



Jackson Hole Fire/EMS
2021 Officer Testing

Lieutenant Candidate Packet

Thank you for your interest in becoming a volunteer Lieutenant with Jackson Hole Fire/EMS. Leadership in our organization is essential to all aspects of our mission. Becoming an officer takes commitment and dedication to both our fellow emergency responders and to the citizens in which we serve. Once an officer, the challenge then becomes maintenance and continual improvement of knowledge, skills and abilities.

Good luck preparing for and performing during the 2020 Volunteer Lieutenant Testing. I am hopeful that the process will be both challenging and encouraging for all involved. I look forward to working with you to help develop your career path with Jackson Hole Fire/EMS.

Sincerely,

Brady Hansen, Fire Chief

2021 Volunteer Lieutenant Officer Testing Process

We are happy to announce that the next Volunteer Lieutenant testing will take place on the week of March 8th. This test will be for both the vacant Station 1 Volunteer Lieutenant position as well as anyone wishing to test for a Volunteer Lieutenant positions.

This test will create a lieutenant promotional list that will be kept for two years.

Lieutenant Promotional Qualifications

Candidates with at least 2 years of experience with JHFEMS will be allowed to test for the lieutenant position.

Candidates must initiate a Jackson Hole Fire/EMS Lieutenant Task Book and meet the minimum job requirements on the Lieutenant's Job Description.

Education and Experience: High School Diploma or GED equivalent: AND two years Fire Department Experience OR equivalent combination of education, training and experience.

Required Licenses and Certifications:

- Must possess a valid Wyoming Class C Driver's License and maintain an acceptable driving record.
- Firefighter II
- NIMS ICS certification – IS 200
- Emergency Medical Responder (EMR)

Application Process

All candidates will need to submit an application and initiate a lieutenant task book. Taskbook initiation can be accomplished by meeting with the chief one-on-one. The task book is available on the department web site under the member's section.

Applications may be submitted in person or by email to Kelli Hardwick. Applications are available on the department website under the members tab. **Please submit application, resume and letters of recommendation by March 1st at 5:00 pm.**

Lieutenant Selection Testing

Candidates will be ranked by composite score. The composite score is the sum of the points obtained by an individual in each examination component. Maximum composite score is 100 points.

Testing will take place in the Admin Conference Room. All candidates must be on time and dressed in either Class B uniform or Business Professional attire.

A panel of 3-5 members will be established by the Chief. The panel will be responsible for administering the 4 part assessment (see Officer Assessment Components) and scoring candidates based upon set criteria.

The panel members will rate candidates in specific assessment criteria, based on a numerical scale. The numerical rating and comments will be provided to the Chief. The Chief will make designations based upon station and organizational needs.

After the final scores, the chief will conduct a personal interview with each candidate. Additional factors such as leadership, attitude and fit for the position will be considered.

Official Officer designation(s) will take place at a scheduled Officer's Meeting.

All tests will be kept on file and could be utilized for a period of 2 years to place individuals into a Lieutenant position.

Officer Assessment Components

Part 1 – Written Examination

Candidates will have 45 minutes to complete a 50-question multiple-choice examination that focuses on company officer level knowledge. Test questions are taken from the IFSTA Fire Essentials textbook, IFSTA Fire Officer textbook and Fire/EMS policies relating to personnel and emergency scene management.

Part 2 – Scenarios

Candidates will be given two scenarios, one vehicle collision and one structure fire and be asked to verbalize their plan of action. Lieutenant testing is meant to evaluate the company officer level decision making skills and candidates will not be asked to make IC-level decisions but rather company-level actions. The Scenarios will be no more than 15 minutes.

Part 3 – Problem Solving: Written Response and Panel Interview

Candidates will be required to develop a written answer to the following organizational question: JH Fire/EMS is currently evaluating the use of “riding assignments” (seat or tool assignment) for structure fire response. Are you in favor of riding assignments? Support your decision (pros, cons, etc.). If in favor, what riding assignments should be utilized for the first due engine response to a structure fire? If not in favor, how do you plan on communicating crew tasks for the first due engine response to a structure fire? Submit your written response to Kelli by March 1st. The panel will ask questions of the candidate regarding your written response. The Panel Interview will be no more than 20 minutes.

Part 4 – Application (Experience & Education)

Please include a resume with your application that lists your certifications, education and experience.

Assessment Criteria

- Leadership
- Decision Making Ability
- Organization and Planning
- Personnel and Resource Management
- Organizational Knowledge – Policies and Procedures

Assessment Scoring

- Written Test 30%
- Incident Scenarios 30%
- Problem solving score 30%
- Application (Experience & Education) 10%

Preparation (suggested)

Review the Lieutenant Role Description and be familiar with the specific needs of your station. Review policies relating to personnel and emergency scene management. The role of the

Lieutenant often involves crew management. How would you manage your crew during different emergency scenarios. Know yourself, strengths and weaknesses, and be prepared to make decisions based upon limited information in a time sensitive scenario. What are your goals as a Lieutenant with Fire/EMS? How do you plan to implement change in the organization?

VOLUNTEER LIEUTENANT ROLE DESCRIPTION

TITLE: Volunteer Lieutenant
REPORTS TO: Station Captain
CLASSIFICATION: Volunteer with Pay-Per-Call/Pay-Per Training
SUPERVISES: Station Members

ROLE SUMMARY:

Under the direction of the Station Captain, directs activities and supervises assigned crews in the operation and maintenance of a station, equipment and apparatus. This includes directing assigned crews and resources during fire, EMS, rescue and hazardous materials incidents. The Lieutenant may be responsible for Incident Command, until or if relief becomes necessary by a Chief Officer or Captain. The Lieutenant may be asked to assume any of the command or general staff positions in the Incident Command System (ICS).

Administrative functions, including communication to assigned crew members, recruitment of new members, mentorship, attendance at meetings, creation of policies and training. Lieutenants will work closely with the Station Captain for additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions may include any of the following representative duties, knowledge and skills. The role description is subject to change by the Fire Chief. Members will be informed of changes to the role description. The essential duties and responsibilities of a Lieutenant include, but are not limited to, the following:

1. Responds to emergency alarms and calls for service, and performs fire suppression, rescue, EMS duties, and hazardous materials mitigation as required to control emergency incidents; chose tactics based on established strategies; effectively communicates tactics to crew members; and, issues and follows orders under stressful conditions.
2. Works with Station Captain regarding assigned administrative duties, within scope of authority and training, and according to JH Fire/EMS policies and procedures.
3. Inspects, cleans, maintains equipment, tools, apparatus, and accoutrements: assures that all emergency response equipment is in a proper state of readiness and is available for immediate use; prepares reports, maintains JH Fire/EMS records and logs; and, participates in specification and acceptance of new equipment and apparatus.
4. Participates as an instructor in classes, drills and training to maintain and upgrade firefighting, rescue and emergency medical skills.
5. Complete and submit documentation for apparatus/equipment accidents using the JH Fire/EMS accident/injury report; member injury/illness using Wyoming Worker's Compensation report and JH Fire/EMS accident/injury report; incident response using incident report and roster; and training hours/topics using a training roster.
6. Assists with JH Fire/EMS special activities such as conferences, station tours and public education.
7. Assists in the recruitment of members; participate in probationary member training; act as a mentor to probationary members; and assists probationary members in obtaining necessary certifications to achieve full-active membership status.

8. Continuously updates knowledge of City/County geography, streets, building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
9. Maintains the integrity, professionalism, values and goals of the Jackson Hole Fire/EMS, by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
10. Present a positive image as an officer of JH Fire/EMS to all members of the department and to promote that image within the department as well as to the general public. Maintain a positive relationship with all department members.

MINIMUM QUALIFICATIONS:

Education and Experience: High School Diploma or GED equivalent: AND two years Fire Department Experience OR equivalent combination of education, training and experience.

Required Licenses and Certifications:

- Must possess a valid Wyoming Class C Driver's License and maintain an acceptable driving record.
- Firefighter II
- NIMS ICS certification – IS 200
- Emergency Medical Responder (EMR)

Required Knowledge of:

- JH Fire/EMS Standard Operating Procedures, guidelines and policies.
- Principles and practices of modern fire suppression and prevention.
- Principles of emergency medical service and life support.
- Equipment used in modern firefighting and emergency medical response.
- Operational characteristics of specialized fire suppression apparatus, vehicles and equipment.
- Federal, state, and local building codes and regulations.
- City and County geography, traffic patterns, and the location of streets, landmarks, and buildings.
- The Incident Command System.

Required Skills in:

- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Providing firefighting, rescue, and medical services under emergency conditions.
- Assessing complex emergency medical situations, stabilizing high-risk patients, and providing emergency medical care.
- Recognizing the construction, contents and occupancy of buildings and other emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Maintaining and repairing firefighting vehicles, facilities and equipment.
- Establishing and maintaining effective working relationships with JH Fire/EMS members.
- Operating and maintaining communications equipment, computer systems and have the ability to utilize departmental applications.
- Communicating clearly and concisely, both verbally and in writing.
- Have the ability to instill trust, consistency and fairness.

REPORTING RELATIONSHIPS:

This Position Reports to: Station Captain, Expected to foster and maintain a confidential relationship with the Captain.

This Position has Supervisory and/or Management Responsibility for: Supervises department volunteers.

Follows the recognized chain of command in the absence of the Captain.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Approximately 50% of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse conditions while driving to the station as well as during any fire service related activities. Moderate exposure to hazards such as fumes, odors, dust, gases, and toxic/caustic chemicals. Exposure to mists, explosives, blood-borne pathogens, body fluids and tissue, and diseases of known and unknown origin are experienced 15% of the time annually. Direct or indirect threats of violence by others is limited on an annual basis.



Application for Volunteer Lieutenant Testing

Name: _____

Phone number: _____

Station affiliation: _____

Current position/role within the department:

Certifications, education, and experience (attach resume):

Reasons for desiring promotion: