

Resolution #08-0616-06

Authorizing the expenditure of funds for promotional testing through a professional services agreement

WHEREAS, the Fire Department must periodically developed a promotional list for the promotional ranks; and

WHEREAS, the rank of lieutenant promotional list has expired and the staff conducted the written test, and the assessment center, with the Qualifications/oral interview board phase as the last step in the process for eight (8) candidates and has been included in the department budget,

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees for Liberty Township, Delaware County, that the Township Administrator is authorized to execute and agreement with the OFCA recommended vendor, T. G. Fire/EMS Systems Inc. PO Box 24650 Huber Heights, OH 45424 in the amount of \$2,800 to be expended from the fire department account 2191-220-599.

This Resolution shall be in force and become effective immediately upon its execution.

June 16, 2008

Date

Curtis J. Sybert

Curtis J. Sybert, Trustee

Robert Mann

Robert Mann, Trustee

Peggy Guzzo

Peggy Guzzo, Trustee

APPROVED:

Mark Gerber

Mark Gerber, Fiscal Officer

T. G. FIRE / EMS SYSTEMS

Incorporated

An Ohio Fire Service Management Consultant

ITEM 1

Liberty Township Fire Department

Oral Interview Board Proposal

Up to 8 Candidates

Qualifications/Oral Interview Board for no more than 8 Lieutenant Candidates

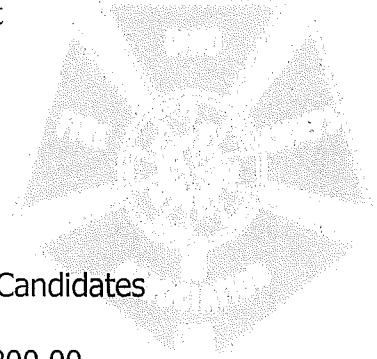
3 Fire Chief Review Board

\$2,800.00

// Signed //

THOMAS J. GRILE

President



T. G. FIRE / EMS SYSTEMS

Incorporated

An Ohio Fire Service Management Consultant

Qualification and Oral Boards. A three member Fire Chief Testing Board will use custom designed questions and scenarios concerning qualifications, managerial and leadership skills, administrative competency and technical skills to ascertain the candidates depth of knowledge, skill abilities, and experience required for the position being tested. A summary report on the candidate's demonstrated knowledge and performance is provided. The testing board can test or interview up to eight candidates per day.

The preparation of the questions or scenarios is to match the specific need or required skills and abilities for the position. The same rank is very much different from department to department depending on size and type. The Boards utilize the proper evaluation of the skills and abilities based on the position description and job analysis. This type of testing process is available for both career and volunteer departments.

Situational Testing. This testing was designed for larger departments or smaller departments with budget concerns for entry level officer positions. It is a custom designed testing method that uses Assessment Center type exercises where ten or more candidates are testing for a position in a large department and traditional Assessment Center testing is cost prohibitive. As indicated, the testing is similar to traditional testing but focuses on 8-12 real life scenario exercises that company officers can expect to encounter as a new officer. The In-Basket and Leaderless Group exercises are not utilized in this testing, but multiples of the other exercises are utilized.

This testing has 2 very different designs. One is for large departments having a large number of candidates for the position, usually Lieutenants. The other is designed for small or volunteer departments to provide a cost-effective promotional tool to limited number of candidates for the position.

For larger departments, it is a custom-designed testing method that uses Assessment Center type exercises when 10 or more candidates are testing for a position, and the traditional Assessment Center would be cost prohibitive because it might require 2-4 days to test all of the candidates.

As indicated, the testing is similar to traditional Assessment Center testing but focuses on 8-12 real life scenario exercises that company officers can expect to encounter as a new officer. They can include fire situations, EMS, administrative, personnel, training, or fire station conduct. In-basket and leaderless group exercises are not utilized in this testing, but multiples of the other exercises are used.

A pre-testing training is conducted for the candidates, along with a score, percentage, and profile to indicate the candidate's performance.

In the smaller or volunteer department, situational exercises appropriate for the position being tested are utilized, and are designed for the testing department. Lieutenants, Captains, and Chief Officers can utilize this cost-effective testing process. 3-6 scenarios are utilized.

A pre-testing training is held and the score, percentage and profile provided for each candidate tested.

Both of these custom-designed testing processes provide testing that can predict the success of the candidate in the position being tested. Big or small departments now can have a quality testing service to promote their officers.