



Westbrook Public Safety Commission

Rules for Hiring and Promotion for the Fire Department

Section A - Hiring Requirements for the Westbrook Fire and Rescue Department

- Applicants must be at least 18 years of age at time of application
- Applicants shall possess a valid driver's license with no significant history of motor vehicle violations.
- Applicants shall not have been convicted of a felony or of any significant misdemeanor crime.
- Applicants shall possess a high school diploma or equivalency certificate, although higher education is preferred.

Section B - Good Character Requirements for Applicants to the Westbrook Fire and Rescue

Department

- Applicant shall submit an application and background investigation package to the Fire Chief.
- A comprehensive background investigation shall be conducted by the Westbrook Police and Fire Department.
- A Drug test for major illicit substance shall be required of all applicants.

Section C - Process for determining eligibility for employment with the Westbrook Fire and Rescue

Department

1. Paid on Call Category (Part-Time)

Firefighter applicants shall pass a job specific physical fitness/agility test administered as defined by the department administration and overseen by the Public Safety commission. The individual components of the assessment will be established by the Department and approved by the Public Safety Commission. in lieu of conducting an in-house physical assessment, the Department may contract with a licensed third-party provider to administer the physical assessment. The Department will accept a valid Candidate Physical Ability Test (CPAT) card issued by a IAFF/IAFC licensed department within a 12-month period.

Fire Police members will be required to complete a physical assessment and medical screening by the Departments medical care provider and are not required to complete the Firefighter physical fitness agility testing.

Applicants shall be required to interview with the Public Safety Commission and Fire Department staff. At the conclusion of the interview process, applicants recommended by the commission shall be deemed "eligible for further consideration" and shall be considered as a "candidate" for the position.

Upon receipt of a conditional employment offer from the City, the candidate shall successfully complete a pre-employment medical examination, include drug screening, and background investigation.

All new employees shall serve a probationary period of three hundred and sixty-five (365) days or until certified as a Firefighter I & II, whichever is greater. During the probationary period, the appointing authority may remove the new employee for any reason that is in the best interest of the City of Westbrook.

2. Per-Diem Category (Part-Time)

Applicants shall possess and maintain, at a minimum, current certification, and license as a Maine EMS Emergency Medical Technician - Basic and possess current State of Maine certification as a Firefighter I & II.

Applicants shall pass a job specific physical fitness/agility test administered as defined by the department administration and overseen by the Public Safety commission. The individual components of the assessment will be established by the Department and approved by the Public Safety Commission. In lieu of conducting an in-house physical assessment, the Department may contract with a licensed third-party provider to administer the physical assessment. The Department will accept a valid Candidate Physical Ability Test (CPAT) card issued by a IAFF/IAFC licensed department within a 12-month period.

Applicants shall pass a job specific written examination with a score of at least 70%. The written examination will utilize a test developed and graded by a third party that specializes in fire service testing. In the event the department elects to utilize a computer-based testing platform, the test may be administered without a member of the Public Safety Commission present.

Applicants shall be required to interview with the Public Safety Commission and Fire Department staff. The interview will consider the applicants education, certifications, training, experience, skills and abilities.

At the conclusion of the interview process, applicants recommended by the commission shall be deemed "eligible for further consideration" and shall be considered as a "candidate" for the position.

Upon receipt of a conditional employment offer for employment from the City, the candidate shall be required to successfully complete a pre-employment medical examination, including drug screening and background investigation.

All new employees shall serve a probationary period of three hundred and sixty-five (365) days as currently outlined in the Collective Bargaining Agreement (CBA). During the probationary period, the appointing authority may remove the new employee for any reason that is in the best interest of the City of Westbrook.

3. Career Firefighter/Paramedic (Full-Time)

Applicants shall possess current certifications as an Emergency Medical Technician-Paramedic level valid in the State of Maine or be enrolled in a certified program to become a Paramedic with an expected completion date within two years of date of hire. The Administration also has the option to hire Career Firefighter/EMT or AEMT depending upon the needs and budget of the Department.

Applicants shall pass a job specific written examination with a score of at least 70%. The written examination will utilize a test developed and graded by a third party that specializes in fire service testing. In the event the department elects to utilize a computer-based testing platform, the test may be administered without a member of the Public Safety Commission present.

Applicants shall pass a job specific physical fitness and/or agility test administered as defined by the department administration and overseen by the Public Safety commission. The individual components of the assessment be established by the Department and approved by the Public Safety Commission. In lieu of conducting an in-house physical assessment, the Department may contract with a licensed third-party provider to administer the physical assessment. The Department will accept a valid Candidate Physical Ability Test (CPAT) card issued by a IAFF/IAFC licensed department within a 12-month period.

Applicants shall be required to interview with the Public Safety Commission and Fire & Rescue Department staff. The interview will consider the applicants education, certifications, training, experience, skills and abilities.

At the conclusion of the interview process, applicants recommended by the commission shall be deemed "eligible for further consideration" and be considered as a candidate for the position. The Public Safety Commission shall establish an alphabetical list of candidates deemed eligible for further consideration which shall be valid for up to 18 months.

Upon receipt of a conditional employment offer from the City, the candidate shall be required to successfully complete a pre-employment medical examination, including drug screening, psychological evaluation, and background investigation.

The department reserves the right to test prior to the expiration of the current list if there is an insufficient number of qualified candidates.

When vacancies occur the Fire Chief shall prompt the Commission to submit the names of candidates for hire to the Mayor's Office, as required by Sections 80-4 of the Westbrook Code of Ordinances, with the Fire Chief's recommendations of the best qualified candidate(s).

All new employees shall serve a probationary period of three hundred and sixty-five (365) days as currently outlined in the CBA. During the probationary period, the appointing authority may remove the new employee for any reason that is in the best interest of the City of Westbrook.

Section D- Process for Promotion of Call Company Officers

Applicant for an officer position within the Call Company shall have at least 5 years of active service with the Department. Active service is defined as meeting the incident participation requirements outline in the Call Company membership Standard Operating Procedure.

Applicants must meet the requirements outlined in the National Fire Protection Agency Standard 1021-*Standard for Fire Officer Professional Qualifications*.

Upon posting of the officer's position(s), those wishing to serve as an officer will be required to submit a letter of intent and resume to the Fire Chief.

Applicants for officer Positions within the Call Company shall be required to submit to a review with the Public Safety Commission and Fire & Rescue department staff. The review shall consist of interview and assessment exercises to determine an applicant's leadership ability, interpersonal skills, command of Fire & Rescue operations, Fire Prevention and/or time management skills. The interview and assessment may be conducted at different time depending on availability of the Public Safety Commission.

At the conclusion of the evaluation and interview process, the Public Safety Commission shall create a Officer Promotional list to meet the requirements of Section 80-5 of Westbrook Code of Ordinances .

Section D - Process for Determining Eligibility for the Acting Lieutenant List in the Fire & Rescue Department

Applicants for Acting Lieutenant List shall have five (5) years of continuous service as a career member of the Westbrook Fire & Rescue Department and shall possess at minimum, certification to meet the requirements of NFPA 1001, Standards for Firefighter Professional Qualifications and NFPA 1021, Standards for Fire Officer Professional Qualifications and Maine EMS license as an Emergency Medical Technician - Basic.

Applicants shall pass a job specific written examination with a score of at least 70%. The written examination will utilize a test developed and graded by a third party that specializes in fire service testing. In the event the department elects to utilize a computer-based testing platform, the test may be administered without a member of the Public Safety Commission present. Once a firefighter successfully passes the Fire Officer I written examination, they will no longer need to participate in the Fire Officer I exam annually unless deemed appropriate based on poor performance in the role as identified by lack of knowledge, skills, and abilities. The Acting Fire Lieutenant exam will be administered by the Public Safety Commission.

Those firefighters deemed eligible for the Acting Lieutenant shall notify the Fire Chief in writing of their desire to serve as an Acting Lieutenant annually during the shift alignments and position bidding process.

Section E - Process for Promotion to the Position of Career Lieutenant in the Fire Rescue Department

Applicants for Lieutenant shall have at least five (5) years of continuous service as a career member of the Fire Rescue Department.

Applicants shall pass a job specific written examination with a score of at least 70%. The written examination will utilize a test developed and graded by a third party that specializes in fire service testing. In the event the

department elects to utilize a computer-based testing platform, the test may be administered without a member of the Public Safety Commission present.

Applicants who pass the written exam shall be required to submit to a review with the Public Safety Commission and Fire & Rescue Department staff. The review shall consist of interview and assessment exercises to determine an applicant's leadership ability, interpersonal skills, command of Fire & Rescue operations, Fire Prevention and/or time management skills. The interview and assessment may be conducted at different time depending on availability of the Public Safety Commission.

At the conclusion of the evaluation and interview process, the Public Safety Commission shall create a Lieutenant Promotional list to meet the requirements of Section 80-5 of Westbrook Code of Ordinances.

The Public Safety Commission shall forward the names of the top 3 candidates to the Mayor's Office for consideration. The Fire Chief will provide their recommendation (s) on the best qualified candidate (s) to the Mayor's Office.

Candidates who are extended an offer for promotion, will be required to submit to a psychological exam.

All new promoted employees shall serve a probationary period of three hundred and sixty-five (365) days as is currently outlined in the CBA. During the probationary period, the appointing authority may demote the promoted employee for any reason that is in the best interest of the City of Westbrook.

Section F - Process for Promotion to the Position of Career Captain in the Fire & Rescue Department.

Applicants for Captain shall have at least five (5) years of continuous service as a career member of the Fire & Rescue Department and have at least 1 year as a career Lieutenant

Applicants shall pass a job specific written examination with a score of at least 70%. The written examination will utilize a test developed and graded by a third party that specializes in fire service testing. In the event the department elects to utilize a computer-based testing platform, the test may be administered without a member of the Public Safety Commission present.

Applicants who pass the written exam shall be required to submit to an interview with the Public Safety Commission and Fire & Rescue Department staff. The review shall consist of interview and assessment exercise to determine an applicant's leadership ability, interpersonal skills, command of Fire & Rescue operations, Fire Prevention and/or time management skills. The interview and assessment may be conducted at different time depending on availability of the Public Safety Commission.

At the conclusion of the evaluation and interview process, the Public Safety Commission shall create a Captain Promotional list to meet the requirements of Section 80-5 of the Westbrook Code of Ordinances.

The Public Safety Commission shall forward the names of the top 3 candidates to the Mayor's Office for consideration. The Fire Chief will provide their recommendation (s) on the best qualified candidate (s) to the Mayor's Office.

Candidates who are extended an offer for promotion will be required to submit to a psychological exam.

All new promoted employees shall serve a probationary period of three hundred and sixty-five (365) days as is currently outlined in the CBA. During the probationary period, the appointing authority may demote the new employee for any reason that is in the best interest of the City of Westbrook.

Section G - Process for Promotion to the Position above Captain in the Fire & Rescue Department

Westbrook Fire & Rescue members shall be eligible to compete for a non-union command position above the rank of Captain.

The process for promoting personnel to these non-union, salaried, command staff position shall consist of a mandatory interview with the Public Safety Commission, city staff and any other evaluation tools that the Public Safety Commission and City deem necessary.

Upon completion of the evaluation and interview process, the Public Safety Commission shall establish an alphabetical list of candidates deemed "eligible for further consideration".

The Public Safety Commission and the Mayor reserve the right to advertise outside the Department for the Position above the rank of Captain if the number of candidates competing for the position is deemed inadequate, or if an insufficient number of candidates receive the rating of "eligible for further consideration," or for any reason that is deemed to be in the best interest of the Department and the City of Westbrook.

Stephen Sloan, Fire Chief

Gary Wagner, Assistant Fire Chief

Brian Langerman, Deputy Fire Chief

Gary Caron, Deputy Fire Chief

Thomas Mahon, Chair- Public Safety Commission

*THIS SET OF HIRING AND PROMOTION RULES WERE APPROVED BY THE WESTBROOK PUBLIC
SAFETY COMMISSION ON _____.*