

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2022-002</b>
	<b>Announcement of Promotion Process for Captain, Lieutenant and Driver/Operator</b>	Effective: 07/18/2022
		Expires: NA
		From: Chief Barron

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

The Captain’s process is open to Lieutenants that possess TCFP Fire Officer I, II, Firefighter Intermediate, Fire Instructor I, II, and Blue Card/IC certifications by test date and are not otherwise restricted from participation in the promotion process by disciplinary action.

The Lieutenant’s process is open to Driver/Operators that possess TCFP Fire Officer I, Fire Instructor I, have been eligible to ride up as a Lieutenant for at least 1 year, 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, a Texas Class B Driver’s License, have been eligible to ride up as a driver for at least 1 year, 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.

Expected time frame of potential promotions would be in the FY2023 budget year which will start in October 2022.

Persons wishing to participate in the promotion process must notify Chief Barron of their intent to test via email at [cbarron@tcesd5.org](mailto:cbarron@tcesd5.org) by August 14, 2022

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

- When:** Monday, September 19th; 10:00 hrs
- Where:** Fire Station 501 Training Room
- Duration:** 2.5 hours
- Minimum passing score to proceed in the process:** 70%

**Practical Skills for Captain:**

**When:** Friday, September 21st; 10:00 hrs

**Where:** Fire Station 501 Training Room

**Duration:** Until Completed

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

**Practical Skills for Lieutenant:**

**When:** Friday, September 21st; 13:00 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:** Friday, September 21st; 15:00 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 Chief and/or interview board after conclusion of the written exam.

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**Written exam reference materials for Captain:**

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 July 20<sup>th</sup>, 2022)  
45% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook** (version in effect on July 20th, 2022)  
5% of the exam questions will be from this source
3. **Travis County ESD5 Clinical Operating Guidelines** (version in effect on July 20<sup>th</sup>, 2022)  
15% of the exam questions will be from this source
4. **Pride and Ownership: A Firefighter's Love of the Job**  
ISBN-13 : 978-1593700782 Author: Rick Lasky Publisher: Fire Engineering  
15% of the exam questions will be from this source
5. **From Buddy To Boss: Effective Fire Service Leadership 2<sup>nd</sup> Edition**  
ISBN-13 : 978-1-59370-389-9 Author: Chase Sargent Publisher: Fire Engineering  
Candidates are responsible for Sections 1-8,11,14,16,20  
20% of the exam questions will be from this source

## 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 July 14<sup>th</sup>, 2022)  
45% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook** (version in effect on July 20<sup>th</sup>, 2022)  
5% of the exam questions will be from this source
3. **Travis County ESD5 Clinical Operating Guidelines** (version in effect on July 20<sup>th</sup>, 2022)  
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  
15% of the exam questions will be from this source
5. **From Buddy To Boss: Effective Fire Service Leadership 2<sup>nd</sup> Edition**  
ISBN-13 : 978-1-59370-389-9 Author: Chase Sargent Publisher: Fire Engineering  
Candidates are responsible for Sections 1-8,11,14,16,20  
20% 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 July 20<sup>th</sup>, 2022)  
40% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook** (version in effect on July 20<sup>th</sup>, 2022)  
5% of the exam questions will be from this source
3. **Travis County ESD5 Clinical Operating Guidelines** (version in effect on July 20<sup>th</sup>, 2022)  
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

### **Practical Skills for Captain:**

**When:** Friday, September 21st; 10:00 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 Lieutenant:**

**When:** Friday, September 21st; 13:00 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:** Friday, September 21st; 15:00 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.