

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
CITY COUNCIL CHAMBERS
CITY HALL
1 SOUTH SANDUSKY STREET
3:00 P.M.**

AGENDA

April 4, 2018

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. WELCOME New Civil Service Commission Member – Frank Hickman
4. APPROVAL of Motion Summary for the meeting held March 7, 2018 as recorded and transcribed.
5. UPDATE of Fire Department’s “Physical Ability Test – Test Guide”
6. UPDATE of Police Officer Certified List
7. PUBLIC COMMENTS
8. COMMITTEE COMMENTS
9. ADJOURNMENT

CIVIL SERVICE COMMISSION
Motion Summary
March 7, 2018

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:00 p.m.

Members Present: Chairman John Rybka and Vice Chairman Eric Coss

Members Absent: Councilman Jim Browning, City Council Liaison

Staff Present: John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Jessica Feller, Human Resource Manager, and Darren Shulman, City Attorney

The Clerk read into the record the resignation letter of Commission Member Brooke Acker.

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held January 3, 2018, a recorded and transcribed.

Motion: Vice-Chairman Coss moved to approve the Motion Summary for the January 3, 2018 Civil Service Commission meeting, seconded by Chairman Rybka. Motion passed by a 2-0 vote.

ITEM 4. UPDATE of Police Officer Certified List

Motion: Vice-Chairman Coss moved to accept the Police Officer Certified List as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Firefighter/EMT/Paramedic Certified List

Motion: Vice-Chairman Coss moved to accept the Firefighter/EMT/Paramedic Certified List as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka discussed his experience at the recent participation in the "Response to Resistance Experience".

Chief Donahue discussed the ionization process to remove toxins and carcinogens from staffs gear.

ITEM 8. ADJOURNMENT

Motion: Vice-Chairman Coss moved to adjourn the Civil Service Commission meeting, seconded by Chairman Rybka. The Civil Service Commission meeting was adjourned at 3:18 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

RESOLUTION NO. 18-19

A RESOLUTION APPOINTING MEMBERS TO VARIOUS
BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND
SPECIFYING THE TERM OF THE APPOINTMENTS.

WHEREAS, Members are to be appointed to serve on various Committees, Commissions and Boards by the Mayor of the City of Delaware and confirmed by Council; and

WHEREAS, the Mayor has appointed and Council has confirmed the following appointments.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Delaware that:

SECTION 1. The following appointments are hereby made:

1. Civil Service Commission – Frank Hickman-New Appointment (filling unexpired City term expiring June 30, 2021)

SECTION 2. This resolution shall be effective immediately upon its passage.

PASSED: March 26, 2018

YEAS 7 NAYS 0
ABSTAIN 0

ATTEST:

Elaine McCloskey
CITY CLERK

Candy Kay Rupp
MAYOR



Delaware Fire Department Physical Ability Test Test Guide

Implemented: April 4, 2018



Date: of Test: _____

Test Administrator: _____

Support Staff: _____

Support Staff: _____

Lead 1 Proctor: _____

Lead 2 Proctor: _____

Lead 3 Proctor: _____

Assistant Proctor: _____



TEST ADMINISTRATION PROCEDURES

The *Delaware Fire Department Physical Ability Test (PAT) Test Guide* is designed to provide instruction on the administration and performance of the PAT necessary to consistently carry out the test. The guide shall be followed to ensure proper administration and performance of all components of the testing.

The selection of Test Administrator and proctors must be done with care. Individuals from the Fire Department or from the Department of Administrative Services can assist with test administration. These individuals must be knowledgeable regarding testing procedures and familiar with legal issues surrounding candidate testing. Prior to conducting the test, administrators and proctors must be trained in the execution of their duties, as detailed in this Test Guide. All personnel involved in the PAT must be knowledgeable of the tasks and responsibilities of the administrators and the proctors.

A single individual within the Fire Department or Department of Administrative Services office will be responsible for the PAT. This individual, known as the Test Administrator, will make decisions regarding cancellation, postponement, or rescheduling of the PAT due to problems associated with weather, test props, test site, and support staff. Adequate support personnel are required for successful administration of the PAT.

TEST ADMINISTRATOR

The Test Administrator is responsible to ensure that the entire testing process is administered and executed in accordance with this document. Support Staff and all proctors will report to the Test Administrator. The Test Administrator will be responsible to ensure that the course is set-up and ready prior to the testing process beginning. Any procedural questions or issues that occur and need to be answered will be done through the Test Administrator and documented.

SUPPORT STAFF

Support Staff are responsible for the processing of candidates as they arrive at the PAT site and collecting all documentation and rehabilitation forms at the conclusion of the PAT. The Proctors are responsible for processing candidates through the PAT and monitoring test events.

PROCTOR TYPES

Two types of proctors are assigned to the test area: Lead Proctors and Assistant Proctors. Both are essential for proper and consistent administration of the PAT. Proctors must not



interfere with the candidate and are to be located in a safe position away from the candidate's movements at each event. After reviewing the following materials proctors should be able to:

- Assume the roles and responsibilities of Lead and Assistant Proctors
- Read the instructions that must be given to every candidate
- Fill out the scoring sheet properly
- Use the timing mechanism and perform the start/stop procedures
- Perform the requirements for when a candidate fails or quits
- Produce the documentation requirements for each candidate
- Communicate properly between the event and lead proctors
- Prevent the use of encouragement during the PAT
- Understand the need for consistency and accuracy when proctoring the PAT
- Know the warning and failure points of each event
- Understand the limitations and purpose of lead proctors
- Know the basic maintenance and reset of each event

LEAD PROCTOR

The Lead Proctor is responsible for:

- Providing event instruction
- Evaluating the candidate during the event
- Providing warnings during the event (i.e. If a candidate does not go around a traffic cone, the Lead Proctor must stop and instruct candidate to go around missed traffic cone)
- Timing the event
- Documenting the candidates times and success/failure
- Escorting the candidate between the events

The Lead Proctor will utilize two stop watches for the PAT. One stop watch will be used for the event times, and the second stop watch will be used for the PAT overall time.

The event stopwatch begins when the Lead Proctor states "START" for the event and "STOP" when the event is concluded. The second stopwatch used for the overall time is started when the Lead Proctor at Event 1 declares "START" and stops when the Lead Proctor at Event 10 declares "STOP".

The Lead Proctor reads verbal instructions to the candidate as the candidate progresses through the test. The Lead Proctor monitors and documents the warnings given by the Assistant Proctor. The Lead Proctor notifies the candidate and stops the PAT when



infractions, as declared by the Lead or Assistant Proctor, constitute test failure. At the conclusion of the PAT, both the candidate and the Lead Proctor must sign the PAT Evaluation Form.

ASSISTANT PROCTORS

Assistant Proctors are used to assist at each event. They are responsible for ensuring that candidates perform the events as prescribed by the Lead Proctor, declaring verbal warnings to candidates for infractions, providing for candidate safety, and resetting props to starting positions.

EVENT 1 — Aerial Ladder Climb

Event Proctors:

- 1-Lead Proctor
- 2-Assistant Proctors

Event Proctor Responsibilities:

The Lead Proctor will read the event instruction to the candidates. They will acknowledge receipt from the Assistant Proctor of the candidate being “on-line” and “off-line”. Once the candidate is “on-line”, the Lead Proctor will tell the candidate “READY” then states the word “START” to indicate the start of the timed PAT. The Lead Proctor will announce the progression of the event time, announcing every 30 seconds. They are responsible for acknowledging the candidate ringing the bell at the top of the ladder. Once the candidate has both feet on the turntable base, the Lead Proctor will state “STOP” which will stop the timed PAT. When the candidate comes out of the ladder belt, the Lead Proctor will state “REST PERIOD START”. The Lead Proctor will record the event time and the candidate’s Pass/Fail status. The time will be announced for the candidate and the Lead Proctor to record.

Assistant Proctor #1 will ensure the candidate is properly outfitted with a ladder belt and assist the candidate to the turntable. Once the candidate is on-line, they will be responsible for the belaying of the candidate as they safely ascend and descend the ladder. The Assistant Proctor will then take the candidate off-line and direct them off the truck.

Assistant Proctor #2 (located on the turntable) is responsible for conducting a safety check of the candidate ensuring the proper fit of the ladder belt or harness and securing the candidate to the rope. They are responsible for announcing that the candidate is “on-line” and “off-line”. When the candidate comes off the apparatus, they will assist them out of the ladder belt.



The Assistant Proctor's will ready the event for the next candidate.

EVENT 2 — Pulling Charged 1¾" Hose

Event Proctors:

- 1-Lead Proctor
- 2-Assistant Proctors

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position next to the hose line prior to the end of the Rest Period. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will then read the event instruction to the candidate. The Lead Proctor will tell the candidate "READY" then states the word "START" to indicate the start of the timed PAT. The Lead Proctor will announce the progression of the event time, announcing every 10 seconds. The Event Proctor will state "STOP" which will stop the timed PAT once the nozzle has passed the marked location. When the candidate places the nozzle on the ground, the Lead Proctor will state "REST PERIOD START". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctors will ready the event for the next candidate.

EVENT 3 — Removal of 24' Extension Ladder

Event Proctors:

- 1-Lead Proctor
- 1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position in front of the ladder. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate "READY" then states the word "START" to indicate the start of the timed PAT. The Event Proctor will state "STOP" which will stop the timed PAT once the ladder has been placed back into the ladder rack. The Lead Proctor will announce the progression of the event time, announcing every 10 seconds. When the candidate places the ladder back on the ladder rack, the Lead Proctor will state "REST PERIOD START". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.



EVENT 4 — Stairway Climb

Event Proctors:

- 1-Lead Proctor
- 2-Assistant Proctors

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position to be outfitted with the props for the event. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate "READY" then state the word "START" to indicate the start of the timed PAT. The Event Proctor will state "STOP" which will stop the timed PAT once the candidate has both feet on the basement floor. The Lead Proctor will announce the progression of the event time, announcing every 15 seconds. When the candidate is completely out of the SCBA and high-rise pack, the Lead Proctor will state "REST PERIOD START". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctor #1 will set up the candidate with all equipment for the event. Once the event is completed, the candidate will take the equipment off of the candidate and ready the event for the next candidate.

The Assistant Proctor #2 will be located at the top of the stairwell.

The Assistant Proctors will ensure the candidate touches all stairs and has both feet located on the top landing. If the candidate misses a step the Assistant Proctor will announce "Warning" and state the violation.

EVENT 5 — Fly Ladder Raise

Event Proctors:

- 1-Lead Proctor
- 1-Assistant Proctor

Lead Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position next to the ladder. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate "READY" then state the word "START" to indicate the start of the timed PAT. The Event Proctor will state "STOP" which will stop the timed PAT once the ladder has returned to the stow position. The Lead Proctor will announce



the progression of the event time, announcing every 20 seconds. When the candidate has the ladder back in the stowed position, the Lead Proctor will state “REST PERIOD START”. The Lead Proctor will record the event time and the candidate’s Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.

EVENT 6 — Weight Lift and Twist

Event Proctors:

- 1-Lead Proctor
- 1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position in the center of the marked box. The Lead Proctor will announce the completion of the rest period by stating “REST PERIOD STOP”. The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate “READY” then state the word “START” to indicate the start of the timed PAT. The Event Proctor will state “STOP” which will stop the timed PAT the candidate has completed the repetitions. The Lead Proctor will announce the progression of the event time, announcing every 20 seconds. When the candidate has the weight back in the start position, the Lead Proctor will state “REST PERIOD START”. The Lead Proctor will record the event time and the candidate’s Pass/Fail status.

The Assistant Proctor will count the repetitions out loud. If the candidate does not fully come to an upright position or the weight does not touch the ground, the Assistant Proctor will announce “Warning” and state the violation. Assistant Proctor will ready the event for the next candidate.

EVENT 7 — Rescue Drag

Event Proctors:

- 1-Lead Proctor
- 1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position next to the Rescue Mannequin. The Lead Proctor will announce the completion of the rest period



by stating “REST PERIOD STOP”. The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate “READY” then state the word “START” to indicate the start of the timed PAT. The Event Proctor will state “STOP” which will stop the timed PAT once the mannequin passes the finish line. The Lead Proctor will announce the progression of the event time, announcing every 10 seconds. When the candidate releases the Rescue Mannequin past the finish line, the Lead Proctor will state “REST PERIOD START”. The Lead Proctor will record the event time and the candidate’s Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.

EVENT 8 — Hose Hoist

Event Proctors:

1-Lead Proctor

1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position on the 2nd floor hose tower landing. The Lead Proctor will announce the completion of the rest period by stating “REST PERIOD STOP”. The Lead Proctor will read the event instruction to the candidate. The Lead Proctor will tell the candidate “READY” then state the word “START” to indicate the start of the timed PAT. The Event Proctor will state “STOP” which will stop the timed PAT once the hose returns to the 2nd floor landing for the second time. The Lead Proctor will announce the progression of the event time, announcing every 10 seconds. When the candidate releases the rope the Lead Proctor will state “REST PERIOD START”. The Lead Proctor will record the event time and the candidate’s Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.

EVENT 9 — Wearing SCBA and Mask

Event Proctors:

1-Lead Proctor



1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position in front of the entrance door and outfitted with a SCBA Mask. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instructions to the candidate. The Lead Proctor will then lead the candidate to the rope. The Lead Proctor will tell the candidate "READY" then state the word "START" to indicate the start of the timed PAT. The Event Proctor will state "STOP" which will stop the timed PAT once the candidate returns to the start line. The Lead Proctor will announce the progression of the event time, announcing every 15 seconds. When the candidate releases the rope the Lead Proctor will state "REST PERIOD START". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctor will get the candidate fitted with the SCBA Mask and then ready the event for the next candidate.

EVENT 10 — Beam Walk with Hose

Event Proctors:

1-Lead Proctor

1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position in front of the beam holding the rolled hose. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instructions to the candidate. The Lead Proctor will tell the candidate "READY" then state the word "START" to indicate the start of the timed PAT. The Lead Proctor will state "STOP" at the successful conclusion or failure of the event. The Lead Proctor will announce the progression of the event time, announcing every 30 seconds. When the candidate places the rolled hose on the ground, the Lead Proctor will state "REST PERIOD START". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.

EVENT 11 — CPR

Event Proctors:



- 1-Lead Proctor
- 1-Assistant Proctor

Event Proctor Responsibilities:

In preparation for this event, the candidate will be instructed to get into position next to the CPR Mannequin. The Lead Proctor will announce the completion of the rest period by stating "REST PERIOD STOP". The Lead Proctor will read the event instructions to the candidate. The candidate will be instructed to get into position in front of the CPR Mannequin. The Lead Proctor will tell the candidate "READY" then state the word "START" to indicate the start of the timed PAT. The Event Proctor will state "STOP" which will stop the timed PAT at the successful conclusion or failure of the event. The Lead Proctor will announce the progression of the event time, announcing every 15 seconds. When the candidate completes performing CPR, the Lead Proctor will state "TEST CONCLUSION". The Lead Proctor will record the event time and the candidate's Pass/Fail status.

The Assistant Proctor will ready the event for the next candidate.

Event Failure

Event Proctors:

- 1-Test Administrator
- 1-Lead Proctor

Event Proctor Responsibilities:

The Lead Proctor will announce the conclusion of the test and the failure of the event. The reason for the failure will be provided to the candidate. The Lead Proctor will complete all documentation and provide it to the Test Administrator. The candidate will then be directed to the Assistant Proctor for Rehabilitation. The Lead Proctor will bring the candidate to the Test Administrator upon conclusion of Rehabilitation.

The Assistant Proctor will assist the candidate with the rehabilitation and complete all forms. When completed, the Lead Proctor will be notified.

The Test Administrator will review the test with the candidate and the Lead Proctor. Any failure will be reviewed and a reason for the failure will be provided (or explained). The Test Administrator will provide the completed paperwork to the Support Staff.

The Support Staff will be responsible for the recording of the test and compiling all documentation from the test.



Conclusion of Test

Event Proctors:

- 1-Test Administrator
- 1-Support Staff
- 1-Lead Proctor
- 1-Assistant Proctor

Event Proctor Responsibilities:

The Lead Proctor will announce the conclusion of the test and the passing of the PAT. The candidate will then be directed to the Assistant Proctor for Rehabilitation.

Lead Proctor will complete all documentation and provide it to the Test Administrator. The Lead Proctor will bring the candidate to the Test Administrator.

The Assistant Proctor will conduct an assessment of the candidate and complete the Rehabilitation Form. The Assistant Proctor will direct the candidate to the Lead Proctor.

The Test Administrator will review the test with the candidate and the Lead Proctor. The next steps in the process will be reviewed with the candidate if applicable. Candidate will be released from the ability.

The Test Administrator will provide the completed paperwork to the Support Staff. The Support Staff will be responsible for the recording of the test and the compiling of all documentation from the test.



Candidate Instructions



Test Administrator:

Welcome the candidate to the physical ability test.

Read verbatim to the candidate to ensure the consistency of the test and instruction.

Firefighting is an extremely physical occupation and requires endurance, strength, coordination and ability. The events listed below are designed to measure each candidate's physical ability in these four (4) areas.

The test you are about to take is a validated test. This means that a third party has reviewed the work requirements at the Delaware Fire Department, and conducted a test of existing Delaware Fire Department personnel and the Physical Ability Test to certify the relevancy to the job. Several of the tasks are actual work samples (realistic physical tasks that might be performed on the job).

Once this introduction is complete, all Proctors will be required to read from the script. This is to ensure all candidates receive a fair and equivalent test. Unfortunately this may seem cold and impersonal. We understand this and hope you do as well.

You have received a copy of the *Delaware Fire Department Physical Ability Test (PAT) Test Guide*. Within the guide you will notice specific statements to the candidate. These are what the statements mean to the candidate.

"READY" – Candidate should be prepared and set to begin the event.

"START" – Candidate begins the event and the event time begins.

"STOP" – Candidate ends the event and the event time stops.

"REST PERIOD START" – Candidate begins a period of recovery after an event period. The Candidate will also be led to the next event location. During this period of time, the candidate may inspect, test or make any preference changes to the next evolution as long as the event being tested remains intact.

"REST PERIOD STOP" – Candidate recovery period ends and the candidate is at the next event station.

"TEST CONCLUSION" – The Physical Ability Test ends due to completion of the entire test or by failure of the event.

Complete verbatim Instruction

Ask and answer any questions the candidate may have.

Read verbatim to the candidate to ensure the consistency of the test and instruction.

Candidate, you are now being handed off to your Lead Proctor and they will be limited to the instructions provided to you at each event. We all wish you well.



Lead Proctor:

Candidate, please follow me to Event #1.

EVENT #1 - 100' Aerial Ladder Climb:

Candidate, Assistant Proctor #1 will assist you in being outfitted with the ladder belt or harness. They will then direct you to the top of the truck's turntable where you will go on-line of the belay system by Assistant Proctor #2. Candidate, you will climb the ladder from the turntable to the top of the ladder which is 100' and ring the bell, and then proceed back down the ladder to the turntable.

You will be told to prepare for the event through my statement of "READY" and will be located at the base of the ladder ready to perform the event. I will then announce "START" and you are to begin the event. Your time will stop when you return and both feet are on the turntable. This event must be completed within 180 seconds. I will announce your time every 30 seconds. I will announce when I hear you ring the bell. This test is to be completed in a continuous climb without any stops or hesitation greater than 5 seconds. Any stop of 5 seconds or more will result in a failure. You will receive a warning if you should pause for a period of time during the climb or decent. In the event you should receive two warnings, this will be the failure of the event. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times - 30, 60, 90, 120, 150 and 180 seconds

"BELL RUNG"

"STOP"

Candidate, you will be assisted off the rope line and then down off the truck and out of the ladder belt. Once out of the ladder belt or harness, I will let you know when your 2 minute rest time will begin.

"REST PERIOD START"

Candidate, please follow me to Event #2

EVENT #2 - Pulling a Charged 1 ¾" Hose with Nozzle Attached (200 feet):

Candidate, the charged hose is laying on the ground from the hydrant to the start line where the nozzle is located. You will grasp the nozzle and turn down the hose line, and drag the line for 200'.

You will be told to prepare for the event through my statement of "READY" and will be at the nozzle standing upright in a position ready to begin the event. I will then announce "START" and you are to begin the event. This event must be completed within 30 seconds. I will announce your time every 10 seconds. At no time will you be permitted to drop or put the hose down, which will create a failure. This event will be followed by a 2 minute rest period.



"READY"
"START"
Announce Times – 10, 20, and 30 seconds
"STOP"
"REST PERIOD START"
Candidate, please follow me to Event #3

EVENT #3 - Removal of a 24-Foot Extension Ladder:

Candidate, a 24 foot extension ladder, which is approximately 78 pounds, is mounted to the wall with the top beam six (6) feet from ground level. You will, by grasping the ladder, lower it to the ground so that it is flat on both beams. You will then pick up the ladder and return it to the mounting brackets.

You will be told to prepare for the event through my statement of "READY" and you will be set-up facing the ladder in a position to remove. I will then announce "START" and you are to begin the event. This event must be completed within 30 seconds. I will announce your time every 10 seconds. You are required to maintain control of the ladder at all times. You are not permitted to lower or raise one end of the ladder at a time. It is permissible during your time period to make an adjustment or reset yourself with the ladder. This event will be followed by a 2 minute rest period.

"READY"
"START"
Announce Times – 10, 20, and 30 seconds
"STOP"
"REST PERIOD START"
Candidate, please follow me to Event #4

EVENT #4 - Stairway Climb

Candidate, you have 100' of 1¾" hose which is secured together in a high-rise pack. You will wear a SCBA pack without a mask. Starting at the basement level, you will ascend to the second (2nd) floor, return to the basement level and then repeat the process two (2) more times. This event must be completed, without stopping for more than 2 seconds. You shall not skip stairs and shall have both feet land on the top and bottom landings. You shall touch every step. You are permitted to use the stairwell railing.

You will be equipped with the hose and SCBA. You will then be told to prepare for the event through my statement of "READY" and be at the base of the bottom step. I will then announce "START" and you are to begin the event. This event must be completed within 90 seconds. I will announce your time every 15 seconds. This event will be followed by a 3½ minutes rest period.



"READY"
"START"
Announce Times – 15, 30, 45, 60, 75 and 90 seconds
"STOP"
"REST PERIOD START"
Candidate, please follow me to Event #5

EVENT #5 - Fly Ladder Raise

You are required to pull a halyard (rope) to raise and lower the ladder fly (extension) of a 35-foot ladder. The ladder shall go to the full extension and be lowered to the stowed position. You are not required to lock the ladder in place when extended or in the stowed position. You shall maintain control of the halyard at all times. If the halyard slides and you do not maintain control, then you will be disqualified.

You will be told to prepare for the event through my statement of "READY" and are to be facing the ladder in position to raise. I will then announce "START" and you are to begin the event. This event must be completed within 60 seconds. I will announce your time every 20 seconds. This event will be followed by a 2 minute rest period.

"READY"
"START"
Announce Times – 20, 40, and 60 seconds
"STOP"
"REST PERIOD START"
Candidate, please follow me to Event #6

EVENT #6 - Weight Lift and Twist:

You are required to lift a 15 pound weight with grip and alternately place it on the floor, outside each foot for 15 repetitions. One repetition is considered one full cycle of picking the weight up from the start position (Left or Right box), touching the opposite side and bringing it back to the start position. One hand shall be holding the weight at all times. You shall come to an upright position between alternating from side to side.

You will be told to prepare for the event through my statement of "READY" and you are to stand in the middle box. I will then announce "START" and you are to begin the event. This event must be completed within 60 seconds. I will announce your time every 20 seconds. This event will be followed by a 2 minute rest period.

"READY"
"START"
Announce Times – 20, 40, and 60 seconds
"STOP"



"REST PERIOD START"

Candidate, please follow me to Event #7

EVENT #7 - Rescue Drag

Candidate, you will be required to drag a 165 pound mannequin through a 100 foot course. From the start line on the floor, you shall drag the mannequin through the course without stopping. You must maintain control of the mannequin and not let go of the mannequin while moving through the course. The mannequin shall be dragged using any method desired. You will be disqualified for carrying the mannequin over the shoulder or not maintaining control of the mannequin. Striking a cone, in a way that moves it out of its designated location, will cause a warning.

You will be told to prepare for the event through my statement of "READY" and are to stand next to the mannequin. I will then announce "START" and you are to begin the event. This event must be completed within 40 seconds. I will announce your time every 10 seconds. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times – 10, 20, 30 and 40 seconds

"STOP"

"REST PERIOD START"

Candidate, please follow me to Event #8

EVENT #8 - Hose Hoist

Candidate, you will be required to pull a halyard (rope) to raise a rolled 2½" - 50' section of hose from the 1st floor to the 2nd floor landing, where it is required to be brought over the railing and touch the hose tower landing and then lowered to the 1st floor, touching the floor and then brought to the 2nd floor hose tower landing again where the time will stop. You shall maintain control of the halyard at all times. If the halyard slides and you do not maintain control, then you will be disqualified.

You will be told to prepare for the event through my statement of "READY" and are to stand next to the railing holding the halyard. I will then announce "START" and you are to begin the event. This event must be completed within 35 seconds. I will announce your time every 10 seconds. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times – 10, 20 and 30 seconds

"STOP"



"REST PERIOD START"

Candidate, please follow me to Event #9

EVENT #9 – Wearing a SCBA with Mask

Candidate, you will wear a face piece and SCBA mask, with the eyepieces blackened out, through a totally darkened room. You will follow a rope line from the entrance to the end of the room and return. You will be disqualified for removing the mask or causing the SCBA mask to free flow air due to a breach in the seal.

You will be told to prepare for the event through my statement of "READY" and are to stand in the darkened room with your hand on the guide rope, breathing air and wearing the SCBA. I will then announce "START" and you are to begin the event. This event must be completed within 60 seconds. I will announce your time every 20 seconds. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times – 20, 40 and 60 seconds

"STOP"

"REST PERIOD START"

Candidate, please follow me to Event #10

EVENT #10 – Beam Walk with Hose

Candidate, you will be required to walk across the length of a 4"x 4" x 20' beam while carrying a 50 foot section of 1³/₄ " hose with couplings. You will receive three (3) attempts to pass this event. You will be given a warning for each failed attempt at crossing the entire length of the beam and will fail the event if you receive three warnings.

You will be told to prepare for the event through my statement of "READY" and are to stand in front of one end of the beam holding the hose section. I will then announce "START" and you are to begin the event. This event must be completed within 90 seconds. I will announce your time every 30 seconds. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times – 30, 60 and 90 seconds

"STOP"

"REST PERIOD START"

Candidate, please follow me to Event #11



EVENT #11 - CPR

Candidate, you will be required to perform 2 minutes of CPR. You will be given 10 seconds to begin performing CPR and ensure your hand placement, angle, rate and depth, are proper. The indicator light will provide appropriate feedback by a green light. Non-compliance will be indicated by a yellow light and considered a warning. Three or more warnings during the 2 minute testing period will result in disqualification. If a red light occurs during the 2 minute testing period, it will indicate failure for this event. A metronome set to 100 beats per minute is provided. The CPR mannequin has indicator lights. These are as follows:

- Red Only - Less than 60 compressions per minute
- Yellow Only - Between than 60-79 compressions per minute
- Single Green - Between than 80-99 compressions per minute
- Double Green - Between than 100-119 compressions per minute
- Double Green with Yellow - 120 and Greater compressions per minute

You will be told to prepare for the event through my statement of "READY" and are to begin CPR for 10 seconds. After 10 seconds, and while still conducting CPR, I will announce "START" and you are to begin the event. This event must be completed within 120 seconds. I will announce your time every 30 seconds. This event will be followed by a 2 minute rest period.

"READY"

"START"

Announce Times - 30, 60, 90 and 120 seconds

"TEST CONCLUSION"

"REST PERIOD START"

Complete verbatim Instruction

Candidate will be taken to Rehabilitation



Physical Ability Test Forms



PHYSICAL ABILITY ASSESSMENT Release of Liability

I, _____ (name below) _____, having submitted an application for employment and agreeing to engage in a physical agility assessment, and being fully aware of the risks of injury and death, hereby save and hold harmless the City of Delaware, as well as the agents or employees of all entities assisting in the test from any and all causes of action, suits, debts, damages, judgments, and demands whatsoever arising from my participation in the **Delaware Fire Department** physical ability assessment as part of the recruiting process. I further acknowledge that the City of Delaware and the Delaware Fire Department, or any other agent or employee assisting in the assessment process will be not be held responsible for any injuries or death that may be caused by negligence of the persons or entities listed below during my participation in this physical ability assessment.

I affirm that I am in good physical condition and have no pre-existing conditions that would impact my participation in this assessment. Further, I will not take part in any aspect of this assessment if I feel it is a risk to my health. I will comply with all instructions written, verbal or implied. Further, I understand that my non-compliance will make me personally responsible for any of my actions or lack thereof. I understand that failing to follow directions/instructions may result in my dismissal from the test.

I freely and voluntarily assume any and all risks known or unknown to me that are inherent to being a participant in this program.

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Candidate Scoring Sheet

Candidate Name: _____ Start Time: _____ End Time: _____

Event		Time	Eval Initials	Instructions Read Verbatim
Test Welcome		Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 1 – 100’ Aerial Ladder Climb	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 2 – Pulling Charged 1¾ Hose	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 3 – Removal of 24’ Ladder	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 4 – Stairway Climb	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 5 – Fly Ladder Raise	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 6 – Weight Lift and Twist	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 7 – Rescue Drag	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 8 – Hose Hoist	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 9 – Wearing SCBA w/ Mask	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 10 – Beam Walk with Hose	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event # 11 – CPR	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Time _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Rehabilitation

Entry Time _____ Release Time _____

Pulse _____ Respiration _____ Blood Pressure _____ Temperature _____

Comments _____

Refusal of Medical Advice

This is to certify that I am refusing assessment/treatment/transport. I have been informed of the risks of refusing assessment/treatment/transport. I understand that I should be evaluated immediately for my condition by a physician. I release the City of Delaware from any liability for any adverse results caused by my decision. I understand that I may call 911 and activate EMS anytime, should I change my mind.

Candidate Refusal of Medical Advice _____ Signature

Signatures

Candidate: _____

Lead Proctor: _____

Test Administrator: _____

**City of Delaware
2018 Police Officer Certified List**

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Status Points	Education Points	Certified Status Points	OVERALL SCORE	Date Placed on Certified List	Roll-off Date	Candidate Status as of 1/3/18 CSC Meeting	Candidate Status as of 3/7/18 CSC Meeting	Candidate Status as of 4/4/18 CSC Meeting
1	D2	Ballistrea, Michael	80.00	88.59	84.30	1	2	2	89.30	01/03/18	01/03/19	added to list		
2	D4	Howard, Christian	83.67	84.24	83.95	1	2		86.95	01/03/18	01/03/19	added to list		
3	D6	Altenburger, Isaac	82.67	85.33	84.00		2		86.00	01/03/18	01/03/19	added to list		
4	D8	Kehres, Tristan	86.17	83.15	84.66				84.66	01/03/18	01/03/19	added to list		
5	D9	Fairman, David	80.50	83.7	82.10		2		84.10	01/03/18	01/03/19	added to list		
6	D10	Light, Nicholas	81.33	83.7	82.52	1			83.52	01/03/18	01/03/19	added to list		
7	D11	Jent, Kendall	79.67	80.43	80.05		3		83.05	01/03/18	01/03/19	added to list		
8	D12	Williams, Christian	84.67	79.35	82.01	1			83.01	01/03/18	01/03/19	added to list		
9	D13	Leasure, Eric	83.83	80.98	82.41				82.41	01/03/18	01/03/19	added to list		
10	D14	George, Tyler	80.17	79.35	79.76			2	81.76	01/03/18	01/03/19	added to list		
11	D15	Yeager, Richard	75.83	82.07	78.95			2	80.95	01/03/18	01/03/19	added to list		
12	C4	Watt, Gabriel	79.67	79.35	79.51	1			80.51	5/3/2017	5/3/2018			
13	D16	Martin, Matthew	75.83	83.7	79.77				79.77	01/03/18	01/03/19	added to list		
14	C5	Ambrozich, Nicholas	77.33	82.07	79.70				79.70	5/3/2017	5/3/2018			
15	C6	Rosch, Frederick	77.50	81.52	79.51				79.51	5/3/2017	5/3/2018			

HIRED/REMOVED/DISQUALIFIED

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of 1/3/18 CSC Meeting	Candidate Status as of 3/7/18 CSC Meeting	Candidate Status as of 4/4/18 CSC Meeting
	D5	Mershon, James	77.67	88.04	82.85		2	1	85.85	01/03/18	01/03/19	added to list		Withdrew due to other employment
	D7	Kadar, Mihaly	81.50	85.87	83.69		2		85.69	01/03/18	01/03/19	added to list		Withdrew due to other employment

List certified by the Civil Service Commission on the 4th day of April, 2018

John Rybka
Chair, Civil Service Commission

- 1 Addition of 6 names on May 3, 2017 (C1-6)
- 2 Addition of 16 names on January 3, 2018 (D1-D16)

POINT VALUES

Military Status Points (Hon Disch, active duty or reserve = 1 pt)
Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)
Certified Status Points (OH = 2 pts, outside OH = 1 pt)