

RESOLUTION #10-0706-06

Approving the Assistant Fire Chief Promotional Process

Whereas, Fire Chief Jensen is in need of an Assistant Fire Chief, the position description has been drafted and the recommended process is attached, and

Whereas, an Assistant Fire Chief promotional process has been reviewed for content and fairness, and

Whereas, staff is requesting that the Trustees accept and approve the attached Assistant Fire Chief promotional process, scoring, components and cost,

NOW, THEREFORE, BE IT RESOLVED, that the Liberty Township Board of Trustees of Delaware County, Ohio, accept and approve the attached Assistant Fire Chief promotional process costs and components.

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

Motion made by Mann and seconded by Sybert.

Vote: NP Ms. Carducci yes Mr. Mann yes Mr. Sybert

7-6-10
Date

Robert Mann
Robert Mann, Trustee

Curtis J. Sybert
Curtis J. Sybert, Trustee

CERTIFIED BY:

Mark S. Gerber
Mark S. Gerber, Fiscal Officer

Mary Carducci
Mary Carducci, Trustee



Liberty Township Fire Department

Memo

Chief Timothy R. Jensen

To: Liberty Township Board of Trustees
Date: July 2, 2010
Re: Assistant Fire Chief Position

The time has arrived to move forward with designating the vacant Assistant Fire Chief position. You will recall that this position has been vacant since my promotion to Fire Chief last June.

During the course of the past year, I have had the opportunity to witness the impact this empty position has been to the daily operations of this fire department. I have operated within the scope of the assistant chief and fire chief's job descriptions or delegated assistant chief tasks to other officers. I have been able to observe the two candidates I anticipate applying for the position. It has always been my intent to fill the position from within and is in line with my philosophy of developing our own staff.

It is my desire to begin this promotional process as soon as a funding resolution is passed and have the position filled no later than September 1, 2010.

I recommend the following process for filling this position.

Testing Costs

Resolution 10-0707-06 for the amount of \$3000.00 for expenses relating to the promotional process.

Attachments

Job Description
Job Analysis

Part 1 – Resume & Written Assignment (40%)

There will be two components to this assignment.

1. Resume: Acknowledges the candidates work history experience and confirms the candidates bona fide occupational qualifications for the job.
2. Written Assignment: Each candidate will have 1 hour to complete a written essay on a job related topic. This component assesses the candidate's ability to articulate a subject in writing and in a professional manner.

Part 2 - Psychometric Evaluation (Pass/Fail)

This two part standardized test is composed of the Neo Five Factor Inventory (NEO-FF) and the Personality Assessment Inventory (PAI). Each test is designed to assess emotional stability, positive and negative traits and ability to function within the role.

The testing is to be conducted by Dr. Philip S. Price of Price Consultation Services, LLC located in Westerville. Dr. Price is a licensed psychologist. Price Consultation works almost exclusively with public sector safety services.

Each candidate will take part in a 1 ½ hour interview and on-line test. A written report is provided.

Part 3 - Fire Chief Interview Board (40%)

Two fire chiefs representing a city and a township department will conduct an oral interview with the candidates.

Candidates will be asked a series of questions concerning leadership qualifications, interpersonal relationships with staff, motivations, strengths/weaknesses, business and management principles, and examples of successful and failed projects.

Interview Board

Bernie Ingles, Fire Chief
City of Westerville Fire Department
Westerville, Ohio

Jeff Hussey, Fire Chief
Granville Township Fire Department
Granville, Ohio

Part 4 - Fire Chiefs Report and Recommendation (20%)

Upon completion of parts 1, 2 & 3, the results will be evaluated and combined with work history evaluations.

The Fire Chief will provide to the Township Administrator/Board of Trustees the recommended candidate.

Scoring

Part 1	40%
Part 2	Pass or Fail. Candidate must pass with an average or above average profile
Part 3	40%
<u>Part 4</u>	<u>20%</u>
Total	100%

The candidate accepting the promotion shall be required to pass a medical exam, criminal background investigation, State of Ohio Bureau of Criminal Investigation, State of Ohio Driving Abstract, and a controlled substance screening.



Liberty Township Fire Department Memo

Chief Timothy R. Jensen

To: All Staff
Date: July 7, 2010
Re: Promotional Testing Process

The Liberty Township Fire Department will conduct testing to promote the position of: **ASSISTANT FIRE CHIEF**

The Assistant Fire Chief coordinates, supervises and administers the promotion, planning, implementation and evaluation of the delivery of all Fire, EMS and Special Operations responses.

LETTER OF INTENT

A letter of intent to participate in the process must be turned into the Fire Chiefs Office by 16:00, July 14, 2010

ELIGIBILITY

In order to be eligible to take this test, you must be a current full-time Liberty Township Fire Department Firefighter/paramedic with not less than seven (7) years of continuous service of which not less than five (5) years of progressive supervisory experience.

The candidate must possess a minimum of a Bachelor Degree in Public Administration, Fire/EMS Administration or closely related field.

Specialized training such as the National Fire Academy or Executive Fire Officer (EFO) program would be beneficial. Certification as a (NFPA 1001 Firefighter 2) Ohio Certified Firefighter 2, Paramedic, Fire Safety Inspector, Hazardous Materials Technician, and Fire Instructor required and/or capable of being easily and quickly obtained.

TESTING PROCESS

The examination process will consist of the following:

Part 1 – Resume & Written Assignment	40%
Part 2 - Psychometric Evaluation	Pass or Fail. Candidate must pass with an average or above average profile
Part 3 - Fire Chief Interview Board	40%
Part 4 - Fire Chiefs Report	20%
Total	100%

TESTING DATES

Test Dates to be determined

SALARY

\$77,000 to \$82,000 merit based range

Price Consultation Services, LLC
P.O. Box 2821
Westerville OH 43086-2821
(614) 499-2023

drpricepriceconsultation.com
www.priceconsultation.com

Bio for Dr. Philip S. Price

Dr. Price is licensed as a psychologist in the State of Ohio. He grew up around law enforcement, as his father served as a police officer in Southwestern Ohio for 32 years. Although Dr. Price does have extensive experience in the community mental health and management consulting fields, his father's influence ultimately led him to create a business working exclusively with public safety agencies providing psychological evaluation services for selection, promotion, and other needs. Dr. Price holds Bachelor's, Master's, and Doctoral degrees from The Ohio State University. He is a member of both the American Psychological Association's Division 18, Psychologists in Public Service, Police and Public Safety Section, and the Society for Police and Criminal Psychology. He also holds associate memberships in the Ohio Association of Chiefs of Police, the Ohio Fire Chiefs' Association, and the Fire Chiefs' Association of Central Ohio. Dr. Price has completed citizens' police and fire academies in the past, and has recently completed a second citizen's police academy. He has also served in a citizen volunteer role for two Central Ohio police and fire departments.

Price Consultation Services, LLC
P.O. Box 2821
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(614) 499-2023
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REFERENCES

Chief Bernie Ingles
Westerville Division of Fire
(614) 901-6606

Ms. Trish Gustafson
Human Resources Manager
Beavercreek Township Fire Department
(937) 426-1213

Chief Dennis Murphy
Gahanna Division of Police
(614) 342-4201

Captain Steve Robinette
Grove City Division of Police
(614) 277-1700

Chief Frank Maupin
Madeira Police Department
(513) 272-4214

Chief Aaron Miller
Logan Police Department
(740) 385-6868

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Services Available to Fire Service Agencies

Evaluation Services

Initial job analysis to identify key success factors	No charge
Pre-hire psychological evaluations ⁱ	\$500.00 per evaluation
Promotion/command staff-level evaluations ⁱⁱ	\$850.00 per evaluation
Preliminary evaluation results by phone	No charge

Selection Process Services

Oral board/interview question development ⁱⁱⁱ	\$2500.00 per single set \$4000.00 for library
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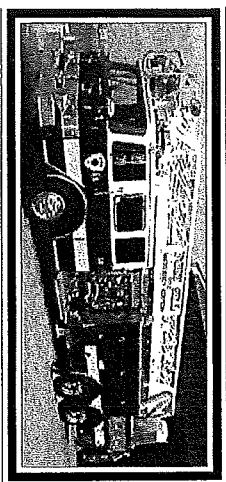
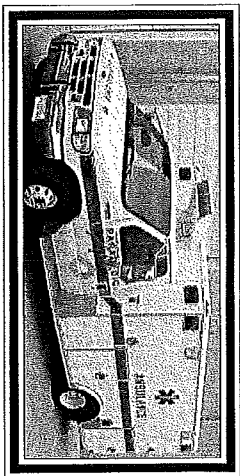
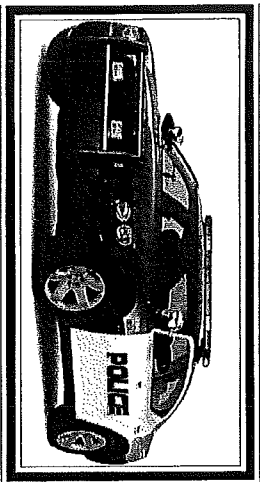
ⁱ Evaluations are provided on-site at departments. Written valuation results are available within 1 – 3 business days. Evaluations are available for firefighters and communications dispatchers.

ⁱⁱ Promotion evaluations include assessment of readiness/fitness for assuming leadership responsibility and fit to department culture.

ⁱⁱⁱ Oral board question projects involve development of behaviorally-based and behaviorally-anchored questions keyed to the success factors identified for specific positions in each department. Project options include the development of single items for each success factor or multiple items (library) for each factor,

Price Consultation Services, LLC

Providing psychological evaluation services to Ohio public safety organizations



Services Offered

Psychological evaluations assist departments and other organizations with New Hire Screenings and in evaluating Candidates for Promotion. These evaluations are specifically designed for use with Law Enforcement Officers, Firefighters, EMTs, Communications Dispatchers, and all levels of Command Staff.

Evaluations can also assist your department in determining which personnel would be appropriate for specialized duty assignments. These would include SWAT and other tactical team memberships. Additionally, individuals can be identified for specialized roles such as crisis negotiators, snipers, trainers, etc.

Business and industry have long recognized the benefits and long term cost savings associated with specialized psychological evaluations of candidates being considered for promotion. Many resources are used as part of the selection process and in training these individuals. Specialized evaluation at this stage helps determine not only fitness and readiness, but also which candidates are most capable of taking on increased responsibility and leadership.

The development of behaviorally-based and behaviorally-anchored oral board interview question batteries is also an available service. These formats allow for consistent rating of candidates' responses across all interviewers.

Benefits of Services

Evidence-based evaluation practice is guided by research findings; the tests and processes used are supported by the research literature.

Evaluations are offered on-site at departments, eliminating the need for candidates to travel.

Written reports are narrative, 5 - 8 pages in length, and are available within 1 - 2 business days following the evaluation. The reports identify traits and behaviors that both enhance and potentially limit candidates' ability to successfully perform essential job functions. Feedback on results is available by phone the day following evaluations.

Professional Qualifications/Affiliations

Licensed as a psychologist in the State of Ohio.

Nineteen years of experience providing psychological evaluations.

Associate Member of the Ohio Association of Chiefs of Police and the Ohio Fire Chiefs Assn.

Associate Member of the Fire Chiefs' Association of Central Ohio.

Member of the American Psychological Association Division 18 (Police and Public Safety).

Member of the Society for Police and Criminal Psychology.

Department References

Gahanna Division of Police

Beavercreek Township Fire Department

Madeira Police Department

Westerville Division of Fire

Logan Division of Police

Delaware County Emergency Communications

Philip S. Price, Ph.D.

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**LIBERTY TOWNSHIP FIRE DEPARTMENT
JOB DESCRIPTION**

Job Title:	Assistant Fire Chief – Operations Officer	
Department:	Fire-Administration	
Reports To:	Fire Chief	
FLSA Status:	Exempt	
Approved By:	Fire Chief	
Date:	March 2005	Revised: March 2005

General Statement of Duties:

The Assistant Fire Chief has command and control of day- to- day operations, subject to the supervision of the Fire Chief. They attend, wherever practical, all fires, major emergencies and alarms while on duty and assume command. Makes recommendations to the Fire Chief for more effective utilization of manpower and equipment, assist the Fire Chief in the administrative and personnel activities of the Division, does related work as required.

The Assistant Chief is charged with direct on-going evaluation of all personnel within his/her division for performance and effectiveness as it relates to the operations and programs of the division. In addition, the Assistant Chief is charged with assisting in the yearly evaluation of all subordinate personnel as it pertains to their performance and effectiveness in their overall employment with the Fire District.

Distinguishing Features of the Class:

The work requires thorough knowledge of approved fire- fighting and prevention methods and ability to lead and command subordinate officers and members of the Division. Specific assignments of responsibilities and general instructions regarding plans, policies and objectives of the Fire Department as received from the Fire Chief. The Assistant Chief exercises general supervision over divisional personnel and gives instructions and directions concerning procedures to follow in the station and at fire scenes.

The Assistant Chief must use creativity, innovation and fiscal responsibility, with the end goal of providing quality service to our internal and external customers, in every aspect of his/her duties.

The Assistant Chief is an executive officer and is required to exercise discretion and good judgment in conducting the day-to-day operations of his/her division and the department. The Assistant Chief should keep an open and honest line of communication with the Chief of Department and advise him on all matters of divisional or organizational importance. During the absence of the Fire Chief, the Assistant Chief shall be in-charge of the fire Department in accordance with the chain of command.

Requirements and Examples of Work:

At fires they shall assume command and have full control until the command is assumed by his superior in rank.

They shall be responsible for the condition all 3 shifts.

They shall inquire into the cause of all fires and submit or cause to be submitted complete reports concerning all investigations and emergencies.

Assist the Chief of Department in the area of inter-jurisdictional cooperation, as well as other administrative actions.

Acts as liaison to other fire and rescue departments in and surrounding Delaware County, area hospitals, local utilities, fire and medical training centers, the Ohio Fire Academy and the National Fire Academy;

Ensures a comprehensive system of countywide / joint county emergency and non-emergency communication and response. Insists that service requests (calls) for assistance are answered in a quick and efficient manner with an exceptional level of quality and expertise.

Ensures that a comprehensive system of service quality assurance is in place and constantly monitored. This shall include, but not limited to, fire, rescue, emergency medical service, hazardous material response, fire prevention, customer service requests and alike;

Develop implements and oversees a comprehensive Fire / Rescue and EMS Contextual Training program;

Continually monitors changing trends in industry apparatus and equipment. Conducts committee or focus groups with employees as to current use and future improvements of apparatus and equipment used by the fire district.

Constantly encourages beneficial change and innovation in the everyday operations of the Emergency and Support Service Divisions and the field services that we provide to both our internal and external customers.

Oversees the operation, maintenance, recommend purchase, selling and specification of the entire apparatus fleet of the fire and rescue department.

Ensures a rapid, efficient and fiscally responsible preventive maintenance program of the entire fire district fleet including preventive maintenance and repair, track all costs for parts and service, as well as identifies maintenance cost trends for all equipment and apparatus;

They shall be capable of meeting all of the objectives for Fire Lieutenant of the Liberty Township Fire Department.

They shall be capable of exerting competent leadership.

They shall be capable of issuing proper orders during emergency situations, in quarters, and dealing with the public.

They shall be capable of dealing fairly, firmly, and equally with subordinates.

They shall be capable of developing pre-fire plans, mutual aid plans, and disaster plans.

They shall be capable of making effective personnel and duty assignments within his control.

They shall be capable of planning, managing, and supervising company familiarization and fire prevention inspections.

They shall be responsible for transmitting all orders of the Chief to all members of the fire department and shall transmit all reports and communications of officers and members to the Chief with his comments.

They shall keep or supervise the keeping of all necessary journals, logs, schedules, time books, and records concerning their own actions and actions of members of the fire department on the proper forms or in the books or files provided for that purpose.

They shall be capable of carrying out all orders and assignments given to him from time to time by his superior(s).

They shall on all occasions see that the laws of the State and resolutions of the township are faithfully observed.

They shall properly preserve discipline and immediately report any violations of law, resolutions, rules, regulation or orders of the fire department.

They shall be capable of conducting departmental training programs, seminars, conferences, and supervision of drill programs.

Investigates causes of fires. Investigates reports of hazardous conditions and causes correction of same if within scope of fire department responsibility. Refers to other County Departments if correction is not fire department responsibility.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of modern methods of combating fires and of the use and maintenance of fire-fighting equipment; Comprehensive knowledge of department rules and regulations and of fire prevention laws and ordinances; thorough knowledge of first-aid methods;

Thorough knowledge of the geography of the Township; resourcefulness and fearlessness in emergencies; proven ability to direct and command staff; no serious defects in hearing, vision, and in good physical condition.

Qualifications

Experience in leadership, public relations, planning, organizing, standards and current Fire/EMS service knowledge of procedures are a must. The successful candidate must possess a minimum of a Bachelor Degree in Public Administration, Fire Administration, or closely related field. Candidates must have not less than seven (7) years full-time fire experience, of which not less than five (5) years of progressive supervisory experience. Specialized training such as the National Fire Academy or Executive Fire Officer (EFO) program would be beneficial. Certification as a (NFPA 1001 Firefighter 2) Ohio Certified Firefighter 2, Paramedic, Fire Safety Inspector, Hazardous Materials Technician, and Fire Instructor required and/or capable of being easily and quickly obtained.

Additional Requirements:

Possession of a valid motor vehicle operator's license issued by the State of Ohio.

Shall be considered to be a management position under the general direction of the Chief. They may be assigned to a unit, and serve as unit commander on that shift.



LIBERTY TOWNSHIP

JOB ANALYSIS

DEPT: FIRE DEPARTMENT

POSITION: ASSISTANT FIRE CHIEF

BRIEF DESCRIPTION

THE ASSISTANT FIRE CHIEF IS DIRECTLY RESPONSIBLE TO THE FIRE CHIEF AND DIRECTLY SUPERVISES THE LIEUTENANTS OF EACH ASSIGNED UNIT.

GENERAL CONDITIONS

SHIFT	40+ HOURS A WEEK
BREAKS	TAKEN AS ABLE AND NEEDED
FLOORING	CARPET, LINOLEUM, UNEVEN TERRAIN
LIGHTING	ADEQUATE
ENVIRONMENTAL	EXPOSURE TO EXTREME TEMPERATURES, ELEMENTS; MAY BE EXPOSED TO SMOKE INHALATION, ELECTRICAL SHOCK, EXPLOSIVES, NOISE, FUMES, AIRBORNE PARTICLES, CAUSTIC CHEMICALS
SAFETY EQUIPMENT	TURN COATS, BOOTS, GLOVES, SCBA. FACE SHIELD, HARD HAT

MATERIAL HANDLING

	INFREQUENT 1-2X/HR.	OCCASIONAL 3-12X/HR.	FREQUENT 13-30X/HR.	CONSTANT 30+X/HR.
FLOOR TO WAIST	50 POUNDS	10 POUNDS		
WAIST TO SHOULDER	50 POUNDS	10 POUNDS		
SHOULDER TO OVERHEAD	50 POUNDS	10 POUNDS		
CARRY	50 POUNDS	10 POUNDS		
PUSH/PULL	30# FORCE	10# FORCE		

POSITIONAL REQUIREMENTS

STANDING/WALKING	2-4 HOURS A DAY
SITTING	4-8 HOURS A DAY

CLIMB/BALANCE

CLIMB STAIRS. INFREQUENTLY CLIMB LADDERS, SCAFFOLDING, RAMPS, AND POLES. WALK ON UNEVEN TERRAIN. INFREQUENTLY WALK/RUN ON SLIPPERY, NARROW, MOVING SURFACES. INFREQUENTLY WORK FROM HEIGHTS.

NECK/TRUNK

INFREQUENT TO SUSTAINED NECK AND TRUNK FLEXION ASSOCIATED WITH WORK AT/BELOW WAIST LEVEL. INFREQUENT NECK AND TRUNK EXTENSION WITH OVERHEAD ACTIVITY. INFREQUENT TO OCCASIONAL NECK AND TRUNK SIDE BENDING, ROTATION.

UPPER EXTREMITIES

GROSS GRASP, PINCH. MAJORITY OF THE WORK IS PERFORMED WITH ARMS BETWEEN WAIST AND SHOULDER LEVEL. ARMS MAY BE SUPPORTED ON THE DESKTOP: PAPERWORK. KEYING/TYPING ON COMPUTER. INFREQUENT OVERHEAD ACTIVITY. INFREQUENT FORWARD/SIDEWAYS REACHING AWAY FROM THE BODY. FINE MANIPULATION.

LOWER EXTREMITIES

OCCASIONAL WEIGHT BEARING. INFREQUENT TO OCCASIONAL SQUATTING, STOOPING, CROUCHING. CLIMB STAIRS. INFREQUENTLY CLIMB LADDERS. WALK ON UNEVEN TERRAIN.

TOOLS AND EQUIPMENT

PAPERWORK, DESK

PRIMARY JOB TASKS

- **SEDENTARY STRENGTH RANGE**
- SETS GOALS AND OBJECTIVES FOR ASSIGNED AREAS OF RESPONSIBILITY
- ADMINISTERS AND COORDINATES DIVISION OF FIRE MEMBER FUNCTIONS INCLUDING SCHEDULING LEAVE AND THE WORK SCHEDULE OF PART-TIME FIREFIGHTERS.
- ADMINISTERS AND COORDINATES MAINTENANCE OF FACILITIES, APPARATUS, AND EQUIPMENT.
- ASSISTS THE FIRE CHIEF IN OVERALL BUDGETARY DEVELOPMENT FOR THE DIVISION.
- FUNCTIONS WITHIN THE INCIDENT COMMAND SYSTEM AT FIRE ALARMS OR OTHER EMERGENCIES. MAY ASSUME, OR BE ASSIGNED TO, ANY RESPONSIBILITY INCLUDING INCIDENT COMMANDER.
- ATTENDS CONFERENCES AND SEMINARS TO REMAIN CURRENT ON VARIOUS EMERGENCY SERVICE TOPICS.
- PROVIDES INPUT INTO PURCHASE OF DEPARTMENT EQUIPMENT.
- ATTENDS AND PARTICIPATES IN DIVISION STAFF MEETINGS.
- PREPARES REPORTS AND CORRESPONDENCE AS NEEDED.

• PERFORMS MISCELLANEOUS DUTIES AS ASSIGNED BY THE FIRE CHIEF.

LIBERTY TOWNSHIP
JUNE 18, 2010