



CITY OF BURLINGTON

**POLICE – FIRE COMMISSION**

300 North Pine Street, Burlington, Wisconsin 53105  
(262) 763-3717



**AGENDA**  
**Burlington Fire Station**  
**165 West Washington Street**  
**November 23, 2010**  
**7:45 a.m.**

1. Call to order.
2. Roll Call.
3. Public Comments.
4. Police and Fire Commission Business.
  - A. Consideration and action on proposed amendment to Section 4 of the Police and Fire Commission Rules and Regulations.
  - B. Consideration and action on the minimum qualifications for the open position fire engineer (driver/operator).
  - C. Consideration and action on the approval on the proposed testing procedures and hiring process for the position of the fire engineer (driver/operator).
  - D. New Business, if any.
5. Adjourn.

Joseph F. Busch  
Secretary

Please Note: If you are disabled and have accessibility needs or information interpreted for you, please call the City Clerk's office at 262-763-3717 at least 24 hours prior to the meeting.

## Section 4

### FIRE DEPARTMENT SELECTION PROCESS

#### 4.300 SALARIED FIREFIGHTERS

- 4.301 The purpose of this procedure is to establish guidelines for the selection process of personnel to be hired as salaried firefighters for the City of Burlington Fire Department.
- 4.302 Candidates that are not offered a position and are placed on the eligibility list as set forth below, shall remain on said list, ~~but have passed all of the steps in the selection process, will be placed on the eligibility list~~ for a period of one year, unless the list is abolished sooner by a majority of the Commission (in consultation with the Fire Chief).
- 4.303 The Police and Fire Commission shall be responsible for approving the testing procedures used by the Fire Chief during the hiring process.
- 4.304 The position shall be advertised in various newspapers and other professional publications as deemed appropriate.
- 4.305 The Fire Chief shall establish the minimum qualifications for the position, subject to approval by the Police and Fire Commission.
- 4.306 The applications will be received by the Fire Chief.
- 4.307 All eligible candidates will be notified in writing of the testing date(s) and location(s). Any applicant failing to participate in any of the evaluation procedures, for any reason, will not be given further consideration for placement on the eligibility list.
- 4.308 The Fire Chief will present a list of the top candidates to the Police and Fire Commission for participation in the Commission interview phase. The candidates that are approved by the Police and Fire Commission will be placed on the eligibility list and proceed on in the hiring process.
- 4.309 The Fire Chief will authorize the City of Burlington Police Department to conduct an extensive and thorough background investigation of the candidate(s) on the eligibility list.
- 4.310 After successful completion of the background investigation, any candidate from the eligibility list may be offered a conditional offer of employment by the Fire Chief. The candidate will then be required to successfully complete a physical examination, drug screen, and comprehensive psychological examination.

- 4.311 The Fire Chief will notify the Police and Fire Commission of any candidate selected for probationary appointment.
- 4.312 All appointees, under the direction of the Fire Chief, will be required to successfully complete a two year probationary period.
- 4.313 The Fire Chief will notify the Police and Fire Commission when an employee has successfully completed the probationary period and has been appointed to permanent status.

# City of Burlington FIRE DEPARTMENT

## FIRE ENGINEER (Driver/Operator)

Duties of this position include: fire engineer (driver/operator), dispatch functions, fire prevention and education activities, office equipment operation, vehicle maintenance, and facilities maintenance.

### Minimum Qualifications:

- X United States Citizenship
- X Minimum age at date of hire: 21 years
- X Valid Wisconsin Driver's License (or eligibility to obtain)
- X High School Diploma or GED
- X No felony convictions or disqualifying criminal history events
- X No excessive traffic violation history
- X Physically and Psychologically fit for duty
- X State of Wisconsin Certified Firefighter II
- X State of Wisconsin Certified Driver/Operator - Pumper
- X Three (3) years verifiable fire service driver/operator experience
- X Computer literacy with proficiency in word processing and data entry
- X Proficiency in emergency service communications and telephone skills
- X Resident of the City of Burlington within 60 days of hire
- X Dedication to work as part of a team in a small-city environment

### Additional Desired Qualifications:

- X State of Wisconsin Certified Driver/Operator - Aerial

- X Computer proficiency with Firehouse Software
- X Verifiable experience in fire service vehicle maintenance
- X Verifiable experience in facilities maintenance
- X Associate Degree in Fire Science or equivalent field

The selected candidate must successfully pass a pre-employment medical, physical, and psychological examination and background investigation prior to appointment. Probationary period is two years.

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Duties of this position include: fire engineer (driver/operator), dispatch functions, fire prevention and education activities, office equipment operation, vehicle maintenance, and facilities maintenance.

### Testing Procedures:

Candidates meeting the minimum requirements criteria will be given the "Firefighters Entrance Examination" administered by Organizational Development Consultants of Brookfield, Wisconsin. This examination has both written and oral components and measures the mental abilities and critical skills of applicants.

Selected applicants will be given a driver/operator – pumper practical skills assessment administered by Gateway Technical College instructors. This "hands-on" examination measures the ability of candidates to drive and operate fire engines. The assessment may also contain a small written exam.

The selected candidate must successfully pass a pre-employment background investigation administered by the City of Burlington Police Department.

The selected candidate must successfully pass a pre-employment medical, physical, and drug screen examination administered by Aurora Occupational Health of Burlington, Wisconsin.

The selected candidate must successfully pass a pre-employment psychological examination administered by Organizational Development Consultants of Brookfield, Wisconsin.

In addition to the above, various interview panels will be conducted by members of the fire service and the City of Burlington Police and Fire Commission.