



PROFESSIONAL DEVELOPMENT TASK BOOK

Probationary Firefighter

Version 3.1

Table of Contents

Topic	Page
Final Evaluator Verification	3
Welcome Letter	4
MFD Mission Statement	5
MFD Expectations	6
Overview of the Probationary Process	7
Professional Development	9
Probationary Year Overview	11
Task Book Overview / Instructions	12
Phase I Objectives	18
Phase II Objectives	19
Department Policy Checkoff Sheet	20
Firefighter Skill Checkoff Sheet	22
Basic Apparatus Driver/Operator Skill Sheets - Part 1	26
Basic Apparatus Driver/Operator Skill Sheets - Part 2	33
Appendix A - New Apparatus Driver/Operator Evaluation Forms	39
Appendix B - New Apparatus Driver/Operator Driving Logs	41
Appendix C - Probationary Firefighter Daily Evaluation Sheet	43
Appendix D - Battalion Chief Monthly Evaluation Sheet	45

The material in this task book defines the performance expectations of the position for which it is developed.

THIS TASK BOOK IS ASSIGNED TO:

PRINT NAME

SIGNATURE AND DATE

VERIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

Probationary Firefighter

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that:

(Print Employee's Name)

has successfully performed the tasks and is prepared for promotional testing for this position.

CAPTAIN'S SIGNATURE AND DATE

BATTALION CHIEF'S SIGNATURE AND DATE



Probationary Firefighter Task Book

Welcome Letter

Dear Probationary Firefighter:

Congratulations and welcome to the Meridian Fire Department. You have just completed the initial phase of your training and introductory process. Thus far, you have worked in a highly supervised and controlled environment where your safety and educational growth was our highest priority. Through this process, you have demonstrated the knowledge, skills and/or abilities to advance to the next phase of your training and will to be assigned to one of the three shifts (A, B or C) for the remainder of your probation.

Probation is designed to reinforce what you have learned up to this point and to provide you with opportunities for ongoing skill maintenance and improvement. This process is not meant to be easy. The objectives and assessments are intentionally challenging but should also provide you with a fixed metric for evaluating your performance/improvement. Always remember, the standard is the standard. There are no exceptions or justifications for your not meeting them.

In addition to these standards are the culture and values of our department. The Chiefs, Captains, Engineers and Firefighters that you interact on a daily basis all have a vested interest in helping you succeed but will also critique your performance and behavior. Think about who you are and how you represent the Meridian Fire Department in everything you do. The public depends on us to protect their lives, property and livelihoods and we should be eagerly and happily engaged in that process.

Your probationary period is a formal 12-months from your date of hire, and you will be expected to meet the requirements outlined in this task book within that period. The training and coursework you will engage in during this time will help you to meet these objectives, but they are just the minimum standard. Equally important, is your ability to solve problems on scene. Not every fire, medical or rescue scene will be the same and as a result, you will need to learn how to adapt your skills and find solutions.

Again, we congratulate you on making it through the Academy and welcome you to the Department. If you have any questions during this learning and proving process, please feel free to contact the Training Division. We are always happy to help.

Sincerely,

MFD Training Division



MERIDIAN FIRE DEPARTMENT

Mission Statement:

To Protect and Enhance our community through professionalism and compassion.

Vision Statement:

A premier organization recognized for providing a safe community through professionalism, innovative actions, and community involvement.

Guiding Principles:

Compassion, Professionalism, Honesty, Ownership, Trust



Meridian Fire Department Expectations

COMPASSION - We will provide friendly and compassionate service to each other and the public we serve.

- Treat others as you would like to be treated. There will be zero tolerance for harassment or discrimination of any kind. Respect everyone.
- As a team you will succeed as individuals you will struggle. Be a good teammate. Find a mentor.
- Ask for help and clarification when you do not understand something. You will be treated fairly and with respect at all times.
- We understand that there may be times during probation that personal issues arise. Communication is vitally important at these times. The officers and trainers are available and willing to help, but only if informed of the problems that the Recruit may be experiencing.

PROFESSIONALISM - We will dedicate ourselves to be an educated workforce striving to meet the community's and our employees' changing needs.

- You will be expected to meet a defined standard during probation. Failure to meet this standard could lead to your termination.
- Sloppy uniforms, inappropriate language and unprofessional behavior have no place in the Meridian Fire Department.
- Be a self-starter and always look to improve – learn from your mistakes.
- Show up on time with what you are supposed to bring and don't ever give up.

HONESTY - We will conduct ourselves in an honest manner and be transparent in our interactions.

- Be committed to honest and ethical behavior both on and off duty
- Stand up for what is right, regardless of what others think
- Accept personal responsibility for your mistakes

OWNERSHIP - Ownership of our department will be expressed through tradition, loyalty, and dedication.

- Situational awareness and personal accountability are crucial to your safety and success. Firefighter safety is the number-one priority of MFD.
- Physical, mental, spiritual and financial wellness are essential. Utilize our department resources for total wellness.
- Constantly evaluate yourself to determine your strengths & weaknesses. Work to improve upon your weaknesses.
- Create good study habits.

TRUST - We will earn and maintain trust through integrity, our actions, and holding to commitments.

- The citizens of Meridian place a high level of trust in Meridian firefighters, Integrity is paramount. The high level of public trust was built on the backs of those who came before you. Your actions should honor this sacred trust.
- Value the unity of the Department. Our members are committed to each other. Our strength comes from the ability to work together and take care of one another.
- Trust is never given, it must be earned.



Overview of the Probationary Process

The Meridian Fire Department (MFD) uses a probationary process for all new and lateral hire firefighters. This process provides for the continued evaluation and development of personnel in a controlled manner while simultaneously exposing them to the rigors of emergency response. Probation also allows new firefighters to integrate into station life under a structured plan, with the benefits of ongoing mentoring and feedback. The fundamental tasks and topics presented within this process are for the benefit of the firefighters, who will in time become critical components in the continued success and efficiency of the MFD.

In an effort to maintain and advance the trust proffered the department by the citizens, guests and visitors of Meridian, the MFD expects its members to be neat, courteous, honest, and professional at all times. This applies not only to on duty, but to off-duty behavior as well. Our customers (the citizens, guests and visitors of Meridian) have confidence in us and expect efficient and effective fire and emergency medical services.

Our integrity and compassion must also be unparalleled. Individuals will reach out to us during the most difficult and emotional periods of their lives and we must respect the gravity of these acts. We often respond to and enter people's homes and/or businesses on a moment's notice and must be cognizant of every our every word and deed. A single unkind word, judgmental look or misguided deed can undermine decades of implied and earned trust or leave the department scrambling to defend itself on the nation's stage. Maintaining the image of the MFD and its relationship with the community is of paramount concern to every department member, including the probationary firefighter.

Failure on the part of a probationary firefighter to maintain the excellent reputation of the MFD though individual acts and/or omissions may result in an administrative review of the member's performance and/or separation from the department and City of Meridian.

The MFD utilizes a quasi-military structure to providing for safe, effective and efficient operations. Discipline and adherence to the "Chain of Command" are essential parts of this structure and without these things, the department could not function. Day to day and emergency scene operations are entrusted to those individuals who have proven themselves capable of the positions held and are granted the authority to act as a result. Lawful orders from these individuals are to be followed without question. The probationary firefighter must realize that orders, directions and/or commands given them are based on the observations, needs and/or experiences of those in authority and are essential to the advancement of an incident's objectives and/or the growth and development of the probationary firefighter.

As a show of respect, higher ranking members of the department (Engineers, Captains, Chiefs, etc.) should be addressed by their rank and last name at all times. These individuals have certainly earned their positions and should be offered every courtesy as a result.

Failure on the part of a probationary firefighter to follow any lawful order or to demonstrate proper respect for a promoted member of the department may result in an administrative review of the member's performance and/or separation from the department and City of Meridian.

One of the most unique aspects of firefighting that the probationary firefighter will be exposed to is the camaraderie of the trade. The men and women of the fire service are extremely welcoming and will make every effort to assist a fellow firefighter in any way they can. This is true of the MFD as well. Your success is their success, just as your failure is their failure. Becoming part of this "family" is one of the best parts of the job and constitutes an emotional and cultural contract between the probationary firefighter and the rest of the job. To maintain this bond, this sense of inseparable unity, the

probationary firefighter must demonstrate a willingness to learn and a loyalty to the job, the department and to their crew. With the right attitude, and a good solid effort, the probationary firefighter can quickly move from “Probie”, to member of the crew, to friend and finally “family”.

A firefighter’s reputation is the most sacred asset they possess. Reputations are built day by day, but can be destroyed in an instance. To build a good reputation, the probationary firefighter should work hard, maintain a positive attitude, seek out critical feedback and willingly accept any task assigned to them. Some tasks will be easily accomplished; others may be too complex or technical. The probationary firefighter should expect this and seek out assistance where necessary. Do not become discouraged performing the numerous small, and seemingly less important, jobs that often fall to the “Probie”. Your willingness to perform these tasks eagerly and thoroughly will prepare you for more difficult tasks. With time, (and experience) you will gain the knowledge, skills and ability to perform the most complex of tasks and will do so with ease.

Experience, as you will learn, is an indispensable commodity. It provides the background and context for split- second decisions and can truly be the difference between life and death. Due to the hazards that we face, we do not have the luxury of making repeated mistakes. There is no reset button for what we do and lives and/or property lost cannot be regained. Thus, we must strive for perfection in everything we do and train to anticipate and overcome the unexpected. Failure to do so may result in dire consequences for us or our customers.

Remember, emergency scenes are not the only place the probationary firefighter can gain experience from. Drills, textbooks and conversations with senior members are all great ways to learn and grow. Unlike the fireground, the drillground offers the probationary firefighter a place to make mistakes and learn without consequence (i.e. controlled risk and controlled outcomes). Seeing what doesn’t work is often just as valuable as seeing what does.

Like every other member of this department, your continued progress and promotion is dependent upon your demonstrated knowledge and ability to assume additional responsibilities. Successfully completing assigned tasks and duties and employing proper study habits will play a decisive role in your future within the MFD. As a general rule, the most competent and knowledgeable firefighters, make the best fire officers.

Success or failure as a probationary firefighter is entirely up to you. All the assistance you require is available to you; you just have to ask for it. If you need additional repetitions on a certain skill, an opportunity to study during down time or personal instruction and/or training from your officer(s) and/or crewmates? Just ask. As a probationary firefighter, you will have unfettered access to all of the tools, appliances, and equipment you need. Handle, clean, care for and train with them. You are expected to know where everything is on your assigned apparatus and how to use it. Don’t forget, you are your best advocate; ask lots of questions, watch other people and most importantly, stay engaged.

This task book, will guide your training during the remainder of your probationary year. It will serve as the minimum required training, you are expected to complete under the instruction and guidance of your company officer. This task book is assigned to you and is your responsibility to complete.

Completion of this task book does not signify the end of your training as a firefighter. This is but a small segment of your training journey. The department’s annual and block training programs are formulated to maintain your skills and formal educational opportunities in the form of third-party training courses, collegiate training programs and fire service conferences are also available.



Professional Development

I. PERFORMANCE-BASED SYSTEM

The Meridian Fire Department (MFD) utilizes a performance-based Professional Development system for mentoring and assessing growth within its developing members. Individuals desiring advancement within the organization are charged with demonstrating their capabilities by completing position-specific task books. These books contain the department-approved minimum standard knowledge, skills and/or abilities one must acquire prior to being eligible for the desired position. The standards contained in each task book have been compiled by internal and external sources and are built around industry best practice and community need.

As a department member progresses through their assigned task book, an evaluator will observe the member's performance and affirm compliance to the requisite standards. Successful completion of all tasks, as observed and recorded by an evaluator, are requisite to task book completion.

The ability to perform all of the prescribed skills, submission of the completed position-specific task book and/or evaluator recommendation for certification however may not in and of itself, qualify a member for advancement within the organization. The individual completing the position-specific task book must also meet all other department minimum requirements particular to the position desired.

This Professional Development Program task book was designed for the position of **Firefighter** and includes minimum performance requirements for that position. Performance standards and operational tasks for this position are based on NFPA 1001, The Standard for Fire Fighter Professional Qualifications, ADA County Emergency Operational Guidelines, City of Meridian/Meridian Fire Department Policies and Procedures and departmental/community needs. To be deemed capable of performing at the prescribed level, the Trainee to which this book is assigned must demonstrate the requisite Knowledge, Skills and Abilities (KSAs) of the position through cognitive recollection and manipulative skill as outlined in the standards.

The MFD reserves the right to modify any or all minimum requirements or procedures for any probationary process. Member's actively participating in a probationary process subject to modification/alteration will be given advanced notice of said change and offered the necessary time and/or training to successfully comply to the adjusted standards and/or requirements.

II. USE OF THE TASK BOOK

The Professional Development Program task book sets the foundation for successful performance. The evaluation of the Trainee's performance may involve more than one evaluator. The completion of the defined Skill Sheets will satisfy the performance requirements of the program and all outlined NFPA standards. All performance objectives (tasks) must be successfully completed prior to the evaluator endorsing the Professional Development Task Book with their signature.

III. RESPONSIBILITIES

The Department

- Establish and implement an Employee Development Program (EDP)
- Maintain EDP elements to comply with relevant industry standards and department/community needs

The Individual (Probationary Firefighter)

- Review and comply to all task book instructions
- Satisfactorily complete all tasks for an assigned position
- Seek out all references and task sheets necessary to accomplish a task.
 - Task Sheets should be uploaded to the applicable Target Solutions credential.
- Turn in any/all written assignments associated with the task book
 - Use peers/firefighters to review written assignments prior to submission.
- Use the chain of command to schedule your phase exam with the Training Division in the first month of each phase.
- Successfully pass all written and practical exams with a minimum of 80%
- Complete all assigned tasks before end of probationary period
- Notify officers/evaluators when the task book is completed
- Maintain a personal copy of the completed task book

The Captain(s)

- Assign a firefighter mentor to assist the probationary firefighter in this process.
- Meet with the probationary member and determine past experience, current qualifications, and desired goals/objectives
- Review the task book with the probationary member
- Ensure that the probationary member understands the evaluation procedures that will be utilized and which objectives may be attained
- Initial and date the tasks completed and enter into Target Solutions
- Complete the skill sheets found on Target Solutions once the firefighter is proficient at the task.
- Conduct and submit daily/monthly evaluations and notify the Battalion Chief

Battalion Chief

- Conduct bimonthly probationary evaluations and upload them into Vector Solutions
- Provide direction and oversight to Station Captain's as they interact with and manage probationary members
- Sign any documentation as indicated in the task book
- Conduct a closeout interview with employee and evaluator; assuring that documentation is proper and complete

The Training Division

- Issue appropriate task book to each probationary member
- Ensure probationary member understands the purposes and processes of assigned task book as well as the probationary member's responsibilities
- Develop, validate and conduct written and practical exams at the end of each Phase
- Confirm task book completion
- Determine certification per department requirements
- Issue proof of certification
- Upload copy of certification to member's training file/credential



Probationary Year Overview

Meridian Fire Department's Probationary Firefighter development is conducted in three phases:

- Phase 0 –
 - Onboarding
 - Academy
- Phase 1 –
 - Policy Review
 - IPS Completion
 - Self-Study Completion
 - Captain/BC Ongoing Evaluations
 - Phase I Manipulative Skills Evaluation
 - Phase I Written Evaluations
- Phase 2*
 - IPS Completion
 - Self-Study Completion
 - Ongoing Captain/BC Evaluations
 - Phase II Manipulative Skills Evaluation
 - Phase II Written Evaluation
 - Phase II BDO Written Evaluation
 - Phase II BDO Manipulative Skills Evaluation

*Probationary Firefighters will be rotated to a different officer at the eight-month mark if possible.



Task Book Overview / Instructions

I. TASK BOOK OVERVIEW

This task book is designed to assist the Probationary Firefighter in meeting his/her training objectives. It provides a starting point for what you will be expected to learn during your probationary period. It should in no way limit your learning and/or development but rather serve as a clear set of minimum expectations. The greater part of your learning will undoubtedly come through field experience and day-to-day interaction with your crew members. This book should also be used as a measuring stick for you and your officer to use in evaluating your progress.

It is important to understand that it is your responsibility to meet the training objectives defined in this task book. Doing so will assist you in demonstrating that you have what it takes to be a firefighter in the Meridian Fire Department. Your officers, crew and shift will do what they can to assist you, but you must prove to them that you meet the minimum qualifications. A high degree of initiative and motivation is necessary to complete all sections of this book on time and in a manner befitting that of a Meridian Fire Department member. You are encouraged to draw from any/all of the resources available to you, including your officer, the training division staff, other firefighters and the literature in your station library.

Now that you have completed the academy, this probationary task book will guide you through the remainder of your probation. The task book is broken into two phases. Each phase will conclude with a written and a manipulative skills examination. The Meridian Fire Department places a great emphasis upon these examinations and failure to pass either test will generate an Administrative Review and may be grounds for dismissal. It is your responsibility to finish tasks in a timely manner and to be ready for all requisite evaluations.

II. Task Book Instructions

This task book contains listed objectives to track your status. This list will identify what tasks/objectives need to be completed and in what phase of the process. The list will also reference what, if any, skill sheet(s) should be utilized to determine compliance. Each task needs to be signed off by the "Trainee" (Probationary Firefighter to whom the task book has been assigned) and his/her Captain. Successful completion of tasks will be measured utilizing any/all applicable skill sheets, NFPA standards, department policy/procedures and/or Captain's expectations.

In addition to signing off your assigned tasks, the Captain to whom you are assigned should also provide you with written performance evaluations. During phase one of your probation, you should receive these evaluations once every set (48-hour work period). You should also request and receive a written performance evaluation once every 60 days from your Battalion Chief. During phase two of your probation, the interval between your Captain's written performance evaluations will extend to once every 30 days, at a minimum. Should you or your Captain desire more frequent evaluations, these may be performed and should be retained for review by the Training Staff. The interval between Battalion Chief evaluations shall remain unchanged at 60 days.

At the end of each phase of the probationary process, you will take a written and a manipulative skills examination. These examinations will be based on the materials assigned to you for the specific phase. All written and manipulative skills evaluations shall be conducted by the Training Division Staff in accordance with the Probationary Firefighter Testing process guidelines included in this book. Three weeks before your probation ends, you will need to coordinate an end of probation interview with the Training Division, through the chain of command.



Probationary Firefighter Development Program (PFDP)

I. Purpose/Scope:

The purpose and scope of this section is to define the program elements of the Meridian Fire Department Probationary Firefighter Development Program (PFDP) and to create consistency in the evaluation of PFDP members.

II. Responsibility:

1. The Fire Department Administration shall be responsible for administering this procedure and for ensuring that the PFDP complies with any/all contractual requirements, City of Meridian policies/procedures and applicable State and/or Federal laws.
2. The Training and/or E.M.S. Division(s) shall be responsible for the development, validation, administration and revision of all program components, including but not limited to, program curriculum, explanatory documents, timelines, testing procedures and corrective action(s).
3. Shift Battalion Chiefs shall be responsible for assisting in the coordination of the day to day training requirements of Phase One and Two members and for completion and submission of all Battalion Chief-level evaluations.
4. Company Officers in charge of crews hosting a Probationary Firefighter shall be responsible for overseeing the day to day training requirements of Phase One and Two members and for completion and submission of all routine evaluations.
5. Probationary members shall be responsible for the timely completion of all task book elements, submission of all soft and/or hard copy documentation and successful completion of all written and/or manipulative skill examinations (as defined herein).

III. Standards

1. The MFD's PFDP is a 12-month comprehensive, performance-based program designed to develop and maintain the minimum knowledge, skills and abilities required for a Suppression Firefighter.
2. This program consists of several distinct phases; each with its own unique set of academic and/or manipulative skills performance standards:
 - a. Phase Zero – Onboarding/Recruit Training
 - b. Phase One – Operations Division Orientation
 - c. Phase Two – Ongoing Skill Development
 - d. Phase Three – Paramedic Orientation (Paramedics only)
 - e. Phase Four – Medical Director Review (Paramedics only)
3. The minimum performance standards and expectations for Phase Zero are defined in the Department's Academy Orientation Manual

4. The minimum performance standards and expectations for Phase One and Two are defined herein.
5. To meet the minimum standards outlined in this Task Book, the Probationary Firefighter shall be required to complete a minimum of 10 hours of personal study time and 10 hours of manipulative skills familiarization/drill time each month. These requirements shall/may be in addition to the normal day-to-day training that the Probationary Firefighter receives with the rest of their crew.
6. The Probationary Firefighter shall work with his/her Company Officer to record any/all training and study hours each month using the department's Training Records Management System (Vector Solutions). At a minimum, each training entry shall indicate the following information:
 - a. The station to which the probationary firefighter was assigned at the time of training
 - b. The name of the Officer on duty/overseeing the training
 - c. The location the training took place
 - d. A detailed description of the training
7. All applicable training shall be entered into the Training Records Management System no later than 2400hrs on the last day of the month in which the training took place.
8. Probationary Firefighters shall also be required to successfully complete all required testing as outlined in the Probationary Firefighter Testing section of this task book.
9. Evaluations of the Probationary Firefighter's performance shall be routinely conducted throughout Phases One and Two.

In Phase One, the Probationary Firefighter, shall undergo evaluation once per working set (48-hour work period). Using the "Probationary Firefighter Evaluation Form", the firefighter's company officer shall record his/her impressions of the Probationary Firefighter's performance and submit/record it in the Training Records Management System.

In Phase Two, the Probationary Firefighter, shall undergo evaluation once a month. Using the "Probationary Firefighter Evaluation Form", the firefighter's company officer shall record his/her impressions of the Probationary Firefighter's performance and submit/record it in the Training Records Management System.

The Probationary Firefighter shall also undergo evaluation from his/her shift Battalion Chief on a bimonthly basis. Using the "Battalion Chief Evaluation of Probationary Firefighter" the shift Battalion Chief shall record his/her impressions of the Probationary Firefighter's performance and submit/record it in the Training Records Management System.

The exact number of Phase One, Phase Two and Battalion Chief" evaluations shall be determined by the Training Division based on the length of the Probationary Firefighter's Recruit Academy.

10. During the probationary process, Probationary Firefighters are highly discouraged from seeking to participate in any promotional process, bid by resume position opening or specialty team training until they have successfully completed the Probationary Firefighter Employee Development Program including all written, oral and/or manipulative skill testing. This exclusion is not performed in an attempt to prohibit career development, but rather enhance the baseline knowledge and skills of the Probationary Firefighter based upon industry standard and practice.

Should the need arise to fill available specialty positions through a promotional process in which not enough non-probationary Firefighters have applied, a Probationary Firefighter may petition the Training Division in writing for a recommendation to compete. The Training Division shall review the petitioning Firefighter's training records and performance evaluations and forward a report on whether the Probationary Firefighter is current in the program and if he/she has had received any deficient and/or exceptional performance evaluations to the Deputy Chief of Operations for his/her approval or denial.

11. During the course of the Probationary Firefighter Employee Development Program, Probationary Firefighters are highly discouraged from attempting to bid or solicit assignment to a day/administrative position (Temporary or long-term) that would prohibit them from accessing essential apparatus and equipment necessary to complete manipulative skill processes associated with the program.



Probationary Firefighter Testing Standards & Processes

I. Purpose/Scope:

The Meridian Fire Department routinely evaluates new Firefighters during their probationary period. These assessments allow the department to track the progress of each probationary member and to provide guided assistance and feedback where necessary. The purpose and scope of this policy is to establish clear standards by which these evaluations will be conducted, as well as, the minimum performance expectations of probationary members when tested.

II. Responsibility:

1. The Fire Department Administration shall be responsible for administering this policy and for ensuring that probationary testing complies with contractual requirements and State and Federal laws.
2. The Training and/or EMS Division(s) shall be responsible for the development, validation, administration and interpretation of all written, oral and/or manipulative skill exams.
3. Probationary members shall be responsible for the timely submission of all required documentation; successful completion of all written, oral and/or practical exams (as defined within this policy) and for the reporting of any off-duty testing time to the appropriate authority.

III. Definition(s):

- Administrative Review: The process of evaluating employee performance in response to multiple failures of written, oral and/or manipulative skill evaluations. This process consists of the Deputy Chief of Operations, Division Chief of Training, respective Operations Battalion Chief and/or respective Captain reviewing the training records of the probationary employee under review and making a determination regarding continued employment, i.e. remediation and re-evaluation, probationary extension, return to previous rank/position, dismissal.

IV. Standards:

Written Examinations

1. Written examinations shall be required at the end of each phase of the probationary program. These exams shall include, but not be limited to 50 to 100 question written tests administered by the Training and/or EMS Division(s). Written tests shall be scheduled by the administering Division and notification of testing date sent to the probationary member, no less than 14 days prior to the scheduled test date
2. A minimum score of 80% is required for all written examinations. Should a probationary member fail to achieve the identified minimum score, a re-test will be required. The retest shall consist of the same test questions as the first unsuccessful attempt, with the question sequence altered for test integrity.
3. Passing score for all retakes shall be 90%.
4. Probationary members may review their failed test, if they choose. Review of any failed test must be scheduled through the administering Division and shall not take place within the 14-day period leading up to

any scheduled retake. Reviewed tests cannot be removed from the Division and no personal items, (i.e. cell phones, keys, etc.) text books, notepads, pens or any form of note taking materials will be allowed in the room during test review. Any violation of this policy will be regarded as cheating and may constitute grounds for termination.

5. A retake of a failed exam shall be taken no sooner than 15 days and no later than 30 days after the first failed attempt. All retakes must be scheduled by the probationary member and completed within these time parameters.
6. Any probationary member who fails a written test shall be restricted from taking any successive tests until he/she has successfully completed the initial test retake.
7. Failure of any written test and subsequent retest shall, at a minimum, constitute a failure of that phase of the Probationary period and result in an administrative review and/or disciplinary action up to and including termination.
8. Cheating in any form shall result in an administrative review and/or disciplinary action up to and including termination.

Manipulative Skill Examinations

1. Manipulative skill examinations are required at the end of each phase of the probationary process. These exams shall include, but not be limited to, oral and/or hands-on skill assessments based around the department's IPS/CPSs and/or County SWOs. Manipulative skill testing will be scheduled by the administering Division and notification of testing date sent to the probationary member, no less than 14 days prior to the scheduled test date.
2. All manipulative skill examinations will require the probationary member to demonstrate proficiency within the skills identified, including successful completion of any/all critical fail criteria. Should the probationary member fail to meet standards on a particular skill or combination of skills, he/she will be required to retake that specific section(s) of the examination. Retakes of failed portions may take place immediately after the conclusion of the initial test attempt (at the evaluator's discretion).
3. Should a probationary member fail to demonstrate proficiency on any skill(s) in two successive attempts, he/she shall be deemed to have failed the entire manipulative skill examination and will need to successfully complete a new practical skills examination in order to advance within their probation.
4. Retakes of failed manipulative skill exams (Initial attempts of second full exam) shall be taken no sooner than 15 days and no later than 30 days after the first failed exam. All test retakes must be scheduled by the probationary member and completed within these times parameters*.

*EMS manipulative skill retake exams shall be scheduled in conjunction with the Department's Medical Director. (His/her schedule may constitute an exemption to the 30-day time frame.)

5. Failure of any manipulative skills examination and subsequent retest shall, at a minimum, constitute a failure of that phase of the probationary period and result in an administrative review and/or disciplinary action up to and including termination.

Training Objectives

PHASE 1 OBJECTIVES		
Objective	Date Completed	Officers Initials
1. Review of expectations with company officer.		
2. Review identified Department and City of Meridian policies.		
3. Familiarize yourself with the location of each station and their districts		
4. Complete all identified firefighter skills checkoffs.		
5. Complete evaluations by company officer each set.		
6. Complete evaluations with battalion chief at least once every 60 days		
7. Complete Video assignments. (https://training.fsri.org/) <ul style="list-style-type: none"> a. Suppression Tactics in Single-Family Homes (Oct 2019) b. Coordination of Suppression and Ventilation in Single-Family Homes (May 2022) c. Residential Attic and Exterior Fires (May 2020) d. Analysis of the Coordination of Suppression and Ventilation in Multi-Family Dwellings (Jan 2022) e. Impact of Ventilation on Strip Mall Fires (July 2021) f. Water Mapping in Residential Structures (Oct 2019) Upload all certificates of completion to Target Solutions		
8. Complete and submit certification documentation for: <ul style="list-style-type: none"> a. ICS 100 b. ICS 200 c. ICS 700 d. ICS 800 Courses can be found at: https://training.fema.gov/nims/ Upload all certificates of completion to Target Solutions		
9. Successfully complete Wildland S190 Program (or equivalent) https://www.wildlandfirelearningportal.net/login/index.php Upload certificate of completion to Target Solutions		
10. Successfully complete MFD Map Test.		
11. Successfully complete Phase One Written Testing.		
12. Successfully complete Phase One Manipulative Skills Testing.		
13. Successfully complete Phase One training audit.		

Training Objectives

PHASE 2 OBJECTIVES		
Objective	Date Completed	Officers Initials
1. Review of expectations with company officer.		
2. Complete all identified firefighter skills checkoffs. This includes a 2nd check off for phase one skills and additional phase two skills.		
3. Successfully complete Truck Familiarization		
4. Function as the 5 th person on the Truck for a consecutive 48-hour period.		
5. Complete a probationary firefighter evaluation while acting as 5 th person on the Truck. (In addition to normal 30-day evaluations)		
6. Complete evaluations by company officer at least once every 30 days .		
7. Complete evaluations with battalion chief at least once every 60 days .		
8. Successfully complete Wildland S130 Program (or equivalent) https://www.wildlandfirelearningportal.net/login/index.php Upload certificate of completion to Target Solutions		
9. Complete Basic Apparatus Driver/Operator (Part 1) assignments: a) Read Chapters 5, 6, 7, 8 and 10 in IFSTA's Pumping and Aerial Apparatus Driver/Operator Handbook (3 rd Edition) b) Complete BDO LMS Units 5, 6, 7, 8, 10 (Quizzes must be completed with 80% or higher score) c) Phase 2a BDO Skills		
10. Complete Basic Apparatus Driver/Operator (Part 2) assignments: a) Read Chapters 1, 2, 3 and 9 in IFSTA's Pumping and Aerial Apparatus Driver/Operator Handbook (3 rd Edition) b) Complete BDO LMS Units 1, 2, 3, 9 (Quizzes must be completed with 80% or higher score) c) Phase 2b BDO Skills		
11. Successfully complete Phase Two Written Testing.		
12. Successfully complete Phase Two Manipulative Skills Testing		
13. Successfully complete Basic Apparatus Driver/Operator Written Testing		
14. Successfully complete Basic Apparatus Driver/Operator Manipulative Skills Testing		
15. Successfully complete Phase Two training audit.		



Department Policies

It is the expectation that all personnel become familiar with the work place policies, procedures and directives of the City of Meridian and the Meridian Fire Department. City policies govern work place behaviors/interactions if there is not a specific policy issued by the Fire Department.

All policies, procedures and directives of the City of Meridian and the Meridian Fire Department can be found on the City of Meridian Intranet page.

Fire Service Role and Authority Organization		
Policy Title (#)	Date Reviewed	Reviewing Officer Initials
AP-100		
AP-105		
AP-130		
Administrative		
AP-200		
AP-205		
AP-210		
AP-235		
AP-245		
AP-260		
AP-270		
AP-280		
AP-290		
Leave Management		
AP-300		
AP-305		
AP-310		
AP-360		
Personnel		
AP-400		
AP-405		
Employee Development		
AP-500		
AP-505		
AP-525		
AP-530		
Safety		
AP-630		
AP-635		
AP-640		
AP-655		
AP-660		
Operations		
AP-710		
EMS		
AP-800		
Training		
AP-905		



Firefighter Skills

FIREFIGHTER SKILL CHECKOFFS

Skills	Phase 1 Officer Initials/Date	Phase 2 Officer Initials/Date	CODE
Hose			
H #01 – 1 ¾" Pre-connects			M
H #02 – Static Lines			M
H #03 – Forward Lay LDH Supply			M
H #04 – Ground Monitor			M
H #05 – Extending a Line			M
H #06 – Bumper Lines			M
SCBA/PPE			
P #01 – Donning Personal Protective Equipment			M
P #02 – Donning SCBA from Ground			M
P #03 – Donning SCBA from Cab			M
P #04 – SCBA Cylinder Exchange			M
P #05 – Daily SCBA Check			M
Ladders			
L #01 – 1 FF High Shoulder/Beam Raise			M
L #02 – 1 FF Low Shoulder/Flat Raise			M
L #03 – 1 FF High Shoulder/Beam Raise Straight Ladder			M
L #04 – 2 FF Low Shoulder/Beam Raise			M
Communications			
C #01 - MAYDAY			M
C #02 – Priority Traffic			M
C #03 – Building a Scan List			M

FIREFIGHTER SKILL CHECKOFFS

Skills	Phase 1 Officer Initials/Date	Phase 2 Officer Initials/Date	CODE
Ventilation			
V #01 - Double 5 Center Rafter Louver			M
V #02 – Cutting and Inspection Hole			M
V #03 – Cutting a Smoke Indicator Hole			M
V #04 – Positive Pressure Ventilation			M
V #05 – Hydraulic Ventilation			M
*Practice with chalk saws, on acquired structures and actual incidents can all be considered skill development			
Forcible Entry			
FE #01 – Inward/Outward Swinging Door			M
FE #02 -Door Entry			M
Search			
S #01 – Primary Search			M
S #02 – Unconscious Victim Drag			M
S #03 - VEIS at Grade			M
Ropes/Knots			
RK #01 – Fireground Knots			M
RK #02 – Hoisting an Axe			M
RK #03 – Hoisting a Charged Hoseline			M
RK #04 – Hoisting an Uncharged Hoseline			M
RK #05 – Hoisting a Pike Pole			M
RK #06 – Hoisting a Chain Saw			M
RK #07 – Hoisting a Straight Ladder			M
			M

Firefighter Skill Checkoffs			
Skills	Phase 1 Officer Initials/Date	Phase 2 Officer Initials/Date	CODE
Salvage			
SV #01 – Constructing a Catch Basin			M
SV #02 – Constructing a Water Chute			M
Extinguishers			
EX #01 – Inspection of a Portable Extinguisher			M
EX #02 – Usage of a Portable Extinguisher			M
RIC & Survival			
RS #01 – Emergency Disentanglement			M
RS #02 - Low Profile SCBA			M
RS #03 – Emergency Doffing SCBA			M
RS #04 – Correction of Malfunction (ABCHH)			M
RS #05 – Trans-fill			
RS #06 – Packaging & Removal of Downed Firefighter			
Other			
Other IPS 1 -			
Other IPS 2 -			
Other IPS 3 -			
Other IPS 4 -			



Basic Apparatus Driver Operator (BDO) – Part 1

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	1	Daily Apparatus Check Given a fire department apparatus (Pumper, Aerial, Brush and/or Water Tender), a department-approved daily inspection form, and the necessary tools, perform and document all routine tests, inspections, and servicing functions on specified systems and components: <i>(NFPA 1002, 2017 Edition, 4.2.1, 4.2.2, 4.3.7, 5.1.1)</i>	M		
		Checks apparatus body general condition - Doors, windows, hand/grab rails, etc.	M		
		Checks apparatus interior general condition - Seats, storage, etc.	M		
		Check suspension system for damage and/or missing components	M		
		Check exhaust system for damage and/or missing components	M		
		Check electrical system for corrosion, completeness and functionality	M		
		Check engine compartment for general condition	M		
		Check air filter/filter indicator	M		
		Check batteries for fluid level, corrosion and/or color indicator	M		
		Check coolant system for fluid level, leaks, and cleanliness.	M		
		Check hydraulic fluids for fluid level and leaks (If applicable).	M		
		Check engine oil for fluid level, leaks, discoloration, odors	M		
		Check transmission for fluid level, leaks, discoloration, odors	M		
		Check power steering for fluid level, leaks, discoloration, odors	M		
		Check other fluid levels, leaks, discoloration, odors as appropriate.	M		
		Check engine belts for tightness and wear.	M		
		Check tires for pressure, wear, damage and load rating.	M		
		Visually inspect brakes for signs of wear or inoperability	M		
		Check steering system for range of motion and looseness.	M		
		Check tools, appliances, and equipment, fixed equipment	M		
		Check windshield wiper blades.	M		
		Check fuel level (one-half tank minimum).	M		
		Check DEF level (where appropriate)	M		
		Start apparatus	M		
		Confirm function of all gauges	M		
		Confirm condition and function of mirrors, back-up devices	M		
		Confirm basic function of vehicle braking systems	M		
		Confirm function of all environmental controls - Heating, cooling, ventilation, windows	M		
		Confirm function of audible warning devices - Siren(s), horn(s), warning buzzer/bell, Opticom	M		
		Confirm function of all lighting systems - Emergency, scene lighting, running, brake, etc.	M		
		Complete department check-off sheet	M		
		Identify, document, and report deficiencies found.	M		

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	2	Low Battery Describe how to recognize and remedy a low battery charge condition in a fire department apparatus (<i>NFPA 1002, 2017 Edition, 4.2.1, 4.2.2, 4.3.7, 5.1.1</i>)	O		
BDO 1	3	Demonstrate safe charging procedures for a fire department apparatus battery	M		
BDO 1	4	Demonstrate an understanding of basic pump theory	O		
BDO 1	5	Demonstrate a basic understanding of priming pump operation	M		
BDO 1	6	Demonstrate a basic understanding of centrifugal pump design and operation	M		
BDO 1	7	Demonstrate a basic understanding of friction loss equations including the pros and cons of each	O		
BDO 1	8	Demonstrate an understanding of calculating friction loss in the various sizes/types of fire hose: <ul style="list-style-type: none"> - Forest service - Booster - Attack (1 ¾", 2 ½") Supply (2 ½" LDH, etc.)	O		
BDO 1	9	Demonstrate an understanding of calculating friction loss for the following variables: <ul style="list-style-type: none"> - Changes in elevation (above and below grade) - Smooth-bore nozzles - Fog nozzles - Water flow appliances - Aerial Apparatus Standpipe and sprinkler supply systems	O		

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	10	Pump Operation Given a fire department pumping apparatus, demonstrate safely engaging and disengaging the pump <i>(NFPA 1002, 2014 Edition, 5.2.1, 5.2.2, 5.2.4)</i>			
BDO 1	11	Daily Pump Check Given a fire department pumping apparatus determine readiness of the fire pump on the apparatus. <i>(NFPA 1002, 2014 Edition, 5.1.1)</i>	M		
		Check water tank for level and leaks in system.	M		
		Check foam tank for level and leaks in system (if applicable).	M		
		Check/fill PTO transfer oil reservoir (if applicable) - Evaluate fluid level and color	M		
		Check pump gearbox for proper oil level and traces of water.	M		
		Check for visible damage, leaks, or obstructions to pump housing or piping	M		
		Exercise all pump valves.	M		
		Check and clean intake strainers.	M		
		Start apparatus and engage pump, confirming pump engagement	M		
		Confirm function of priming pump	M		
		Exercise tank to pump lever, ensuring an adequate supply of water	M		
		Confirm function of all pump/engine monitoring devices - Pressure/vacuum gauges - Flowmeters - Temperature gauges - Water and/or foam tank level indicators - Make sure that all gauges and valves on the pump panel are in working order.	M		
		Initiate a flow of water from one or more pump discharges	M		
		Adjust throttle to achieve operating pressure; confirm pressure through discharge pressure gauge.	M		
		Check/set the pressure governor (As necessary/applicable).	M		
		Throttle down and discontinue the flow of water.	M		
		Disengage pump and shut down engine	M		
		Exercise all drain valves	M		
		Refill water and/or foam tank (as necessary)	M		
		Document the inspection, record any maintenance actions, and report any deficiencies per local policy.	M		

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	12	<p>Supplying water to an attack line from tank water. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, a 100 foot 1 ¾" attack line, appropriate fittings and tools, and 1-firefighter to assist with attack line, produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Employ tank to pump lever to supply water to the pump - Utilize priming pump when necessary - Open correct discharge valve and charge appropriate attack line. - Gradually develop pump discharge pressure in attack line. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP. <p><i>(NFPA 1002, 2014 Edition, 5.2.1)</i></p>	M		
BDO 1	13	<p>Supplying water to an attack line from a pressurized source. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, a 100 foot 1 ¾" attack line, appropriate fittings and tools, a pre-established water supply not connected to the inlet, 1-firefighter to assist with hydrant and 1-firefighter to assist with attack line, produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Make supply line connection to intake. - Signal hydrant for water. - Open correct discharge valve and charge appropriate attack line. - Gradually develop pump discharge pressure in attack line. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP. <p><i>(NFPA 1002, 2017 Edition, 4.3.7, 5.2.1)</i></p>	M		

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	14	<p>Supplying water to a portable master stream from a pressurized source. Given a fire department pumping apparatus, 100 feet of 2 ½" or larger supply hose, appropriate fittings and tools, a portable master stream device, a pre-established water supply not connected to the inlet, 1-firefighter to assist with hydrant and 2-firefighter to assist with hose line(s), produce an effective fire stream such that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow for the nozzle is achieved and maintained and the apparatus is continuously monitored.</p> <ul style="list-style-type: none"> - Stop apparatus, set brake. - Engage pump. - Chock wheels. - Engage tank to pump (department standard). - Make supply line connection. - If using portable master stream device, set up device away from apparatus using a minimum of 50 feet of supply hose (department standard). - Signal for water from hydrant. - Open appropriate discharge valve(s). - Gradually develop pump discharge pressure to master stream device. - Set discharge pressure governor (department standard). - Monitor discharge pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP <p><i>(NFPA 1002, 2017 Edition, 4.3.7, 5.2.1)</i></p>	M		

Basic Apparatus Driver/Operator Skill Sheets - Part 1

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 1	15	Daily Brush Apparatus Pump Check Given a fire department auxiliary apparatus determine the operational status of the pump and stored water system on the apparatus. <ul style="list-style-type: none"> - Check water tank for level and leaks in system. - Check foam tank for level and leaks in system (if applicable). - Exercise all pump valves. - Check and clean intake strainers. - Check pump gearbox for proper oil level and traces of water. (If applicable) - Start apparatus and place apparatus in pump gear. (If applicable) - Operate the pump primer with all pump valves closed. (If applicable) - Operate the transfer valve while pumping from booster tank or other water source (if applicable). - Check pump shaft for excessive leaks. - Operate the pump pressure control device(s). (Intake and discharge if applicable). <i>(NFPA 1002, 2017 Edition, 8.1.1)</i>	M		
BDO 2a	16	Supply water to an attack line Given a fire department brush apparatus, produce an effective fire stream, given the sources specified in the following list, so that the pump is engaged, all pressure-control and vehicle safety devices are set, the rated flow of the nozzle is achieved, and the apparatus is continuously monitored for potential problems: <ol style="list-style-type: none"> 1) Tank Water 2) Pressurized Source <ul style="list-style-type: none"> - Position apparatus correctly at chosen water source - Transfer power from vehicle engine to pump (If Applicable) - Operate pressure control systems - Transition between internal and external water sources - Assemble hose lines, nozzles, valves and appliances - Flow water from handline for 1 minute at appropriate pressure. - Establish and verbalize correct PDP (within +/- 10 psi) and the method used to determine PDP <i>(NFPA 1002, 2017 Edition, 8.2.1)</i>	M		



JPR: Basic Apparatus Driver Operator (BDO) – Part 2

Basic Apparatus Driver/Operator Skill Sheets - Part 2

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 2b	1	<p>Alley Dock Back a vehicle from a roadway into restricted spaces on both the right and left sides of the vehicle, given a fire apparatus, a spotter, and restricted spaces 12 ft (3.7 m) in width, requiring 90-degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without having to stop and pull forward and without striking obstructions. <small>(See diagram for course dimensions)</small></p> <ul style="list-style-type: none"> - Adjust and use mirrors for backing. - Driver/passengers wearing seat belts. - Spotter used to back apparatus, for safety <u>only</u>. - Stop apparatus so that the center of the left front wheel is within 6" of the center of the marker. - Completed skill correctly without striking objects. <p>** See MFD EVOC 02A and EVOC 02P for skill specifics ** <i>(NFPA 1002, 2017 Edition, 4.3.2, 4.3.6)</i></p>	M		
BDO 2	2	<p>Serpentine Maneuver the vehicle around obstructions on a roadway while moving forward and in reverse, given a fire apparatus, a spotter for backing, and a roadway with obstructions, so that the vehicle is maneuvered through the obstructions without stopping to change the direction of travel and without striking the obstructions. <small>(See diagram for course dimensions)</small></p> <ul style="list-style-type: none"> - Adjust and use mirrors for backing. - Driver/passengers wearing seat belts. - Spotter used to back apparatus for safety <u>only</u>. - Completed skill correctly without crossing over or striking objects. <p>** See MFD EVOC 01A and EVOC 01P for skill specifics ** <i>(NFPA 1002, 2017 Edition, 4.3.3, 4.3.6)</i></p>	M		

Basic Apparatus Driver/Operator Skill Sheets – Part 2

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 2	3	<p>Confined Space Turn-around</p> <p>Turn a fire apparatus 180 degrees within a confined space, given a fire apparatus, a spotter for backing up, and an area in which the vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space. (See diagram for course dimensions)</p> <ul style="list-style-type: none"> - Adjust and use mirrors for backing. - Driver/passengers wearing seat belts. - Spotter used to back apparatus for safety <u>only</u>. - Completed skill correctly without crossing over or striking objects. <p>** See MFD EVOC 03A and EVOC 03P for skill specifics **</p> <p>(NFPA 1002, 2017 Edition, 4.3.4, 4.3.6)</p>	M		
BDO 2	4	<p>Diminishing Clearance</p> <p>Given a fire department pumping apparatus, spotter, cones and a course that requires the operator to move through areas of restricted horizontal clearances, safely maneuver the vehicle through a set of obstructions with diminishing horizontal clearances. (See diagram for course dimensions)</p> <ul style="list-style-type: none"> - Adjust and use mirrors. - Driver/passengers wearing seat belts. - Completed skill correctly without striking objects. - Place the apparatus bumper within 18" of the cone at the finish line without crossing over it. <p>** See MFD EVOC 04A and EVOC 04P for skill specifics **</p> <p>(NFPA 1002, 2017 Edition, 4.3.5, 4.3.6)</p>	M		

Basic Apparatus Driver/Operator Skill Sheets – Part 2

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 2	5	Non-code Driving Demonstrate the ability to safely operate a fire department pumping apparatus during <u>non-emergency response</u> a minimum of ten (10) times. Dates, time and accompanying Engineer(s) and Officer(s) can document performance of this skill utilizing the Basic Apparatus Driver/Operator Preceptor Sheet and Basic Apparatus Driver/Operator Driving Log (Appendix A and B)	M		
BDO 2	6	<u>Describe</u> the hazards associated with operating a fire department pumping apparatus during <u>emergency response</u> .	O		
BDO 2	7	Road Test Given a fire department pumping apparatus, and a predetermined route on a public way that incorporates the following maneuvers and features, operate the vehicle so that all applicable state and local laws and departmental rules and regulations are followed: <i>(NFPA 1002, 2017 Edition, 4.3.1, 4.3.6)</i> <ul style="list-style-type: none"> - Four left turns <u>and</u> four right turns - A straight section of urban business street or a two-lane rural road at least 1 mile in length. - One through-intersection and two intersections where a stop has to be made. - One railroad crossing - One curve, either left or right - A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes. - A downgrade steep enough and long enough to require down-shifting and braking. - An upgrade steep enough and long enough to require gear changing to maintain speed - One underpass or a low clearance or bridge. 	M		

Basic Apparatus Driver/Operator Skill Sheets – Part 2

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 2	8	Describe the limitations and hazards of operating a fire department brush apparatus during non-emergency response.	M		
BDO 2	9	Describe the limitations and hazards of operating a fire department brush apparatus during <u>emergency response</u> .	M		
BDO 2	10	<p>Brush Truck Road Test</p> <p>Given a fire department brush apparatus, and a predetermined route on a public way that incorporates the following maneuvers and features, operate the vehicle so that all applicable state and local laws and departmental rules and regulations are followed:</p> <p><i>(NFPA 1002, 2017 Edition, 4.3.1, 4.3.6, 6.1.3, 7.2.1)</i></p> <ul style="list-style-type: none"> - Four left turns <u>and</u> four right turns - A straight section of urban business street or a two-lane rural road at least 1 mile in length. - One through-intersection and two intersections where a stop has to be made. - One railroad crossing - One curve, either left or right - A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes. - A downgrade steep enough and long enough to require down-shifting and braking. - An upgrade steep enough and long enough to require gear changing to maintain speed - One underpass or a low clearance or bridge. 	M		

Basic Apparatus Driver/Operator Skill Sheets – Part 2

JPR	SKILL	PERFORMANCE TASK	C O D E	DATE	EVALUATOR NAME
BDO 2	13	Tender PTO Operation Given a fire department mobile water supply apparatus, demonstrate safely engaging and disengaging the power take-off (PTO). (If applicable) <i>(NFPA 1002, 2014 Edition, 5.2.1, 5.2.2, 5.2.4)</i>			
BDO 2	14	Daily Tender Function Check Given a fire department mobile water supply apparatus determine the operational status of the pump and stored water system on the apparatus. <i>(NFPA 1002, 2014 Edition, 10.1.1)</i>	M		
		Check water tank for level and leaks in system	M		
		Check foam tank for level and leaks in system (if applicable).	M		
		Operate pump system and exercise all pump valves. (If applicable)	M		
		Operate the pump primer with all pump valves closed. (If applicable)	M		
		Operate rapid dump system. (If applicable)	M		
		Operate foam system (If applicable)	M		
BDO 2	15	Filling Tender from a pressurized source Given a fire department mobile water supply apparatus, a water shuttle fill site and one or more supply hose, correctly and safely maneuver and position the vehicle so that the supply hose(s) are attached to the intake connections without having to stretch additional hose, and no objects are struck at the fill site. <ul style="list-style-type: none"> - Positions apparatus correctly at chosen water source (Fire hydrant, static water source) - Transfers power from vehicle engine to pump (If Applicable) <u>For Pressurized Sources</u> <ul style="list-style-type: none"> - Assemble hose lines, nozzles, valves and appliances - Connects to pressurized water source. - Gradually open appropriate valve to fill water tank - Fills water tank - Constantly monitors vehicle systems <i>(NFPA 1002, 2014 Edition, 10.2.1)</i>			

Appendix A

Basic Apparatus Driver/Operator Evaluation Forms



Meridian Fire Department

Basic Apparatus Driver/Operator Evaluation Form

Non-Code

Probationary Member:		Date:		Evaluator:	
Grading Rubric:					
1 - Unacceptable	2 – Needs Improvement	3 - Satisfactory	4 – Exceeds Expectations	5 - Exceptional	

Rating	Evaluation Factors
	Follows recommended apparatus inspection procedures
	Ensures safety belts worn (all crew members)
	Safely negotiates apparatus bay openings (forward and reverse, uses backer per AP-635)
	Proper use of daytime/nighttime lights, turn signals
	Safe speed for road/traffic conditions
	Smooth braking and proper use of Engine brake
	Recognizes traffic hazards and takes appropriate action
	Smooth and controlled negotiation of obstacles, roadway hazards, school zones and route
	Maintains clearance around vehicle to facilitate emergency procedures
	Maintains situational awareness / surroundings
	Monitors gauges
	Proceeds through intersections with due caution
	Is able to correctly follow the direction of the Company Officer
	Violation of any traffic laws, SOG or unsafe acts which could have resulted in harm.
	Final score for evaluation. <i>A rating score of 1 in any category constitutes an overall failure of this evaluation and requires a letter be sent to the Battalion Chief and Training Division Chief explaining the situation and a recommendation from the evaluator whether the candidate should be allowed to continue in the developmental process</i>

Comments:

Date	Probationary Member Signature	Evaluator Signature

Appendix B

Basic Apparatus Driver/Operator
Driving Logs



Meridian Fire Department
Basic Apparatus Driver/Operator Driving Log

Non-Code

Probationary Member:

Date:	Apparatus #	Officer:	Engineer	Evaluator Comments:

Date	Candidate Signature	Evaluator Signature

Appendix C

Probationary Firefighter Evaluation Form



Meridian Fire Department

Probationary Firefighter Evaluation Form

Employee Name:	Evaluation Date:
Evaluator Name:	Evaluation Period:

Evaluation					
Rating Scale	<i>Unacceptable</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Above Average</i>	<i>Outstanding</i>
Crew Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Goals / Performance Improvement Plan:

Employee Signature	Date	Evaluator Signature	Date

By signing this form, you confirm that you have discussed and reviewed its contents in detail with the evaluator. Signing this form does not necessarily indicate that you agree with its content, only that it has been presented to and reviewed with you.

Appendix D

Battalion Chief Evaluation Form



By signing this form, you confirm that you have discussed and reviewed its contents in detail with the evaluator. Signing this form does not necessarily indicate that you agree with its content, only that it has been presented to and reviewed with you.