

Memorandum of Understanding

FY16-10 – Administrative Order – Promotional Process

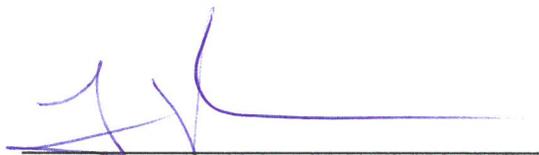
This Memorandum of Understanding (MOU) is entered into this 31st day of May, 2016 by and between the PASCO COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS (hereinafter referred to as "County") and PASCO COUNTY PROFESSIONAL FIREFIGHTERS, IAFF LOCAL 4420 (hereinafter referred to as "Union").

WHEREAS, the COUNTY and UNION have previously reached an agreement to engage in a Collective Bargaining Agreement for Rank and File personnel, commenced on December 1, 2015, and;

WHEREAS, both the COUNTY and UNION have jointly agreed to implement the following Administrative Order hereby amending the itemized sections of the current Standard Operating Guidelines as indicated.

NOW THEREFORE, the parties agree as follows:

1. The COUNTY and the UNION hereby agree to implement the provisions in the attached Administrative Order Number 16-30 amending the Standard Operating Guideline titled "Promotional Process" in Section 12.1500. This updated item will take effect on June 1, 2016, unless otherwise previously directed by the Collective Bargaining Agreement or previous Administrative Order.



Timothy Zukosky
President, PCPFF, IAFF Local 4420

5/31/16
Date



Scott M. Cassin
Fire Chief, Pasco County Fire Rescue

5/31/16
Date



Barbara Hitzemann
Human Resources Director, Pasco County

5/31/16
Date

Attachments:

- 1) Administrative Order Number 16-30 – SOG 12.1500 – Promotional Process

PASCO COUNTY FIRE RESCUE DEPARTMENT
4111 LAND O' LAKES BOULEVARD
LAND O' LAKES, FLORIDA 34639

ADMINISTRATIVE ORDER
NUMBER 16-30

June 1, 2016

STANDARD OPERATING GUIDELINE (SOG) 12.500

Pasco County Fire Rescue and the IAFF Local4420 have signed a Memorandum of Understanding (MOU) regarding updated language for SOG 12.1500, Promotional Process.

This amended SOG includes updates to the minimum qualifications for testing for the Driver Engineer, Captain, and Battalion Chief positions. The new language further defines the amount of time of active employment required for eligibility and is subsequently addressed in Item One (1) under the minimum qualifications listed for each position.

Please replace the existing SOG 12.1500 with the one attached to this Administrative Order, in its entirety.



Scott M. Cassin
Fire Chief

Attachment:

1. SOG 12.1500 – Promotional Process, dated 6/1/16

SC/jlh

Distribution: Z

Destruction Date: September 30, 2017

cc: Daniel Spillman, Deputy Fire Chief
Janice Hill, Administrative Assistant

PASCO COUNTY FIRE RESCUE DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES

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GENERAL PROVISIONS

The following policy outlines the minimum qualifications and the process used by the Department with respect to promotions to the following positions:

1. Driver Engineer
2. Captain
3. Battalion Chief

Participation in a promotional process is considered a professional advancement opportunity and, therefore, individuals shall conduct themselves accordingly. Class B Uniform attire is required during all phases of the promotional process.

Promotional processes will generally begin each August. In the event any one of the promotional lists is exhausted prior to August, the Department may elect to conduct a process earlier. This "early" process will not be repeated in August and will be extended so that the expiration date will match that of the other promotional lists.

Once a promotional process has been completed and a list has been certified to be true and correct by the Human Resources Department, all testing materials including answer sheets, worksheets, or other related materials shall be destroyed no less than 30 calendar days following publication of the respective promotional list.

All individuals participating in a promotional process (written, oral, and scenario-based testing) will be doing so in a paid status.

Each position will be addressed individually in the sections that follow.

DRIVER ENGINEER

Nature of Position

This is a responsible position which requires a good working knowledge of fire-service hydraulics and involves the care, operating and driving of fire apparatus.

Minimum Qualifications

1. Must have been employed in an Active Status by Pasco County Fire Rescue for at least five (5) years collectively as a career Firefighter, EMT, and/or Paramedic. The time in grade will be calculated to either January 1st of the following year or January 1st of the current year, whichever is closer to the posted first day of testing.
2. Must be Florida State-certified as a Firefighter and EMT or Paramedic (**photocopy not required**).
1. Must have successfully completed the following approved, accredited courses:

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- a. Florida State-Certified Pump Operator (**photocopy required**).
 - b. Aerial Operation (**photocopy required**).
 - c. Firefighter Tactics I (**photocopy required**).
 - d. Company Officer (**photocopy required**).
 - e. Fire Service Hydraulics (**photocopy required**).
 - f. Apparatus Operations (**photocopy required**).
2. Must be Out-of-Class Eligible.
- a. Must have completed ten (10) Orientation shifts to include:
 - i. One shift on an Aerial Apparatus (75' or greater).
 - ii. One shift on a Boom-type Apparatus (50' or greater).
 - b. Must have previously taken and passed the Out-of-Class exam administered by the Training Division.
3. For processes commencing on or after January 1st, 2017, all candidates must be Fire Officer I Certified (**photocopy required**), consisting of the following minimum components:
- a. Building Construction for the Fire Service
 - b. Company Officer
 - c. Fire Service Course Delivery
 - d. Firefighting Tactics & Strategy I
 - e. ICS-300
 - f. Courage To Be Safe (NFFF)

Promotional Examination

This examination will consist of the following phases and will be weighed as indicated in parentheses:

1. Written Exam (30 Percent)

The written examination will generally be held at 09:30 hours at the Training Center. Candidates will be notified at least 90 calendar days prior of their assigned exam date. No one will be admitted after 09:30 hours, and a two-hour time period will be allotted. This will include questions on basic pump/aerial operations and apparatus, basic life support procedures and practices, SOGs, and Medical Protocol.

A passing grade of at least 80 percent on the written exam must be obtained to continue on to the next phase of the Promotional Examination Testing.

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2. Written Hydraulic Exam (30 Percent)

This will include questions to measure the candidate's ability to calculate proper pumping pressures. Candidates must be able to show on paper all formulas used, calculations, and related work to obtain pressures. No charts, smartphones, or additional information cards will be allowed. You may bring a basic calculator.

3. Scenario Draw Bag (30 Percent)

This will include questions from in-house proctors on SOGs, Driver Engineer-related scenarios, and knowledge and ability to troubleshoot pumping related problems.

4. Time in Grade (10 Percent):

One point per full year for continuous, uninterrupted service with Pasco County Fire Rescue (not to exceed a maximum of ten points).

The following is the general reference material used in the Driver Engineer Examinations. Specific editions of any books will be addressed in the promotional process announcement to be distributed prior to any promotional process:

- a. Pumping Apparatus Driver/Operator Handbook
- b. Aerial Apparatus Driver Operator Handbook
- c. Pasco County Fire Rescue SOGs with Updates
- d. Pasco County Fire Rescue Medical Protocol with Updates

CAPTAIN

Nature of Position

This is a responsible position which requires supervisory skills in order to ensure the conduct, efficiency, discipline, and morale of the personnel under the Fire Rescue Command. The individual serves as a Commanding Officer of a fire company and/or Rescue Unit on an assigned shift, takes command of Fire Rescue operations at the scene until relieved by a superior Officer, and prepares and maintains reports and records as required.

Minimum Qualifications

1. Must have been employed in an Active Status by Pasco County Fire Rescue for at least eight (8) years collectively, at least three (3) years of which must be at the rank of Driver Engineer. The time in grade will be calculated to either January 1st of the following year or January 1st of the current year, whichever is closer to the posted first day of testing.

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2. Must be Florida State-certified as a Firefighter and EMT or Paramedic (**photocopy not required**).
3. State of Florida Certified Pump Operator (**photocopy required**).
4. Must have taken and completed the following approved, accredited courses:
 - a. Fire Service Hydraulics course (**photocopy required**).
 - b. Apparatus Operations course (**photocopy required**).
5. Fire Officer I Certified (**photocopy required**), consisting of the following minimum components:
 - a. Building Construction for the Fire Service
 - b. Company Officer
 - c. Fire Service Course Delivery
 - d. Firefighting Tactics & Strategy I
 - e. ICS-300
 - f. Courage To Be Safe (NFFF)
 - g. Fire Officer I Task Book
 - h. Fire Officer I Exam
6. For processes commencing on or after January 1st, 2017, all candidates must have Fire Officer II certification (**photocopy required**), consisting of the following minimum components:
 - a. Private Fire Protection Systems I
 - b. Fire Prevention Practices
 - c. Fire Service Course Design
 - d. Firefighting Tactics and Strategy II
 - e. SERP Class

Promotional Examination

The examination will consist of the following phases and will be weighed as indicated in parentheses:

1. Written Exam (30 Percent)

The written test will generally be held at 09:30 hours at the Training Center. Candidates will be notified at least 90 calendar days prior of their exam date. No one will be admitted after 09:30 hours, and a two-hour time period will be allotted. The exam will include questions on Fire Department Company Officer duties and responsibilities, Fire Rescue's SOGs, Medical

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Protocol, and the Career Service Manual.

A passing grade of at least 80 percent on the written exam must be obtained to continue on to the next phase of the Promotional Examination Testing.

2. Oral Review and In-Box (40 Percent)

All candidates who achieve at least a minimum passing grade of 80 percent on the written examination will go before the Oral Review Board at a later assigned date. This will include questions from proctors on the Career Service Manual and Fire Rescue SOGs, and tactical (firefighting and EMS) scenarios for evaluation of the candidate's strategy and tactics. The candidate will also complete an in-box portion to include commonly-used Department forms and reviewing subordinate forms for accuracy.

3. Presentation (20 Percent)

This will measure the candidate's ability to represent the Department's view on a subject before a group of evaluators.

4. Time in Grade (10 Percent)

One point per full year for continuous, uninterrupted service at the rank of Driver Engineer with Pasco County Fire Rescue, not to exceed a maximum of ten points. This will be calculated back to the employee's current date of promotion as a Driver/Engineer or, if applicable, back to the date of return from the most recent interruption of service.

When there is a minimum of one Captain vacancy, the top three names from the Captain's Promotional List will be scheduled for a promotional interview. If there is more than one vacant position, one additional name will be added for each additional vacancy. Candidates receiving promotional interviews will be assessed as equal. The ranking on the Captain's Promotional List will be used solely to determine the order that candidates will receive interviews. The Captain's Promotional List does not indicate or dictate the candidate to be promoted next. The interviewing candidates will be competing equally through an interview process for the position(s). There is no guarantee that a candidate on the Promotional List will be promoted.

The following is the general reference material used in the Captain examinations. Specific editions of any books will be addressed in the promotional process announcement to be distributed prior to any promotional process:

- a. Pasco County Fire Rescue SOGs with Updates
- b. Pasco County Fire Rescue Medical Protocol with Updates
- c. Pasco County Career Service Manual
- d. Fire Officer Principle and Practices
- e. Aerial Apparatus/Driver Operator Handbook

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BATTALION CHIEF

Nature of Position

The major function of this highly responsible position is to ensure provision of proper and comprehensive fire prevention, fire suppression, pre-hospital emergency care and transportation, and compliance with the policies and procedures of the Fire Rescue Department as the shift field commander.

Minimum Qualifications

1. Must have been employed in an Active Status by Pasco County Fire Rescue for at least twelve (12) years collectively, at least four (4) years of which must be at the rank of Captain. The time in grade will be calculated to either January 1st of the following year or January 1st of the current year, whichever is closer to the posted first day of testing.
2. Must be Florida State-certified as a Firefighter and EMT or Paramedic (**photocopy not required**).
3. Must possess a minimum of an Associate's Degree from a regionally-accredited college in Business, EMS, Fire Science, or a related field.
4. Fire Officer I Certified (**photocopy required**), consisting of the following minimum components:
 - a. Building Construction for the Fire Service
 - b. Company Officer
 - c. Fire Service Course Delivery
 - d. Firefighting Tactics & Strategy I
 - e. ICS-300
 - f. Courage To Be Safe (NFFF)
5. For processes commencing on or after January 1st, 2017, all candidates must have Fire Officer III certification (**photocopy required**), consisting of the following minimum components:
 - a. Chief Officer
 - b. Analytical Approaches in Public Fire Protection
 - c. Legal and Ethical Issues for the Fire Service

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Promotional Examination

The examination will consist of the following phases and will be weighed as indicated in parentheses:

1. Written Exam (45 Percent)

The written test will generally be held at 09:30 hours at the Training Center. Candidates will be notified at least 90 calendar days prior of their test date. No one will be admitted after 09:30 hours, and a two-hour time period will be allotted. The exam will include questions on Fire Department Company Officer duties and responsibilities, Fire Rescue SOGs, Medical Protocol, Aerial Apparatus, and the Career Service Manual.

A passing grade of a minimum of 80 percent on the written exam must be obtained to continue on to the next phase of the Promotional Examination Testing.

2. Oral Review and In-Box (45 Percent)

All candidates who achieve a minimum passing grade of 80 percent on the written examination will go before the Oral Review Board at a later assigned date. This will include questions from proctors on the Career Service Manual and Fire Rescue SOGs, and tactical (firefighting and EMS) scenarios for evaluation of the candidate's strategy and tactics. The candidate will also complete an in-box portion to include commonly used Department forms and reviewing subordinate forms for accuracy.

3. Time in Grade (10 Percent)

One point per completed year for continuous, uninterrupted service at the rank of Captain with Pasco County Fire Rescue (not to exceed a maximum of ten points).

When there is at least one Battalion Chief vacancy, the top three names from the Battalion Chief's Promotional List will be scheduled for a promotional interview. If there is more than one vacant position, one additional name will be added for each additional vacancy. Candidates receiving promotional interviews will be assessed as equal. The ranking on the Battalion Chief's Promotional List will be used solely to determine the order that candidates will receive interviews. The Battalion Chief Promotional List does not indicate or dictate the candidate to be promoted next. The interviewing candidates will be competing equally through an interview process for the position. There is no guarantee that a candidate on the Promotional List will be promoted.

The following is the general reference material used in the Battalion Chief Examinations. Specific editions of any books will be addressed in the promotional process announcement to be distributed prior to any promotional process:

Reference Materials for Battalion Chief Examinations

- a. Pasco County Fire Rescue SOGs with Updates
- b. Pasco County Fire Rescue Medical Protocol with Updates

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- c. Pasco County Career Service Manual
- d. Fire Officer Principle and Practices
- e. Aerial Apparatus/Driver Operator Handbook