CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9787 **DATE** 6-6-24

TITLE

RESOLUTION AUTHORIZING CHANGES TO THE FIRE CIVIL SERVICE RULES & REGULATIONS

BE IT HEREBY RESOLVED that the City Council of the City of Williamsport authorizes the Williamsport Bureau of Fire, Civil Service Board to implement changes to the Fire Civil Service, Rules & Regulations that were approved on 5/29/2024. All changes will become effective immediately upon passage of this resolution.

A complete copy of the Rules & Regulations is attached hereto.

Approved

Janice M. Frank
City Clerk

President

Williamsport Bureau of Fire
Memorandum

To: Williamsport City Council Members
From: Sam R. Aungst, Fire Chief SRA
Date: May 30, 2024
Re: Fire Civil Service, Rules & Regulations Changes

Attached hereto are the Fire Civil Service Rules and Regulations. I have the proposed "changes" to the document highlighted and outlined below for your convenience.

3-14 **PROVISIONAL APPOINTMENTS**

3-14.1 All provisional appointments must be approved by the Fire Civil Service Board at an official meeting.

3-14.2 All provisional appointments approved by the Fire Civil Service Board shall not exceed twelve (12) months. If an extension is needed, the Fire Chief/Deputy Fire Chief must request a re-appointment and this must be approved by the Fire Civil Service Board.

3-14.3 When a promotional vacancy exists, the following procedures will be followed:

1. Positions will be filled utilizing the approved Civil Service Eligibility List.
2. Once the eligibility list is exhausted, and vacancies still exist in the specific rank, provisional promotions will be offered in the following order:
    a. Members who meet both the training and time requirements for the position as outlined by the Civil Service Rules and Regulations, but have not completed the appropriate civil service testing process. If multiple members meet these requirements, provisional promotions will be based upon seniority and the discretion of the fire chief.
    b. Members who meet the training requirements, but do not meet the time requirements or meet the time requirements but do not meet the training requirements for the position as outlined by the Civil Service Rules and Regulations.
        I. Member(s) must have begun training prior to provisional appointment of said position.
        II. No member(s) can be on "probation" in their current position

III. If multiple members meet these requirements, provisional promotions will be based upon seniority and the discretion of the fire chief.

c. If no members meet provisions a, or b, the position(s) will remain unfilled until a member meets one of these provisions.

Members who have received a provisional promotion will retain their previous bid positions until they have successfully completed the appropriate civil service examination, and are officially promoted to a permanent position based upon that list.

Please let me know if you have any questions. Thank you for your time and attention with these proposed changes.

RULES AND REGULATIONS

OF THE

FIRE CIVIL SERVICE BOARD

WILLIAMSPORT, PENNSYLVANIA

May 30, 2024 Revision

STATEMENT OF PURPOSE

The Fire Civil Service Board considers itself bound to the idea that the citizens of the City of Williamsport desire and deserve a Fire Bureau staffed through the twin principles of applicant merit and Board impartiality.

The Board sees as its main function the provision and maintenance of lists of eligible candidates for each present standard full-time position in the Bureau of Fire, except Chief and Deputy Chiefs.

The Board believes that the Rules and Regulations enclosed in this manual both aid and further state legislative interest in regard to the methods of attaining the goal of qualified staffing.

PROHIBITION OF POLITICAL ACTIVITY

All members of the Fire Bureau shall be prohibited from soliciting any contribution, in money or other things, directly or indirectly, on any pretext from any person or organization, for political purposes, nor shall said members interfere with or use the influence of their official position for political purposes. Nor shall any member of the Fire Bureau, upon election to a paid political position, continue to serve as a member of the Bureau. Provided, however, that the rights of any individual as a citizen are not impaired hereby, and the prerogative to attend meetings to hear or see any candidate or nominee, or to express one's individual opinion, shall remain inviolate, including the right to voluntarily contribute money to the party or candidate of his choice.

SECTION I

GENERAL PROCEDURES

GENERAL PROCEDURES

1-1 MEETINGS

1-1.1 Meetings shall be held at least once a year to consider and adopt the annual report which is to be presented to City Council. Additional meetings shall be called at the direction of the Chairman or at the direction of any two members. The Secretary is responsible to bring to the Board members attention causes for meetings.

1-1.2 All Board members shall be consulted by the Secretary at the direction of the Chairman in the choosing of an acceptable time for each meeting.

1-1.3 The Board Chairman, with Board approval, will advise the Secretary as to the information which may be released through the Secretaries normal press release channels.

1-1.4 At the beginning of each calendar year, the Williamsport Bureau of Fire - Fire Administration shall review and advise the Fire Civil Service Board of their hiring needs for the upcoming calendar year.

1-2 AGENDA

1-2.1 The Secretary shall have an agenda prepared for the board at the inception of each meeting.

1-2.2 The agenda shall include a copy of the previous meetings minutes.

1-2.3 The agenda shall include a copy of all correspondence mailed directly to the Secretary of the Board prior to that meeting.

1-3 SCOPE OF AUTHORITY

1-3.1 Pursuant to the Statues of Pennsylvania and the intent thereof with intent to be further defined by the City Solicitor in any specific instance, the Fire Civil Service Board of the City shall be responsible to:

a. Provide lists of qualified applicants for position of Fire Fighters in the Bureau of Fire.
b. Provide lists of qualified candidates for internal promotions for all positions except Chief, Deputy Chief and Assistant Chief.
c. Provide such lists in all good conscience in conformance with such Rules and Regulations as may have been promulgated in practice in addition to those contained herein.

d. Determine whether there is a violation of any of these Rules and Regulations after due notice and hearing, and to recommend any disciplinary action, including dismissal from service to Mayor and Council.

SECTION II

APPOINTMENT TO THE BUREAU OF FIRE PROCEDURE

APPOINTMENT TO THE BUREAU OF FIRE PROCEDURE

2-1 RECRUITMENT

2-1.1 The Secretary of the Board shall see that an advertisement, which includes the approximate time of the examination, position, salary range, other major benefit items and method of application, including the application period, is published at lease thirty (30) calendar days prior to the examination in a daily newspaper of general circulation published in the City. (See Appendix A)

2-1.2 Copies of this advertisement are to be sent, whenever possible, to the Pennsylvania Employment Agency, the James V. Brown Public Library, all Post Offices and other related public places for posting. A copy is to be posted in the City Hall.

2-1.3 The Secretary and Board Members shall endeavor to fulfill all speaking and other public requests which might aid in the promotion of applicants for the Fire Bureau.

2.2 APPLICATIONS

2-2.1 No person shall be admitted to the examination for position to the Fire Bureau of the City until sworn application giving such evidence in regard to age, citizenship, residence, character, physical capacity, previous employment, training and other data which the Board may require.

2-2.2 The Board will not examine a person who is wanting in the qualifications prescribed by the preceding clause, in the sworn form, unless in the judgment of the Secretary there is reasonable probability that the applicant will have acquired such qualifications prior to the date of a possible certification from a list of eligible produced as a result of such examination.

2-2.3 A foreign-born applicant must exhibit a proper certification of naturalization, or equivalent legal proof of citizenship, before his/her application may be received.

2-2.4 Any willful miss-statement, falsification or concealment in respect to an application, shall render the same null and void. Subject to discretion of the Board, a person making such false application shall be prohibited from making any future applications.

2-2.5 Applicants shall be a minimum of eighteen (18) years of age. Applicant must furnish to the Board at the time of his/her examination documentary evidence of his/her exact date of birth.

2-2.6 Application cannot be accepted from former Fire Fighters removed for cause.

2-2.7 Applicants must be of good reputation, moral character and habits.

2-2.8 Applications for a given position shall be received either continually or between fixed dates as the Board may by resolution require, but no such fixed period shall be of less than ten (10) calendar day's duration.

2-2.9 The Secretary of the Board shall notify personally, a minimum of ten (10) days to the examination date, each candidate who is ineligible. In cases where the applicant questions such a decision prior to the examination in question, a Board meeting shall be called, to which the applicant shall be invited.

2-2.10 The Secretary of the Board shall notify by letter, a minimum of ten (10) days prior to the examination, each applicant who satisfies the qualifications. This letter shall include the time and place of the examination, as well as the relevant information.

2-2.11 Background Clearance checks are required to be submitted prior to placement on the Certified List for hire. All applicants are responsible for all associated costs in obtaining/maintaining such clearances prior to employment.

Applicants will have thirty (30) calendar days after the Civil Service oral interview to submit all background clearance checks. Failure to submit them by the deadline will result in the applicant being removed from the list for hire.

- PA Child Abuse History Check
- PA Criminal Record Check
- FBI Fingerprint Check

2-3 EXAMINATION

2-3.1 Any applicant failing to appear when called for examination, unless excused, will be dropped from the list of applicants. Failure to appear at next subsequent examination, of which a notice will be given him/her, will cause him/her automatically to be dropped.

2-3.2 The Civil Service Board shall at least once in every two (2) years cancel the eligible list of all applicants and provide for an entirely new examination to be held not later than forty-five (45) days after each such cancellation. The Board may, in the interest of the welfare of the department and the promotion of the public good, in its discretion, at any other time cancel the eligible list of all applicants for position in the department and

provide for a new examination of the applicants to be held not later than forty-five (45) days after such cancellation.

2-3.3 Any candidate who, in the opinion of the Board, is guilty of any reprehensible conduct in respect to any examination shall be disqualified from participation therein; and, at the discretion of the Board, may be excluded from any future examination; and may be prosecuted under the penal provisions of the Civil Service Acts.

2-3.4 Before proceeding to answer the questions in any examination, each candidate shall be required to fill out and sign a declaration form, giving his full name, address and such other information as the Board may require, which form the applicant shall seal in an unmarked official envelope in the presence of a responsible examiner. Before the close of the examination, the envelope and the papers of the candidate shall be kept secret by the examiners. The envelope shall then be deposited in a safe place and shall be opened for identification of the candidate. Specific announcement of the provision shall be made at the commencement of every examination.

2-3.5 The minimum passing grade for open competitive and promotional examinations for appointment is hereby established as seventy per cent. (70%)

2-3.6 The Fire Civil Service Commission will use the following formula in determining the certification grade for appointments:

a. The raw score (number right) on the written examination will be given the weight of 70%.
b. The physical aptitude test(s) will be done on the basis of PASS or FAIL
c. The oral interview rating will be graded on the basis of 100 points which will have the weight of 30%. The Civil Service oral interview will be conducted after the candidate has successfully passed both the written examination and physical aptitude test.

2-3.6.1 An applicant has to receive a total of 70% in each testing phase/examinations before he/she is placed on the certification list. Any portion failed will eliminate you from moving onto the next phase of testing.

2-3.7 If an applicant is entitled to Veterans Preference by the laws of the United States, such applicant, if he/she receives a passing grade on the examination, will receive an additional 10 points which will be added to his/her score on final listing.

2-4 NOTIFICATION OF APPLICANTS

2-4.1 Applicants who are successful in the written section shall be so informed by mail within thirty (30) days of the examination. This letter shall include the arrangements for the medical section of the examination.

2-4.2 Unsuccessful applicants from the written section shall also be notified by mail within thirty (30) days of the examination.

2-5 **GENERAL**

2-5.1 The candidate shall have a high school diploma or a state recognized equivalent.

2-5.2 The candidate shall be at least 18 years of age.

2-5.3 The candidate shall pass the medical and physical fitness requirements included in this section.

2-5.4 There shall be a thorough investigation evaluation of the candidate's character before the candidate is accepted into the Fire Bureau.

2-5.5 **REQUIREMENTS FOR FIRE BUREAU CANDIDATES**

2-5.1 All applicants, as a part of the conditional offer of employment, must successfully complete a medical evaluation as outlined in the current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments; specifically, Chapter 6 Medical Evaluation of Candidates.

2-5.2 All medical examination of applications for appointment to the Fire Bureau shall be conducted by, or under the direction of the Medical Examiner.

2-5.3 The Medical Examiner or Examiners, shall provide a report to the Board, in writing, the results of all examinations; and any applicant who is not certified by the authorized medical examiner or examiners as meeting the medical requirements of NFPA 1582 shall be rejected.

2-5.4 All applicants upon conditional offer of employment, must successfully pass a comprehensive psychological exam. This will be scheduled by the Williamsport Bureau of Fire.

2-5.5 All applicants upon conditional offer of employment, must successfully pass a drug screen and urine analysis.

2-6 **MINIMUM PHYSICAL FITNESS REQUIREMENTS**

2-6.1 The candidate, after successfully completing the medical release form and with written authorization of the examining physician:

2-6.2 The candidate must demonstrate their ability to swim one hundred (100) yards without stopping or standing still in the water, using the *Front Crawl Stroke and/or Breast Stroke* swimming method. The swimming portion of the physical agility exam shall be a pass/fail score.

2-6.3 The candidate must be able to climb an aerial ladder which shall be extended to one hundred (100) feet and shall be at an angle of 70 degrees. You shall begin at the platform and ascend to the top, where you shall touch the tip of the ladder and then

descend downward. This shall be done without any stops or hesitations. The aerial climb portion of the physical agility exam shall be a pass/fail score.

2-6.4 The candidate must be able to run the distance of one (1) mile within the allotted ten minute (10 minute) set time. The mile run portion of the physical agility exam shall be a pass/fail score.

2-6.5 The candidate must successfully complete, within the prescribed time, the fire fighter combat challenge. This portion of the Physical Agility Exam shall consist of the following evolutions: and shall be graded on a pass/fail score.

TASK 1 STAIR CLIMBING WITH HIGH RISE PACK

Carry a high-rise standpipe pack (2-50-foot sections of 1 ¾ inch hose) to the fourth (4th) floor of the CAFCA Training Tower (or equivalent) or high-rise building. The hose load must be deposited in a square marked on the fourth (4th) floor

TASK 2 HOSE HOIST

From the 4th floor window of the CAFCA Training Tower, using a continuous hand over hand motion as demonstrated, pull the 5/8-inch rope to hoist a 50-foot donut roll of 2 1/2-inch hose to the window opening. This evolution is complete when the donut roll clears the sill and is dropped to the floor.

TASK 3 FORCIBLE ENTRY

Using the Keiser Forcefm Machine and 9-pound shot hammer, drive the 165 pound I beam five feet. This event is complete when the end of the beam crosses the five-foot line.

TASK 4 HOSE ADVANCE

After walking a distance of 140 feet, pick up the nozzle and move a 1 ¾ inch charged hose straight forward 75 feet past the line marked on the pavement, crack the nozzle, show water and place the nozzle on the pavement. Then walk 30 feet to the next event.

TASK 5 VICTIM RESCUE

Drag an approximately 175-pound victim (Drag-man) a distance of 100 feet. The drag-man must be lifted and dragged backwards. This is the only approved method to us get the drag-man across the finish line. No webbing and or other devices are permitted to be used. This event (and the course) is complete when both the victim and candidate completely cross the finish line.

The firefighter combat challenge portion of the physical agility exam MUST be completed in 7:00 minutes or less to pass. Anytime over 7:00 is considered a failing grade, the applicant will be disqualified from further eligibility.

2-6.5 A Candidate who fails any portion of the Physical Agility Exam shall be disqualified from further eligibility.

2-6.6 All candidates shall utilize the provided gloves, fifty pound (50lb) weighted vest and helmets in order to perform the combat challenge. Candidates must wear approved

footwear. Approved footwear are no open heeled or open toed shoes. Candidates must wear long pants and a long-sleeved shirt. No loose jewelry or clothing will be permitted.

2-7 FORMULATION OF ELIGIBILITY LIST

2-7.1 The Civil Service Board shall, as soon as practicable after each total examination, prepare and make public a list of all persons who have passed all the examinations and who are eligible for appointment. Names shall be arranged in descending order according to the Final Rating attained.

2-7.2 All eligibility lists shall continue in effect for a period of two (2) years unless shortened by action of the Board. No list shall be extended for a life of more than two (2) years. The Board shall annually examine the lists for the purpose of deleting therefrom persons who are permanently unavailable for or disqualified for the position or positions involved, either by death, permanent removal from the area, written desire to be removed therefrom or by other permanent cause.

2-7.3 The Board members shall signify the certification of the complete list of eligible applicants by their signatures following the formulation of each new list.

2-7.4 Requests for the certified applicants for any given vacancy or number of vacancies shall be addressed, in writing, to the Chairman of the Board by the Department Head. The Chairman shall take the proper number of names from the certified list and, with a copy to each Board member, so inform the Department Head. The selection of candidates shall be in accordance with applicable state law.

2-7.5 If there will be more than one vacancy to be filled, certification and appointment shall be made for each of such vacancies in the same manner as for a single vacancy; but, in order to expedite the making of multiple appointments, the Civil Service Board may, at its discretion, certify to the Department Head the largest number of names which would be certified were appointments to be made singly, e.g.

# Positions	# Names Certified	# Positions	# Names Certified
1	3	6	9
2	4	7	11
3	5	8	12
4	7	9	13
5	8	10	15

2-7.6 The Director of Public Safety or the Chief of the Bureau may summon for interview, persons whose names have been certified to him for appointment. An eligible applicant who fails to respond to such a summons sent in writing to his last address on record in the Boards office, within seven (7) calendar days from the date of its dispatch, may be removed from the list of eligibles by action of the Board.

2-7.7 The appointment Power shall, upon that certification, make appointments to fill all of the vacancies at the same time, appointing only such persons upon the list as would

have been selected had he made the appointments one at a time upon separate requisition and certification; and charging to each eligible name its due number of rejections in the manner prescribed.

2-8 APPEAL PROCEDURE

2-8.1 Any applicant shall have the right to appeal a decision made by the Secretary or any individual Board member to the Board itself

2-8.2 All appeal meetings shall be open to the public unless, in the unanimous opinion of the Board, the communities' interest would be better served if such meeting were not open.

2-9 PROBATIONARY PERIOD

2-9.1 All original appointments to the Bureau shall be for a probationary period of twelve (12) months.

2-9.2 During such probationary period the appointee shall not be denied any rights or benefits that the appointee would otherwise be entitled to under any collective bargaining agreement which may be in effect.

2-9.3 At any time during the probationary period, the appointee may be dismissed for just cause.

2-9.4 If at the close of such probationary term the conduct or capacity of the probationer has not been satisfactory to the Chief and/or the Public Safety Director, the probationer shall be notified, in writing, that he will not receive permanent appointment, whereupon his employment shall cease; otherwise, his retention in the service shall be equivalent to his permanent appointment.

2-10 PROFESSIONAL QUALIFICATION STANDARD

2-10.1 Each appointee shall, effective with their date of appointment, be required to fulfill the requirements of the National Fire Protection Associations Standard for Fire Fighter Professional Qualifications, Number 1001 – Current edition.

2-10.2 This Standard identifies the professional levels of competence required of Fire Bureau members.

2-10.3 The purpose of the Standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a fire fighter.

2-10.4 It shall cover the requirements subsequent to appointment as a fire fighter, for Fire Fighter I, Fire Fighter II, HazMat Operations, by the conclusion of the Fire Academy and EMT certification within the one-year probationary period.

2-10.5 All of the performance standards for any level of fire fighter shall meet the following criteria: It shall be performed swiftly, safely and with competence. Each objective shall be met in its entirety.

2-10.6 Under the provision of this Standard the appointee will be classified as a fire fighter.

2-10.7 Failure to meet the minimum requirements of professional competence as identified in the N.F.P.A. Standard 1001, current edition, shall ultimately result in dismissal from employment.

2-11 DETERMINATION OF SENIORITY

2-11.1 When two (2) or more persons are appointed to the Fire Bureau, as fire fighters, on the same date, questions of seniority as to appointment and recall shall be determined based on the highest Civil Service Test Score.

SECTION III

PROMOTION PROCEDURES

PROMOTION QUALIFICATIONS AND PROCEDURES

3-1 FIRE ENGINEER

3-1.1 All Firefighters who have obtained certification through an accredited fire certification program or certification through the Pennsylvania State Firefighter Certification Program for Firefighter I & Firefighter II, and meet all employment requirements as set forth in section 2-10.4 and meet the following requirements, shall be eligible to take the examination for promotion to Fire Engineer:

- Minimum of two (2) years employment *(including probation period)*
- Emergency Vehicle Operations certificate
- WRER & EBOR certificate
- Aerial Apparatus Practices (16 hr. certification) or Driver Operator Aerial certification
- Driver Pumper Operator certification

3-1.2 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-1.3 Examinations for the position of Fire Engineer shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-1.4 All examinations for the position of Fire Engineer shall meet the intent and objectives of the National Fire Protection Association Standard for Fire Apparatus Driver/Operator Professional Standards 1002, current edition and any other appropriate standards established by the Bureau of Fire.

3-1.5 When two (2) or more persons are appointed to the position of Fire Engineer, on the same date, the most senior individual will be ranked higher in seniority.

3-2 MAINTENANCE ENGINEER

3-2.1 All personal with two (2) years' cumulative time in grade as an Engineer, meeting the qualifications for Maintenance Engineer shall be eligible to take the examination for promotion to Maintenance Engineer.

3-2.2 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-3 Examinations for the position of Maintenance Engineer shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-3 FIRE INSPECTOR

3-3.1 All Fire Engineers and Maintenance Engineers with a minimum of two (2) years' cumulative time in grade and meet the following qualifications shall be eligible to take the examination for promotion of Fire Inspector:

- Fire Inspector I certification
- 16hrs. documented training in Fire Investigations and approved by Fire Administration

3-3.2 After appointment to position, employee will have two (2) years to obtain National Certification for Fire Investigator. Failure to comply with this requirement could result in immediate demotion to previous rank.

3-3.3 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-3.4 Examinations for the position of Fire Inspector shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-3.5 All examinations for the position of Fire Inspector shall meet the intent and objectives of the National Fire Protection Association Standard for Professional Qualifications for Fire Inspector I as detailed in Standard 1031, current edition and any other appropriate standards established by the Bureau of Fire.

3-4 LIEUTENANT

3-4.1 All Fire Engineers, Maintenance Engineers and Fire Inspectors with a minimum of four (4) years' cumulative time in grade, and meeting the following requirements shall be eligible to take the examination for promotion to Lieutenant:

- Fire Instructor I certification
- Fire Inspector I certification
- Fire Officer I certification
- 16hrs. documented training in Fire Investigations and approved by Fire Administration

3-4.2 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-4.3 Examinations for the position of Lieutenant shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-4.4 All examinations for the position of Lieutenant shall meet the intent and objectives of the National Fire Protection Association Standard for Fire Officer Professional Qualifications for Fire Officer I as detailed in Standard 1021, current edition and any other appropriate standards established by the Bureau of Fire.

3-5 PLATOON TRAINING CHIEF

3-5.1 Platoon Chiefs and Lieutenants who meet the requirements for Platoon Training Chief and with two (2) years' cumulative time in grade shall be eligible to take the examination for promotion to Platoon Training Chief. In the absence of the rank of Lieutenant, all Fire Engineers, Maintenance Engineers and Fire Inspectors with a minimum of eight (8) years' cumulative time in grade, and meeting the minimum requirements for Platoon Chiefs and Lieutenants, shall be eligible to take the examination for lateral transfer/promotion to Training Platoon Chief:

- Fire Officer II certification
- Incident Safety Officer certification
- State Fire Suppression Instructor

3-5.2 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-5.3 Examinations for the position of Platoon Training Chief shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-5.4 All examinations for the position of Platoon Training Chief shall meet the intent and objectives of the National Fire Protection Association Standard for Fire Officer Professional Qualifications for Fire Officer II as detailed in Standard 1021, current edition and any other appropriate standards established by the Bureau of Fire.

3-6 PLATOON CHIEF

3-6.1 Platoon Training Chief and Lieutenants who meet the requirements for Platoon Chief and with two (2) years' cumulative time in grade shall be eligible to take the examination for promotion to Platoon Chief. In the absence of the rank of Lieutenant, all Fire Engineers, Maintenance Engineers and Fire Inspectors with a minimum of eight (8) years' cumulative time in grade, and meeting the minimum requirements for Lieutenant and Platoon Chief, shall be eligible to take the examination for promotion to Platoon Chief:

- Fire Officer II certification
- Incident Safety Officer certification

3-6.2 Seniority points will be capped at 20. Employees will receive 1 point for each completed year of service.

3-6.3 Examinations for the position of Platoon Chief shall be administered by the Board and the applicant's total score shall consist of two sections with relative weight as follows:

Written Examination	100%
Seniority points	Points
Final Test Score	100% + Points

3-6.4 All examinations for the position of Platoon Chief shall meet the intent and objectives of the National Fire Protection Association Standard for Fire Officer Professional Qualifications for Fire Officer II as detailed in Standard 1021, current edition and any other appropriate standards established by the Bureau of Fire.

3-7 PROMOTION EXAMINATION ELIGIBILITY LISTS

3-7.1 The Chief of the Bureau shall provide the Board with a personnel list as needed.

3-7.2 The personnel list shall contain information on all employees' original date of appointment, present rank or classification and date appointed to present rank or classification.

3-7.3 The source materials upon which the examination will be based will be posted a minimum of ninety (90) days in advance of the examination to provide each candidate for promotion a reasonable opportunity to study for the examination.

3-7.4 Promotional examination material shall be based on the following:

- Williamsport Bureau of Fire, Rules and Regulations
- Williamsport Bureau of Fire, SOP's & SOG's
- Two (2) specified books with a maximum of two (2) specified chapters per book, which consist of certified material for said position
- Exam questions will not exceed the level of training

3-7.5 All memorandums shall be forwarded to the Bureau of Fire, Administrative Aide no later than the day prior by 1300hrs. All applications will then be given to Fire Administration for review.

3-7.6 All applicants shall provide a memorandum stating what exam they wish to receive and attach all required certifications hereto.

3-7.7 Applicants shall be notified of the time and place of the examination no less than ten (10) days prior to the examination.

3-7.8 Work schedule will be altered as necessary to allow all eligible candidates to be free for the examination.

3-8 EXAMINATIONS

3-8.1 Any applicant failing to appear when called for an examination, unless excused, will be dropped from the list of applicants. Failure to appear at a subsequent examination, of which notice will be given to the applicant, will cause him to automatically be dropped.

3-8.2 The Civil Service Board shall, at least once in every two (2) years, cancel the eligible list of candidates and provide for an entirely new examination, to be held not later than forty-five (45) days after such cancellation.

3-8.3 The Board may, in the interest of the welfare of the Bureau and the promotion of the public good at its' discretion, at any other time cancel the eligible list of all applicants for promotion in the Bureau and provide for a new examination of applicants to be held not later than forty-five (45) days after such cancellation.

3-8.4 Any applicant who, in the opinion of the Board, is guilty of any reprehensible conduct, in respect to any examination, shall be disqualified from participation therein; and at the discretion of the Board may be excluded from any future examinations; and may be prosecuted under the penal provisions of the Civil Service Acts.

3-8.5 Before proceeding to answer the questions in an examination, each candidate shall be required to fill out and sign a declaration form, giving his/her full name, address and such other information as the Board shall require, which form the applicant shall seal in an unmarked official envelope, in the presence of the responsible examiner.

3-8.6 Before the close of the examination, the envelope and examination papers of the candidate shall be marked with an identical number, which number shall not be disclosed by the examiner.

3-8.7 Specific announcement of this provision shall be made at the commencement of every examination.

3-9 SCORING

3-9.1 A minimum passing grade of seventy (70%) shall apply to written examination, so long as the testing agencies table of norms indicates that applicants making this grade generally display an acceptable degree of competence and probability for success.

3-9.2 Any applicant failing to meet the minimum passing grade of 70% shall be excluded from the promotional eligibility list.

3-9.3 The cumulative point total shall determine the relative position of each person placed on a list.

3-9.4 Veterans Preference points maybe applied, if not already previously used with written notice to the board PRIOR to testing.

3-10 NOTIFICATION OF APPLICANTS

3-10.1 Each applicant shall receive a confidential letter on the results of the promotional exam, seniority points and the applicable practical or oral examine.

3-10.2 A copy of the eligibility lists shall be posted on the Bureau bulletin boards for a minimum of thirty (30) days.

3-11 FORMULATION OF ELIGIBILITY LISTS

3-11.1 All eligibility lists will be formulated by the Board in accordance with the procedures as defined in sections 3-1 through 3-7.7

3-12 APPEAL PROCEDURES

3-12.1 Any applicant shall have the right to appeal a decision made by the Secretary or any individual Board member to the Board itself, in writing.

3-12.2 All appeal meetings shall be open to the public, unless in the unanimous opinion of the Board, the communities' interest would be better served in such meetings were not open.

3-13 PROBATIONARY PERIOD

3-13.1 All promotional appointments shall have a probationary period of six (6) months.

3-13.2 During such probationary period the appointee shall not be denied any rights or benefits that the appointee would otherwise be entitled to under any collective bargaining agreement which may be in effect.

3-13.3 At any time during the probationary period, the appointee may be returned to his/her former rank for just cause.

3-13.4 If at the close of such probationary term, the conduct and/or performance of the probationer has not been satisfactory to the Chief and/or Public Safety Director, the probationer shall be notified, in writing, that he/she will not receive permanent promotion, where upon said probationer will be returned to his/her former rank.

3-14 PROVISIONAL APPOINTMENTS

3-14.1 All provisional appointments must be approved by the Fire Civil Service Board at an official meeting.

3-14.2 All provisional appointments approved by the Fire Civil Service Board shall not exceed twelve (12) months. If an extension is needed, the Fire Chief/Deputy Fire Chief must request a re-appointment and this must be approved by the Fire Civil Service Board.

3-14.3 When a promotional vacancy exists, the following procedures will be followed:

1. Positions will be filled utilizing the approved Civil Service Eligibility List.
2. Once the eligibility list is exhausted, and vacancies still exist in the specific rank, provisional promotions will be offered in the following order:

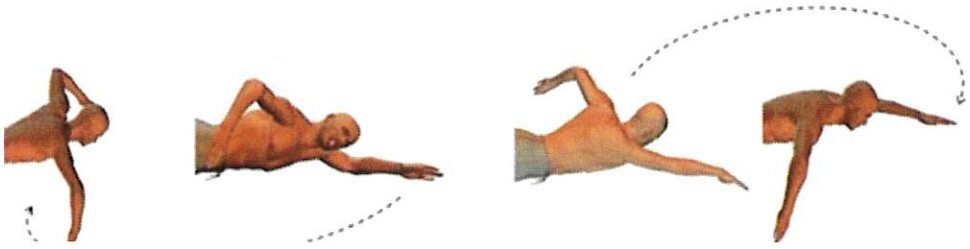
a. Members who meet both the training and time requirements for the position as outlined by the Civil Service Rules and Regulations, but have not completed the appropriate civil service testing process. If multiple members meet these requirements, provisional promotions will be based upon seniority and the discretion of the fire chief.
b. Members who meet the training requirements, but do not meet the time requirements or meet the time requirements but do not meet the training requirements for the position as outlined by the Civil Service Rules and Regulations.
    I. Member(s) must have begun training prior to provisional appointment of said position.
    II. No member(s) can be on "probation" in their current position
    III. If multiple members meet these requirements, provisional promotions will be based upon seniority and the discretion of the fire chief.
c. If no members meet provisions a, or b, the position(s) will remain unfilled until a member meets one of these provisions.

Members who have received a provisional promotion will retain their previous bid positions until they have successfully completed the appropriate civil service examination, and are officially promoted to a permanent position based upon that list.

DEFINITIONS

FRONT CRAWL STROKE – Refer to section 2-6.2, Minimum Physical Fitness Requirements

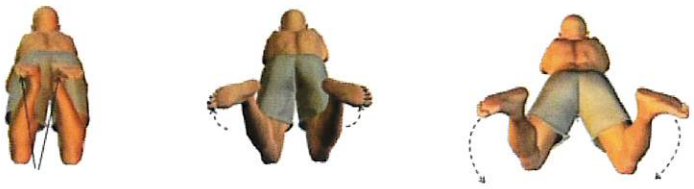
- The body is in a prone position
- Involves alternating overarm strokes and the flutter kick
- The head remains in the water, the face alternating from side to side



BREAST STROKE - Refer to section 2-6.2, Minimum Physical Fitness Requirements

- The body is in a flat position throughout the entire movement

- The breaststroke is a direct result of someone mimicking how a frog swims – with wider, sweeping leg motions to power the frog along.



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