



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Aircraft Rescue and Firefighting Team Annual Evaluations		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	April 2021
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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 the ARFF Annual Training Plan (ARFF-ATP). The evaluation process will ensure that all Rogers Fire Department ARFF team members 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 personnel will be evaluated on an annual basis in their ability to understand and perform the knowledge, skills, and abilities that are required during emergency responses to aircraft emergencies.

### 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 delivered throughout the calendar year and align with the ARFF-ATP objectives. Evaluations are conducted to identify deficiencies in the ARFF training plan as well as any deficiencies on the individual level.

### 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.

### **Evaluation Format**

ARFF specific evaluations will be developed by the ARFF Training Coordinator based upon identified training objectives and administered by the ARFF Team Coordinator. The evaluations may be administered throughout the calendar year and align with the ARFF – ATP.

The evaluation process will be comprised of the following; written and skill proficiency. The written exam may include any information covered in ARFF training, Standard Operating Procedures, as well as material covered during certification courses. The written exam will consist of a minimum of 100 questions and may be administered in segments throughout the year. Questions may be in any format, e.g., short answer, multiple choice, etc. A cumulative score of 80% or greater is required by all ARFF 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 practical skills may be evaluated throughout the year in alignment with the ATP objectives.

If annual evaluations are not completed throughout the year and an end of year exam must be conducted study materials will be provided to all ARFF members at least one month prior to testing. Offering study materials will ensure that team members are adequately prepared and are aware of the topics to cover. ARFF members will not be tested beyond their level of certification.

### **Testing Results**

All results of proficiency exams will be verified by the Training Division and the DFC-SOT. The ARFF Team Coordinator and ARFF Training Coordinator will be made aware of training deficiencies that are identified through the evaluation.

### **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.

When necessary, 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 completed unsuccessfully, 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.