

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2020-003</b>
	<b>Announcement of Promotion Process for Lieutenant and Driver/Operator</b>	Effective: 10/7/2020
		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 are not otherwise restricted from participation in the promotion process by disciplinary action.

The process will consist of a 100 question, multiple-choice exam, a practical skills evaluation, and a Chief’s interview and HR review. The scores from the different components will be weighted into the final score as follows:

Written Test:	40%
Practical Skills:	40%
Chief’s Interview / HR Review:	20%

Exam participants must pass the written exam to proceed in the process. If less than two members pass the written exam the Chief may decline to establish a promotion list. The list will be finalized upon conclusion of the process and will be in effect for 18 months 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](mailto:cpoole@tcesd5.org) by October 23, 2020

**Written exam: (For Lieutenant and Driver/Operator)**

- When:** Monday, December 7<sup>th</sup>; 1300 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:** Friday, December 11<sup>th</sup>; 0900 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:** Monday, December 14<sup>th</sup>; 0800 hrs

**Where:** Fire Station 501 Training Room

**Duration:** Until Completed

**Minimum passing score to proceed in the process:** None

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## Chief's Interview:

Interviews will be schedule individually with the Chiefs after conclusion of the written exam.

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## 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 November 6<sup>th</sup>, 2020)**

45% of the exam questions will be from this source

**2. Travis County ESD5 Personnel Handbook (version in effect on November 6<sup>th</sup>, 2020)**

5% of the exam questions will be from this source

**3. Travis County ESD5 Clinical Operating Guidelines (version in effect on November 6<sup>th</sup>, 2020)**

15% of the exam questions will be from this source

**4. Essentials of Fire Department Customer Service**

ISBN: 0-87939-127-8 Author: Alan V. Brunacini Publisher: Fire Protection Publications

Candidates are responsible for Sections 1-8

35% of the exam questions will be from this source

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## 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 November 6<sup>th</sup>, 2020)**

40% of the exam questions will be from this source

**2. Travis County ESD5 Personnel Handbook (version in effect on November 6<sup>th</sup>, 2020)**

5% of the exam questions will be from this source

**3. Travis County ESD5 Clinical Operating Guidelines (version in effect on November 6<sup>th</sup>, 2020)**

15% of the exam questions will be from this source

#### **4. Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply, 3<sup>rd</sup> 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

40% of the exam questions will be from this source

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#### **Practical Skills for Lieutenant:**

**When:** Friday, December 11<sup>th</sup>; 0900 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 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 evolutions against the total points possible.

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#### **Practical Skills for Driver Operator:**

**When:** Monday, December 14<sup>th</sup>; 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 2<sup>nd</sup> engine on scene at an offensive working fire
3. Maneuvering around roadway obstructions with backing guide
4. 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 evolutions against the total points possible. Candidates are expected to be able to operate either engine 501 or engine 511 in the performance of these skills.