

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2019-002
	Announcement of Promotion Process for Lieutenant and Driver/Operator	Effective: 6/18/2019
		Expires: NA
		From: BC Poole

Manchaca Fire Rescue will be holding a promotion process to establish an eligibility list for the position of Lieutenant and Driver/Operator (DO).

The Lieutenant’s process is open to Driver/Operators that possess TCFP Fire Officer I and Fire Instructor I certifications by test date and are not otherwise restricted from participation in the promotion process by disciplinary action.

The DO process is open to full-time Firefighter personnel that hold TCFP Driver/Operator certification and a Texas Class B Driver’s License and not otherwise restricted from participation in the promotion process by disciplinary action.

The process will consist of a 100 question, multiple-choice exam and a practical skills evaluation. The written test score will be weighted to 50% of the final process score. The practical skills evaluation score will be weighted to 50% of the final process score. Exam participants must pass the written exam to proceed to the practical skills evaluation. If less than two members pass either written exam the Chief may decline to establish a promotion list. The list will be finalized upon conclusion of the practical skills evaluation and will be in effect for one year from the date of the written exam. Any pending appeals or disputes will have no bearing on the effective date of the list.

Persons wishing to participate in the promotion process must notify Battalion Chief Poole of their intent to test via email at cpoole@tcesd5.org by August 18th, 2019.

Written exam: (For Lieutenant and Driver/Operator)

- When:** Wednesday, September 18th; 0900 hrs
- Where:** Fire Station 501 Training Room
- Duration:** 2.5 hours
- Minimum passing score to proceed in the process:** 70%

Practical Skills for Lieutenant:

- When:** Wednesday, September 18th; 1300 hrs
- Where:** Fire Station 501 Training Room
- Duration:** Until Completed
- Minimum passing score to proceed in the process:** None

Practical Skills for Driver Operator:

- When:** Tuesday, September 24th; 0800 hrs
- Where:** Fire Station 501 Training Room
- Duration:** Until Completed
- Minimum passing score to proceed in the process:** None

Written exam reference materials for Lieutenant:

No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, scan, etc., unless such material is specifically identified below.

1. **Manchaca Fire Rescue Best Practices and Policies** (As posted to the “Policy” page of the members web site on September 1st, 2019)
45% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook** (version in effect on September 1st, 2019)
5% of the exam questions will be from this source
3. **25 to Survive: Reducing Residential Injury and LODD**
ISBN: 978-1-59370-309-7 Author: Daniel D Shae & Douglas J Mitchell Jr Publisher: Fire Engineering
Candidates are responsible for chapters 1-18, **excluding**: The Backstep, Figures, and Tables
35% of the exam questions will be from this source
4. **Extreme Ownership: How US Navy Seals Lead and Win** (2nd Edition 2017)
ISBN: 978-1-[250-18386-6 Author: Jocko Willink & Leif Babin Publisher: St. Martin’s Press
Candidates are responsible for all chapters
15% of the exam questions will be from this source

Written exam reference materials for Driver Operator:

No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, scan, etc., unless such material is specifically identified below.

1. **Manchaca Fire Rescue Best Practices and Policies** (As posted to the “Policy” page of the members web site on September 1st, 2019)
45% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook** (version in effect on September 1st, 2019)
5% of the exam questions will be from this source
3. **Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply, 3rd Edition**
ISBN-13: 978-1284147612 Author: NFPA Publisher: Jones and Bartlett Learning
Candidates are responsible for chapters 1-14, **excluding**: You are the Driver Operator, Voices of Experience, Near Miss Reports, Wrap-ups, Driver/Operator in Action, Safety Tips, Driver Operator Tips, Skill Drills, Figures, and Tables
35% of the exam questions will be from this source
4. **Leadership Lessons for Formal and Informal Fire Service Leaders**
ISBN-13: 978-0-615-66692-1 Author: Dr. Kimberly Alyn Publisher: Higher House Publishing
Candidates are responsible for all chapters
15% of the exam questions will be from this source

Practical Skills for Lieutenant:

When: Wednesday, September 18th; 1300 hrs

Where: Fire Station 501 Training Room

Duration: Until Completed

Minimum passing score to proceed in the process: None

Practical skills evaluations:

1. Personnel management scenario
2. Incident report writing
3. Incident scenario simulation

Each skill will have assessment steps with point values assigned. The candidates score will be a percentile score of their total points accumulated through all 5 evolutions against the total points possible.

Practical Skills for Driver Operator:

When: Wednesday, September 24th; 0800 hrs

Where: Fire Station 501 Training Room

Duration: Until Completed

Minimum passing score to proceed in the process: None

Practical skills evaluations:

1. Initial attack on tank water with transfer to hydrant supply
2. Tank transfer as 2nd engine on scene at an offensive working fire
3. 180° turn around in a restricted space with backing guide
4. Maneuvering around roadway obstructions with backing guide
5. Driving through an area with restricted horizontal clearance

Each skill will have assessment steps with point values assigned. The candidates score will be a percentile score of their total points accumulated through all 5 evolutions against the total points possible. Candidates are be expected to be able to operate either engine 501 or engine 511 in the performance of these skills.