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PUBLIC TRUST POLICY

In effect:

Authorized by:

PT-6: Entry Level Firefighter Hiring Policy

I. Purpose

One of the guiding principles of Sam Bass Fire Department is that we will do whatever we need to do to **maintain the public's trust** in us as their primary emergency responders. Vital to that guiding principle is the need to protect our trust of each other as fellow members of a common mission: to preserve life and property. For that reason, we will make every attempt to hire firefighters that can meet or exceed standards supported by a standardized process.

II. Policy

It shall be the policy of the Sam Bass Fire Department that new firefighters be hired from an eligibility list. This eligibility list shall be established and ranked through a competitive demonstration of knowledge and personal skills. Once the list has been established according to the procedure in this policy, it shall be in effect for hiring for one year from the date of its establishment or until depleted.

III. Procedure

The following process will serve as the means to establish an eligibility list for the hire of new firefighters for the Sam Bass Fire Department.

- A. To be eligible for the SBFD hiring process, the applicants must have:
 - Texas Commission on Fire Protection Basic Firefighter Certification
 - EMT-B Certification (approved for Williamson County Scope Of Care before actual hire date)
 - Valid Texas Driver's License (Class B classification before actual hire date)

- B. Ranking for the Eligibility List

The process will consist of a written exam which will count as 60% of the score used to rank applicants on the eligibility list. The other 40% will be scored from the results of an oral interview board. The eligibility list will



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remain in effect for one year and will be the list from which all new firefighters will be hired.

C. Written exam

The written exam will be a 100 question, multiple choice exam. . The source material used for the questions in the exam will be taken from information found in the IFSTA textbook, "Essentials of Firefighting – 4th edition." The written exam score will count as 60% of the ranking score for the eligibility list.

D. Oral Interview Board

Applicants will answer a standardized set of questions as they are asked by a panel of department members. Each member will then apply a score they feel best represents the appropriateness of the applicant's answer. The scores given by the oral interview board members must be discussed and negotiated to bring them within 25% tolerance. Scores then will be averaged for a single score that will count as 40% of the ranking score for the eligibility list.

E. Physical Ability Test

Immediately following the written exam, applicants will be required to participate in the Sam Bass FD Physical Ability Test. The SB PAT is a pass/fail test in which the applicant is asked to do a series of firefighting related tasks within a specific time frame in order to remain eligible for hire. In general, the tasks are: climbing an 85 foot aerial ladder, advancing a charged hose line, stacking rolled sections of hose, assembling an assortment of hose and couplings, and dragging a rescue dummy for a specified number of feet. The applicant will execute these tasks while wearing a fire helmet, Self Contained Breathing Apparatus, and work gloves.

F. Requirements at the Time of Hiring

At the time a vacancy in SBFDD needs to be filled, the following checks must be successfully passed in order for an offer to hire to be made.

- Criminal background check
- Driving record check
- Reference and past employment checks
- Current Williamson County Scope of Care certification



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- Current American Heart Association Health Care Provider CPR card

G. Use of the Eligibility List for Hiring

When a firefighter vacancy occurs at SBF, the current eligibility list at that time will be used. The top candidates on the list will be considered according to how they are ranked by score. The Fire Chief will select the best candidate for the job from the top three applicants on the list. Whenever a candidate is passed over on the eligibility list, that candidate will be notified by a letter explaining why they were not the best candidate for the job out of the top three applicants. Any candidate that is passed over for hire will retain their position on the eligibility list for consideration when the next vacancy occurs.