



Rogers Fire Department Standard Operating Procedures

Policy Title:	Aircraft Rescue and Fire Fighting Team 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 for retraining or deficiencies that need addressed through ARFF Annual Training Plan (ARFF-ATP). The evaluation process will ensure that all Rogers Fire Department ARFF team personnel receive and demonstrate competency on an annual basis.

Skill Proficiency

The minimum level of proficiency and timeframes for each evaluation criteria will be established during the development of the ARFF -ATP. 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 Deputy Fire Chief of Special Operations and Training (DFC-SOT), 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 member's personnel ARFF training file located at the Rogers Fire Department Training Center.

Specific knowledge and criteria 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 a prime

consideration and shall not be compromised for speed. The annual evaluations will account for knowledge and skills covered throughout the course of the year in the following formats:

- ARFF Annual Task Book
- Quarterly Team Training Sessions
- City wide ARFF Training
- Minimum Company Standards

In addition, any certification courses or specialized training courses conducted for members of the SOT shall also be included in the annual evaluation process.

Evaluation Format

This proficiency evaluation will be administered by the Training Division. The ARFF coordinator will be evaluated separately from the rest of the ARFF Team. After the completion of the evaluation, the ARFF coordinator will assist in the evaluation of the remaining members of the team. The examination process will be developed by the Training Division with final approval by the DFC-SOT.

The evaluation process will be comprised of three areas; written, skill proficiency, and application or problem-solving. The written exam may include any information covered in the ARFF-ATP, standard operating procedures, as well as materials covered during certification courses. The written test will be 100 multiple choice questions. A passing grade of 80% 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 are eligible for use during the practical examination. The practical skills examination will include a combination of individual and team level skills.

The application or problem solving portion of the examination will be graded on a pass/fail basis and will be administered by the 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. This portion of the evaluation process 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 exams will be reviewed by the DFC-SOT before their administration. All annual evaluation results will be kept private. The DFC-SOT will manage the evaluation results. Only the individual ARFF member, ARFF Coordinator, and Chief Officers are entitled to the test results. These members may be included to develop a remediation process for the individual or to examine a deficiency in the ARFF-ATP.

Remediation

If a member is unable to successfully complete any aspect of the annual evaluation process, the remediation process will begin immediately. The individual will be required to 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 Training Division will provide the individual with a list of the skills to be re-evaluated. The failing member will be allotted a thirty (30) day period to seek additional training opportunities and subsequently achieve a passing score. 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-evaluated using new materials that evaluate the knowledge and skills that the individual was deficient. The re-evaluation will be administered using the same standards and processes as above. If during the second evaluation, the skills are not successfully completed, the member will be removed from the ARFF team.

If the DFC-SOT and the ARFF Coordinator determine that the individual's requisite skills and knowledge are grossly deficient, the individual may be dismissed from the team without completing the remediation process.