in the event there are a limited number of candidates who may not meet a minimum requirement. This requirement shall be met by the terms the employee's probationary period.
3. Career firefighters interested in applying for the promotion recommendation list shall submit a letter of interest and resume to the Fire Chief for the position you are applying. The letter of interest shall include at a minimum: Why you want to be promoted, personal goals, short-term organizational goals of your position, and long term organizational goals of your position.
4. It will be the presumption that career firefighters not submitting the written documents within the window of opportunity, are not interested in being considered for the position.

LETTER OF INTEREST REVIEW PHASE

The names on the candidate's letters will be redacted to ensure anonymity. The individual letters will be evaluated and graded. 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).

EMPLOYEE FILE REVIEW PHASE:

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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 REVIEW 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.

CHIEF OFFICER/ SUPERVISOR PERFORMANCE REVIEW 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. This will include a review of the employee's personnel file.

ORAL INTERVIEW PHASE:

Current Oral Interview. Conducted by Okolona Fire Protection 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.

VIRTUAL SCENARIO PRACTICAL ASSESSMENT PHASE:

A group of Okolona Fire Protection Department Staff to include the OFPD Training Officer will conduct the virtual scenario practical assessments. The practical assessment will involve, but not limited to scenario-based evolutions such as Structure Fires, Hazardous Materials Incidents, SOP's and personnel issues. Practical assessments will be conducted by Departmental staff or as designated.

Practical Skills Testing Phase

This section of the promotional process will be specific to candidates applying for the rank of Career Firefighter Sergeant. Applicants will complete four hands on skill stations that will be selected by the promotional committee. These skill stations will evaluate the applicant on the following areas in

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which a sergeant should be competent: pumping of an Okolona Fire apparatus, knowledge of equipment on Okolona apparatus, and basic maintenance of equipment.

Written Testing Phase

This section of the promotional process will be specific to applicants applying for the rank of Career Firefighter Sergeant. Applicants will complete a 25-question written test that evaluates candidate's knowledge of the following subjects: pump pressures and friction loss (an Okolona pump chart shall be provided), pump operation, knowledge of equipment on Okolona apparatus, apparatus operator policies and procedures.

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
- Education
- Physical Fitness Evaluation
- Oral Interview
- Practical Assessment
- Departmental Performance
- Practical Skills Testing
- Written Test Score

1. **Letter of Interest:** The names on the candidate's letters will be redacted to ensure anonymity. The individual letters will be evaluated and graded. 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. The candidate can earn up to a maximum of 12 points in this area. The scoring scale is as follows:

- **12 points** (95% - 100%)
- **10 points** (92% - 94%)
- **8 points** (80% - 91%)
- **6 points** (70% - 79%)
- **2 points** (60% - 69%)
- **0 points** (Below 59%)

2. **Time in Current Position:** Candidates will be evaluated based on length of service in that current position at Okolona Fire Protection District as a Full-Time member. A scale of 12 will be used as the maximum score that can be received by a candidate.

- **12 points** (11 or more years of service)

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- **10 points** (9-10 years of service)
- **8 points** (7-8 years of service)
- **6 points** (4-6 years of service)
- **4 points** (2-3 years of service)
- **2 points** (2 or less years of service)

3. **Education:** Three categories make up the Education area and they are Higher Education, National Fire Academy Credits, and Certificates.

In the High Education category, each candidate shall receive 0.2 points per credit hour of college education for colleges using a semester credit system. If the college uses a quarter hour credit system, the number of credits shall be divided by 1.5, and then multiplied by 0.2. (This is a commonly accepted formula to equate semester credits with quarter credits). (A member with an Associate's Degree receives 60 credit hours multiplied by 0.2; a member with a Bachelor's degree receives 120 credit hours multiplied by 0.2) a member with a Master's degree receives 156 credit hours multiplied by 0.2) Points awarded will be calculated from the highest degree earned only. Candidates **SHOULD** submit an official transcript or diploma from a recognized university in order to receive any higher education points

The Education category also includes National Fire Academy credits from residency classes. Each candidate shall receive 0.2 points per credit in accordance with the ACE Recommendation for attendance at National Fire Academy residency courses. The American Council on Education establishes the credits in accordance with recommendations as found in the National Fire Academy course catalog

http://www.usfa.fema.gov/downloads/pdf/publications/1112_nfa_catalog.pdf

The last category in the Education area is Certifications. Each candidate shall receive 1 point for each certification that is determined to be a desirable certification by the chief officers. Examples of these certifications (but not limited to) are: Trench Rescue, Water Rescue, Leadership 1, Leadership 2, Leadership 3, NFA Safety Officer, EMT Instructor, Fire Inspector.

The points are tallied from all three Education categories and the scoring scale for this area is as follows:

- **12 points** (61 points tallied or above)
- **10 points** (51 - 60 points tallied)
- **8 points** (41 - 50 points tallied)
- **6 points** (31 - 40 points tallied)
- **4 points** (21 - 30 points tallied)
- **2 points** (20 points tallied or below)

4. **Physical Fitness Standard:** Candidates will be granted 2 point for each category of the Physical Fitness Standard with a maximum total up to 10 points. If a member cannot do the physical

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assessment portion due to an injury or illness by a doctor. The points the member will be awarded goes off his or her last physical assessment. (Last promotion process or yearly physical assessment) if the member has not done a physical assessment, they receive zero points for this portion.

5. **Oral Interview Phase:** Conducted by Okolona Fire Department Officers. Score based two components of interview. A) Quality of candidate response to questions. B) Candidates Dress will be Class A; points will be deducted for anything missing or incorrect with uniform (refer to uniform SOP for further guidance). The total score from each question will be totaled. The total amount from each officer will be averaged to give the final point total. Maximum points for this area is 50 points. The scoring scale would be as follows:

- **12 points** (47.6 – 50 average)
- **10 points** (average between 46 – 47.5 average)
- **8 points** (average between 41 – 45 average)
- **6 points** (average between 36 – 40 average)
- **2 points** (average 31 – 35 average)
- **0 points** (Below 30 average)

6. **Virtual Scenario Based Practical Interview Phase:** Sergeants will be evaluated by current Chief Officers/Captains to include the OFD Training Officer. Practical assessment above the rank of Sergeant **SHALL** be conducted by an outside interview panel that consist of Chief Officers from another department. The practical assessment will involve, but not limited to scenario-based evolutions such as Structure Fires, Hazardous Materials Incidents, SOP's and personnel issues. Candidates will be graded and earn up to 4 points for each scenario. Total score from each evaluator is added up and then divided by the total number of evaluators. The maximum possible points in this area is up to 12 points.

7. **Departmental Performance Evaluation Phase:** Current Departmental 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. Each desired quality or knowledge area is worth up to five points. The Candidates Immediate Supervisor at the Captain and or Battalion Chief rank must complete an evaluation. If the candidates Captain and or Battalion Chief has only worked with the Candidate for less than 3 months his or her previous Captain or Battalion Chief must complete an evaluation. Their supervisor must have supervised the candidate for a minimal of three months. If the supervisor has not, the candidate's previous supervisor must complete the evaluation. Total score from each evaluator is added up and then divided by the total number of evaluators. The maximum points for this area is 55 points.

8. **Practical Skills Testing-** There will be four different skill stations the promotional candidates will complete. Each skill station will be worth up to 5 points. The maximum points for this area is 20 points. The scoring scale will be as follows:

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- **12 points** (18-20 Points Total)
- **10 points** (15-17 Points Total)
- **8 points** (12-14 Points Total)
- **6 points** (9-11 Points Total)
- **2 points** (6-8 Points Total)
- **0 points** (Below 5 Points)

If a member cannot do the hands-on assessment due to an injury or illness by a doctor the member will be assigned an outside training officer to assist them through the process. The outside training officer only does tasks that the candidate tells him to do. Example (Pull this lever, pull this line, do this)

9. **Written Test-** The OFPD will provided the promotional candidates with the appropriate study materials like the current edition of the IFSTA manual and/or the updated Apparatus course packets from which the exam questions will be created. The promotional candidate will be provided these study materials in a timely manner so the promotional candidate has the proper amount of time to prepare for the written exam. There will be a 25-question exam administered where the promotional candidates will be awarded 1 point for each correct answer. The promotional candidate will earn a score based on the grade received on the exam. The maximum points possible in this area is 12 points. The scoring scale will be as follows:

- **12 points** (96% - 100%)
- **10 points** (91% - 95%)
- **8 points** (81% - 90%)
- **6 points** (71% - 80%)
- **2 points** (61% - 70%)
- **0 points** (Below 60%)

ESTABLISHMENT OF RECOMMENDED CANDIDATES

1. After all promotional components have been completed; the departmental personnel shall determine a recommendation list for promotion.
2. As promotion vacancies occur the chief officers shall review the candidate ranking. The chief officers may defer recommending a candidate for promotion based on justifications that are clear, reasonable and articulable.
3. As promotion vacancies occur, the chief officer recommendation for the best/most appropriate candidate is provided to the board of trustees. The board of trustees is the final authority for promotions.
4. The departmental personnel shall determine the expiration date of a promotion ranking.

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**OKOLONA FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURE**

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- It is important for a candidate to understand that it is a total body of work the organization is looking for to promote a person to the next level in an organization. Though this policy is meant to assist in the selection process, each section of the process will be reviewed and no one section of the process such as seniority points will be the sole reason a candidate is promoted. Ex. If a candidate has been on the department long enough to receive the maximum number of points for seniority but falls below another candidate in all other areas of the promotion process the Chief Officers will consider this when totaling up all points to select the best candidate.

Okolona Fire Protection District does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or any other factor.

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Career Firefighter Sergeant Requirements

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

Full Time Firefighter with Okolona Fire Protection District

One year of service with Okolona Fire Protection District

400 Hour Certified Career Firefighter for 2 years or more

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 Fire 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)

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

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Career Firefighter Captain Requirements

Shall have completed the previous requirements as listed for Sergeant:

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

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)

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)

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

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Career Firefighter Battalion Chief/Major Requirements

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

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

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-240 Leadership and Influence (online)

Haz-Mat Incident Command System Training

IS-235 Emergency Planning (online)

IS-230 Principles of Emergency Management (online)

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