



Rogers Fire Department

Special Operations

651 Aircraft Rescue and Fire Fighting Team Annual Evaluations

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PURPOSE

This policy establishes the annual performance evaluation process for Rogers Fire Department Aircraft Rescue and Fire Fighting Team (ARFF) members through proficiency testing.

POLICY

The ARFF annual evaluation process is designed to validate competency in ARFF level skills, as well as identify opportunities in training or deficiencies that need addressed through ARFF training. The evaluation process will ensure that all Rogers Fire Department ARFF team personnel receive and demonstrate competency on an annual basis.

The Rogers Fire Department shall conduct all ARFF operations in the safest and most proficient manner possible. To ensure this, all ARFF Team personnel will be evaluated on an annual basis in their ability to understand and perform the knowledge, skills, and abilities that is required during emergency responses.

Skill Proficiency

The minimum level of proficiency and timeframes for each evaluation criteria will be established during the development of the ARFF Team annual training plan. These evaluations will be conducted to identify deficiencies in the ARFF training plan as well as any deficiencies on the individual level. All evaluation results will be published to the ARFF Coordinator as well as command staff for recommendations and remediation as necessary

Required Performance

Members of the ARFF Team shall demonstrate expertise in all Aircraft Rescue and Fire Fighting disciplines at least annually. This proficiency examination shall be documented and placed in the members personnel file in fire department headquarters.

Specific knowledge and steps for completion shall be established throughout the course of the year and it is each member's responsibility to ensure that they are capable of performing all of the required skills and knowledge proficiently and within the time allotted. Safety in all phases the evaluation process is the prime consideration and shall not be compromised for speed.

Format

This proficiency exam will be administered by the ARFF Team Coordinator, the ARFF Captains, and the Deputy Fire Chief of Special Operations and Training (DFC-SOT). The coordinator and Captains will be evaluated by the DFC-SOT separately from the rest of the ARFF Team. After the completion of their evaluations, they will evaluate the remaining members of the team. The examination process will be developed by the ARFF Coordinator with final approval by the DFC-SOT.



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The evaluation process will be comprised of three areas; written, skills proficiency, and problem-solving. The written exam may include any information covered in ARFF training, Standard Operating Procedures, as well as materials covered during certification courses. The written test will be 100 questions and may be in any format. A passing grade of 90% is required by all ARFF Team members.

Practical skills will be graded on a pass/fail basis based on proficiency and the allotted time for the particular skill. Any skills required for emergency response at the technician level is eligible for use during the practical examination. The practical skills examination will include a combination of individual and team level skills.

The problem solving portion of the examination will be graded on a pass/fail basis and will be administered by the Deputy Fire Chief of Special Operations and Training (DFC-SOT). This portion of the examination will ensure that the ARFF Team member can apply the skills and knowledge into emergency responses within the city of Rogers. The oral examination will not only include the requisite knowledge that the ARFF Team member attains during certification, but also Rogers Fire Department Standard Operating Procedures.

A study guide will be provided to all ARFF members who are eligible for the annual examination process at least one month prior to testing to ensure that they are adequately prepared and are aware of the materials they will be tested in. ARFF members will not be tested in the disciplines that they have not received certification training.

Testing Results

All proficiency exam results will be kept private. Only the individual ARFF member, Team Coordinator, and members of Command Staff are entitled to the test results.

All proficiency exams will be reviewed by the DFC-SOT before their administration. All results of proficiency exams will be verified by the ARFF Coordinator and the DFC-SOT. The Coordinator will be made aware of training deficiencies that are identified during the evaluation process.

Remediation

If a member is unable to successfully complete any aspect of the annual evaluation process, the remediation process that will begin immediately. The individual will only re-test the areas that were deficient. However, if the DFC-SOT determines that the individual's requisite skills and knowledge are deficient, the individual may be required to repeat the entire evaluation process.

The ARFF Coordinators will provide the individual with a list of the skills to be re-tested. The failing member will be allotted a thirty (30) day period to seek additional training opportunities and subsequently achieve a passing test. Any ARFF resources requested by the individual will be made available by the ARFF Coordinator. At the end of the remediation period the member will be re-tested using new materials that test the same knowledge and skills that the individual was deficient. The re-examination will be administered using the same standards and processes as



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above. If during the second evaluation, the skills are not successfully completed, the member will be removed from the ARFF Team.