SPRINGDALE CIVIL SERVICE COMMISSION
AGENDA
Multi-Purpose Room #236
CITY ADMINISTRATION BUILDING
THURSDAY, FEBRUARY 8TH, 2018
1:00 p.m.

1. Call to Order - Chairman Bob Downum
2. Roll Call
3. Approval of Minutes – January 10th, 2018
4. Request to consider opening the next Entry Level Firefighter application period on Thursday, February 8th and closing on Friday, April 13th, 2018 at 4:00 p.m.; presented by Chief Mike Irwin.
5. Old Business
6. Comments from Commissioners
7. Adjourn

*Immediately following the Civil Service Commission meeting is the Entry Level Police Officer Interviews.*
The Springdale Civil Service Commission met on Wednesday, January 10, 2018 at 8:00 am in the Central Fire Station administration conference room.

Commission members present for the meeting & interviews were:
  Jerry Martin, Acting Chairman
  Charles Farmer, Secretary
  Dave Chapman
  Bob Downum (Absent)
  Eric Harris (Absent)

The meeting was called to order at 7:55am. Commissioner Jerry Martin was named the Acting Chairman for the meeting in the absence of Chairman Bob Downum.

APPROVAL OF MINUTES
Commissioner Dave Chapman moved that the meeting minutes from September 18th & 25th, 2017 meetings be accepted as presented in today's agenda packet. Commissioner Charles Farmer seconded this motion. There was a voice vote of all ayes. Motion passed.

ENTRY LEVEL POLICE APPLICATION PROCESS & DATES
Captain Derek Hudson of the Springdale Police Department discussed with the Commissioners the department's new testing process. They are now using National Testing Network for the written test. The number of applicants has decreased since using NTN; however, they are now seeing better quality candidates. There is no national agility test for police candidates, so that will still be held in-house. They would like the Commission to allow only those candidates who have scored above 70% on the NTN test to be allowed to participate in the agility test.

Captain Hudson proposed that the Commission allow them to accept entry level police applications from today, January 10, 2018, until Wednesday, February 7, 2018. They would like to conduct their in-house agility test at 8:00am on Thursday, February 8, 2018, and have the Commission conduct their interviews on that afternoon.

Commissioner Charles Farmer moved to only allow candidates who scored above 70% to participate in the agility test and accept all the entry level police dates as presented. Commissioner Dave Chapman seconded this motion. There was a voice vote of all ayes. Motion passed.

Police Chief Mike Peters also explained that the September 18, 2016 certification list of entry level police candidates is locked. They have hired five off this list and still have two positions left to fill. (Chief Peter's 1/9/2018 memo to the Commission is attached to these minutes.) Chief Peters anticipates that he will have 2 openings at the time of their next entry level test. They are currently advertising on the radio, Facebook, billboards, at recruiting fairs, and in newspaper. They are having the most success with radio, Facebook & word of mouth.

FIRE DEPARTMENT PROMOTIONAL TESTS
Chief Michael Irwin requested that the Commission schedule the Driver Operator promotional test for 9:00am on Wednesday, March 28th & 9:00am Thursday, March 29th, 2018. The written test would be held on Wednesday. And the practical scenarios (consisting of a driving evolution, engine scenario and ladder scenario) would take place on Thursday. Chief Irwin stated that a
cone course would be added to the driving evolution. He also requested that at least one Commissioner observe all components of the testing process. An outside agency will be hired to perform the assessments. The source materials have been updated since the last Driver Operator promotional test. Chief Irwin proposed that the Written Test = 40% and the Scenarios = 60% of the overall composite score. (The proposed Driver Operator test information is attached to these minutes.)

Chief Irwin also requested that the Commission schedule the Captain promotional test for 9:00am on Wednesday, April 18th & 9:00am on Thursday, April 19th, 2018. The written exam would be held on Wednesday morning. The assessment center and oral interviews with an interview board will begin at 11:30am on Wednesday and continue into Thursday. Chief Irwin proposed that the Written Test = 40%, Assessment = 50%, and the Oral Interview = 10% of the overall composite score. He also requested that at least one Commissioner observe all components of the testing process. (The proposed Captain test information is attached to these minutes.)

Commissioner Dave Chapman moved to accept the Driver Operator and Captain promotional test dates and details as presented. Commissioner Charles Farmer seconded this motion. There was a voice vote of all ayes. Motion passed.

PROPOSED CHANGE TO CIVIL SERVICE RULES
Chief Irwin requested that the Commission change the Driver Operator eligibility list from a one year list to a two year list. After a brief discussion, Commissioner Dave Chapman moved to place this issue on the agenda for the Commission's next regularly scheduled public meeting for final approval. Commissioner Charles Farmer seconded this motion. There was a voice vote of all ayes. Motion passed.

ENTRY LEVEL FIREFIGHTER INTERVIEWS
Once the business portion of the meeting was finished at 8:20am, Acting Chairman Jerry Martin moved the meeting into executive session for entry level firefighter interviews. There were 10 candidates eligible for an interview with the Civil Service Commission. Of those 10 candidates, the Commission interviewed 9 candidates beginning at 9:10am. (One candidate didn't show up for his interview.) At 11:32am, the Commission completed the executive session interviews and reconvened the meeting for the purpose of certifying the candidate list.

After a review of the final scores and rankings, the motion was made by Commissioner Dave Chapman to certify the 9 candidates, whose composite score was over 70%, based on their final ranking. Commissioner Charles Farmer seconded the motion. There was a voice vote of all ayes. Motion passed. The Fire Chief understands, under state law, the hiring procedure (by the rule of three). Those entry level candidates certified are:

1. Connor Kilburn
2. Eric Martin
3. Cole Bundy
4. Cody Green
5. Matthew Dillard
6. Benjamin Elkins
7. Tyler Cockrum
8. Judd Boster
9. Roscoe Turner

Commissioner Charles Farmer stated that he would like to observe the Chief's interviews with entry level candidates. He requested that the Chief Irwin or Administrative Assistant Stephanie Sisco e-mail him when they have scheduled those interviews.
There being no further business before the Commission, the meeting was adjourned at 11:37am.

Charles Farmer, Secretary

Date Approved
Driver Operator Test – March, 2018

• Written test is at 0900 hours at Fire Station 1 on Wednesday March 28, 2018. This portion will be worth 40% of the complete evaluation score.

• Practical scenarios will take place Wednesday following the written exam and continue on Thursday, March 29, 2018. The practical portion will be worth 60% of the total evaluation score. There will be three scenarios as follows:
  1. Driving Evaluation (VFIS cone course)
  2. Engine Scenario
  3. Ladder Scenario

• Test sign-up deadline with Stephanie will be 1700 hours on February 21, 2018.

Reading List

• IFSTA Pumping & Aerial Apparatus Driver/Operator, 3rd Edition
• SFD Job Description for Firefighter-Driver Operator
• Springdale Fire Department Policy and Procedures Manual

(Candidates will be responsible for the policies listed below. No changes after the sign-up deadline will be tested.)

101.27 Security of Units and Stations
201.1 Incident Hazard Zones
201.2 Geographical Identifiers of Scenes
201.3 Personal Protective Equipment
201.4 Self Contained Breathing Apparatus (SCBA)
201.8 Cold Weather Considerations
201.10 Roadway Operations
201.16 Emergency Evacuation Signal
201.21 Apparatus and Vehicles
201.22 Traffic Pre-Emption Systems
201.23 Diesel Exhaust Removal Systems
201.25 Hose Compliments, Hose Loads, and Nozzles
201.26 Apparatus Shoreline Usage
201.27 Pump Discharge Pressures
201.30 Reserve Apparatus and Equipment
201.32 Hose Testing Procedure

501.1 Standard Alarms
501.4 Unit and Personnel Staging
501.7 Class A Foam and CAFS
501.13 Restocking Apparatus Haz-Mat Bags
501.14 Gas Monitor Checks, Care & Maintenance
501.15 Repair Requests
501.18 Completing ImageTrend Checklists
501.19 Portable Fire Extinguishers
601.7 EMS Supplies Outdates
Maintenance – Apparatus Maintenance Checklist
Maintenance - Apparatus Annual Pump Service Tests
Maintenance -Apparatus Weekly Pump Check
Maintenance - Annual Pump Test Form
Maintenance - Annual Hose Test Form
Maintenance – Reserve Apparatus and Equipment Check-out/Check-in
SPRINGDALE FIRE DEPARTMENT
2018 Captain's Promotional Exam

This promotional exam is for the rank of Captain.

Format for the examination process is as follows:
Phase 1. Written examination.
Phase 2. Assessment Center.
Phase 3. Oral interview with Interview Board.

Phase 1 (the written examination) will begin at 0900 hours Wednesday, April 18 in the Fire Station 1 Training Room. Phases 2 and 3 will begin at 1130 hours on Wednesday afternoon and conclude on Thursday April 19. The Civil Service Commission has determined that the test process will be weighted as follows: 40% for the written exam, 50% for the Assessment Center, and 10% for the Oral interview.

Eligibility to take the exam is outlined in the "CERTIFICATES, LICENSES, REGISTRATIONS" section of the City of Springdale Fire Captain Job Description. In addition, a candidate must meet the 5 years of service requirement listed in the City of Springdale Civil Service Manual. All requirements must be met before the April 18 test date.

A signup sheet will be available in Fire Administration beginning Monday, February 12th, 2016. All eligible candidates desiring to take the Captain examination must ensure their name is on the signup sheet no later than 1700 hours on Friday, February 23rd, 2016. No one will be allowed to sign up for the test after this time. Please see Stephanie Sisco to add your name to the signup sheet.

Source Materials for the Written Examination:
- IFSTA Fire and Emergency Services Company Officer, 5th Edition (25 Questions) - Chapters 1-11 only
- Evidence-Based Practices for Strategy and Tactical Firefighting (5 questions)
- IFSTA Fire Inspection and Code Enforcement, 8th Edition (10 Questions) – All chapters but only sections that are relevant to Inspector 1 level
- IFSTA Fire and Emergency Services Instructor, 8th Edition (5 Questions) – Chapters 1-9 only
- Essentials of Fire Department Customer Service by Alan V. Brunacini (5 Questions)
- Situational Awareness for Emergency Responders by Richard B. Gasaway (10 questions)
- Springdale Fire Department's Risk Assessment/Standard of Cover Document (5 questions)
- Springdale Fire Department Policies and Procedures Manual as published on the SFD website. (10 Questions) – No policy revisions made after 2/19/16 will be tested. Tested sections include:
  - Volume 2 – General, except 201.17 – 201.20, 201.24, 201.27, 201.31 - 201.32
  - Volume 3 – Training 301.01 – 301.05
  - Volume 4 - Prevention, except 401.04 – 401.06
  - Volume 5 - Fire Operations, except 501.13
  - Volume 6 - EMS Operations, except 2016 NWA Regional Protocols and cyanide addendum, 601.06, 601.10 – 601.12, 601.23
  - SFD Forms – NWA Metro Chief’s MCI Guide
SPRINGDALE FIRE DEPARTMENT
2018 Captain’s Promotional Exam

Sources Materials for the Assessment Center and Oral Interview:

- City of Springdale Fire Captain Job Description as found in ImageTrend – Documents Module
- Springdale Fire Department Policies, Procedures, & Forms as published in ImageTrend - Documents Module (Sections are same as above)
- 2016 Emergency Response Guidebook from US Dept. of Transportation
To: Civil Service Commission
CC: Ernest Cate, City Attorney
    Gina Lewis, HR Director
From: Chief Mike Peters
Date: 1/9/2018
Re: September 2016 Entry Police Test Certification List Resolution

Commissioners,

I have attached the certification list from the September 18, 2016 entry test with the final resolution from each candidate. The commission certified 21 candidates and we were able to hire 5 candidates before our lists became locked. We have 2 open positions that we were not able to fill with this list.

If you have any questions or concerns please let me know.

1. Daniel Quinde - DQ
2. Scott Samuelson - Hired
3. Austin Bowen - Hired
4. Brian Lovelace - Withdrew
5. Chase Longshore - Passed
6. Jeremy Engelhardt – Passed
7. Elizabeth Detter - Hired
8. Shane Poe - DQ
9. Megan Bryant - Withdrew
10. Kyle Stone - DQ
11. Colin Scott - DQ
12. Matthew Whitaker - Hired
13. Dustin Hartley - Hired
14. Amanda Tabor – Passed
15. Sergio Cabrerra
16. Matthew Garmoe
17. Randy Aisen - Withdraw
18. Robinson Andrade - Withdraw
19. Lanie Stamps - Withdraw
20. Erick Plascencia
21. Robert Meadows