

Master Planning

This is a comprehensive review of every aspect of fire, EMS, dispatching, water supply, training, apparatus, equipment, maintenance, hiring, promotion, discipline, rules and regulations, policies and procedures, union agreements, command structure, staffing, fire station location, customer service programs, inspections and all other aspects of fire department operations. An experienced team of fire officers from the Ohio Fire Chiefs' Association will come to your department for this thorough review. Along with in-depth interviews with all stakeholders in the fire department, the team compares the department to State Administrative Law, recognized national standards, local ordinances or resolutions, along with good operational practices and procedures. A report is prepared to improve the fire/EMS delivery system and perceptions or concerns of the elected officials and the department members. The Master Plan also provides an analysis of the revenue and budget needs to accomplish the recommendations along with a multi-year plan to accomplish the recommendations.

Oral Boards and Qualifications

This testing method employs the typical in-person interview panel technique and uses custom-designed questions and scenarios concerning qualifications, managerial and leadership skills, administrative competency and technical skills to ascertain the candidate's depth of knowledge, skills, abilities and experience required for the position being tested. Questions and scenarios are prepared to match the specific need or skills and abilities for the position, based on the position description and job analysis. A summary report on the candidate's demonstrated knowledge and performance is provided.

"One of our biggest challenges facing the fire service is hiring or promoting qualified personnel. The Ohio Fire Chiefs' Association will design and develop the test or assessment center that will provide you with the tools needed to make those decisions. In addition, they do it using departmental information as well as their library of standard resources. The Association offers all the tools you need to make the right decision."

-Chief Tom Stewart, Orange Township Fire Department



To receive this information or to learn how to schedule a promotional test or assessment service, contact the Ohio Fire Chiefs' Association at 614. 410.6322 or toll free at 800. 347.3704

"Our department has used the written testing services for a number of years with success. We recently have incorporated oral situational testing and assessment centers for our promotional testing process with equal success. The personnel the Association has used for these examinations were exceptional. I have been very pleased with their services and would recommend them to other departments at all levels from entrance to chief officer promotions."

-Chief Jim Steele, Van Wert Fire Department



OFCA PROMOTIONAL TESTING AND ASSESSMENT SERVICES

Identifying tomorrow's fire service leaders today

Ohio Fire Chiefs' Association
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Toll Free: 800.347.3704
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***Whether you are looking for your next fire chief or your next firefighter...or other officer in between, turn to the knowledge and expertise of those who have administered the process within the fire department for years...
The Ohio Fire Chiefs' Association***

The Ohio Fire Chiefs' Association, the statewide organization of chief fire officers, has offered promotional testing services since 1976. Now it has expanded its offerings of advancement tools to include a variety of in-person testing services as well as consulting for department operations and planning.

OFCA's testing services are customized and flexible enough to suit your municipality's particular needs for hiring or promoting your fire department personnel whether it is a firefighter or fire chief, career, part time or volunteer. Moreover, test proctors and assessors alike are current or recently retired fire officers who know what it takes to do the job and who have what it takes to do the job right.

Testing and Consulting Services include the following:

- ❖ *Written Tests*
- ❖ *Assessment Centers*
- ❖ *Situational Testing*
- ❖ *Oral Boards*
- ❖ *Operational Reviews*
- ❖ *Investigations*
- ❖ *Fire Chief Selections*
- ❖ *Fire Chief Mentoring*
- ❖ *Master Planning*

Written Exams

Written exams can be used as the sole means of making the promotional decision or can be the first step in narrowing the candidate pool to the top contenders. The written exam can include questions where the applicant must choose the correct answer or where they must choose the correct or incorrect statement from a series of statements. The Promotional Testing team can write the questions based on source materials collected by the team or can construct specific questions from resources provided by the department. The team follows the process through grading the exam to the protest period to addressing any protests.



Assessment Center Testing

This is the most detailed and comprehensive test of all testing methods. Moreover, OFCA's Assessment Services include the exercises that most national personnel groups and universities consider necessary for a valid experience. Our Assessment Center is custom-designed and simulates the candidates in the position to which they are to be promoted. It evaluates the necessary skills and abilities required for the position in an objective manner. In preparation for the test, a thorough examination of the job description is completed and the most important feature is a job analysis of the position before preparing the test. Test results include a score, percentage and a profile of each candidate's performance in all of the evaluative areas detailing each candidate's strengths and weaknesses.

"The OFCA testing process is supported by the officers of the Division of Fire and by the Union. The recent promotional process was well received, so well that it was included in the approved collective bargaining agreement."

**-Retired Chief Mark Burgess,
Ashland Fire Department**