

Fire Promotion--Steps to Building Your Custom Fire Promotional Test

Updated February 2023

Step One	Custom Test Fee \$1500 90 days prior <i>{at min}</i> choose sources from step 1-3 or a combination.	<ol style="list-style-type: none"> 1) Our test bank of items (we pick or you pick); 2) Publications FPSi can write items at addt'l cost; or 3) Department SOPs FPSi can write items at addt'l cost.
Step Two	Decide on Item Writing	Item writing fee is \$40 each <i>(price per item subject to increase).</i>
Step Three	Determine Who Scores	FPSi Scores for \$50.00 and \$1.00 per candidate. If you score, <i>NO CHARGE.</i>
Step Four	Summarize the Cost <i>(Please be mindful that our custom tests w/item writing require a 90-day notice {at min} prior to test date.)</i>	<ul style="list-style-type: none"> • Customization fee \$1500; Written Test lease fee \$750 • Item writing (if any) \$40 each <i>(price subject to increase)</i> • Item appeal (if any) \$35 each. • Test books are \$15 each; Shipping; Scoring fee if applicable
Optional Add-On	Promotional Test Module	<u>ADD</u> our <i>NEW</i> Human Relations-Critical Incidents items into your custom test for an extra \$500.
Future Re-testing	Change test up to 50% (2nd test administration <u>ONLY</u>)	<u>\$900 custom fee</u>; \$40 each item written if applicable. 90 day notice still applies.

IFSTA Fire Related Sources from our Test Bank

<u>IFSTA Sources</u>	<u>ISBN</u>	<u>Edition</u>	<u>Item Count</u>
IFSTA Aerial Apparatus Driver/Operator	9780879393595	2 nd Ed.	50
IFSTA Aircraft Rescue and Fire Fighting	9780879395841	6 th Ed.	23
IFSTA Building Construction Related to the Fire Service	9780879395940	4 th Ed.	31
IFSTA Chief Officer	9780879396442	4 th Ed.	23
IFSTA Emergency Management Handbook	9780879392826	1 st Ed.	20
IFSTA Essentials of Fire Fighting	9780879396572	7 th Ed.	65
IFSTA Fire & Emergency Services Safety Officer	9780879395902	2 nd Ed.	25
IFSTA Fire & Emergency Services Company Officer <i>(Level I & II)</i>	9780879396503	6 th Ed.	<i>LI 60 & LII 40</i>
IFSTA Fire & Emergency Services Instructor	9780879396503	9 th Ed.	25
IFSTA Fire & Life Safety Educator	9780879393960	3 rd Ed.	15
IFSTA Fire Hose Practices	9780879392383	8 th Ed.	10
IFSTA Fire Inspector Principles and Practice	9781284137743	1 st Ed.	10
IFSTA Fire Inspection & Code Enforcement	9780879396053	8 th Ed.	35
IFSTA Fire Investigator	9780879393830	2 nd Ed.	40
IFSTA Fire Protection, Detection & Suppression Systems	9780879395995	5 th Ed.	13
IFSTA Fire Service Loss Control	9780879391645	1 st Ed.	5
IFSTA Fire Service Search and Rescue	9780879392550	7 th Ed.	20
IFSTA Fireground Support Operations	9780879392031	1 st Ed.	10
IFSTA Hazardous Materials for First Responders	9780879396138	5 th Ed.	36
IFSTA Occupational Safety, Health, & Wellness	9780879396381	4 th Ed.	28
IFSTA Principles of Vehicle Extrication	9780879393809	3 rd Ed.	20
IFSTA Pumping Apparatus Driver Operator Hndbk <i>(no Aerial)</i>	9780879395742	3 rd Ed.	185
IFSTA Pumping & Aerial Apparatus Driver Operator Handbook	9780879395711	3 rd Ed.	190
IFSTA Structural Fire Fighting: Initial Response Strategy & Tactics	9780879396237	2 nd Ed.	20
IFSTA Wildland Firefighting for Structural Firefighters	9780879392147	4 th Ed.	20

NFPA Fire Related Sources from our Test Bank

<u>NFPA Sources</u>	<u>ISBN</u>	<u>Edition</u>	<u>Item Count</u>
NFPA Brannigan's Building Construction for the Fire Service	9781284177312	6 th Ed.	62
NFPA Chief Officer Principles and Practice	9781284172478	3 rd Ed.	45
NFPA Emergency Field Guide: Hybrid, Electric, Fuel Cell and Gaseous Fuel Vehicles	9781455912742	2018	5
NFPA Engine Company Fireground Operations, Richman	9780763744953	4 th Ed.	24
NFPA Evidence-Based Practices for Strategic & Tactical Firefighting	9781284084108	2016	3
NFPA Fire Apparatus Driver/Operator <i>Pump, Aerial, Tiller & Mobile Water Supply</i>	9781284147612	3 rd Ed.	100
NFPA Fire Investigator Principles & Practice to NFPA 921 & 1033	9781284057140	4 th Ed.	25
NFPA Fire Officer Principles & Practice	9781284172393	4 th Ed.	45
NFPA Firefighting Strategies and Tactics	9781284036435	3 rd Ed.	40
NFPA Fundamentals of Firefighter Skills and Hazardous Materials Response	9781284151336	4 th Ed.	45
NFPA Hazardous Materials—Awareness and Operations	9781284140705	3 rd Ed.	25
NFPA Ladder Company Fireground Operations	9780763744960	3 rd Ed.	15
NFPA Management in the Fire Service	9781449690786	5 th Ed.	55
NFPA Resources for Fire Dept Occupational Safety and Health	9780877654867	2003	15
NFPA Structural Firefighting, Strategy and Tactics	9781284180190	4 th Ed.	41

Leadership and Management Sources from our Test Bank

<u>Books/Authors</u>	<u>ISBN</u>	<u>Edition/Year</u>	<u>Item Count</u>
Best Practices in Personnel Management, LCW Workbook (California)	n/a	2016	17
Change the Culture, Change the Game, Connors/Smith	9781101475256	2012	10
Constructing Effective Criticism, Garner	9780977499717	2011	15
Crucial Accountability—Tools for Resolving Violated Expectations...	9780071829311	2013	25
Crucial Conversations—Tools for Talking when Stakes are High	9780071771320	2012	8
Effective Supervisory Practices, ICMA	978-0873267748	5 th Ed.	25
Emotional Intelligence: Why it Can Matter More than IQ, Goleman	9780553383713	2005	35
From Bud to Boss, Eikenberry/Harris	9780470891551	2011	30
From Buddy to Boss, Sargent	9781593703899	2 nd Ed.	23
Good to Great, Collins	0066620996	2001	50
How Did That Happen, Connors/Smith	978159844143	2009	10
How to Motivate Every Employee: 24 Proven Tactics to Spark Productivity Workplace	978-0071413336	2013	22
It's Your Ship, Abrashoff	9781455523023	2012	45
Leadership on the Line, Heifetz/Linsky	9781633692848	2017	20
Leadership and Self Deception: Getting out of the Box, Arbinger Institute	9781523097807	3 rd Ed.	10
Lincoln on Leadership, Executive Strategies, Phillips	9780446394598	2009	10
Managing the Unexpected, Weick/Sutcliffe	9780787996499	2 nd Ed.	50
Step Up and Lead, Viscuso	9781593703080	2013	15
The 21 Indispensable Qualities of a Leader	9780785267966	2012	10
The 21 Irrefutable Laws of Leadship, Maxwell, 10 th Anniversary Ed.	9780785288374	2007	35
The Art of Engagement, Haudan	9780071544856	2008	16
The Five Dysfunctions of a Team—A Leadership Fable, Lencioni	9780787960759	2002	10
The Future of Leadership, Medcalf/Mattison	9781645161639	2019	10
The Handbook for Leaders: 24 Lessons for Extraordinary Leaders	0071435328	2004	30
The Oz Principle, Connors/Smith/Hickman	1591840244	2004	10
The Practice of Adaptive Leadership	9781422105764	2009	10

Fire Related Sources from our Test Bank

<u>Fire Related Sources</u>	<u>ISBN</u>	<u>Edition/Year</u>	<u>Item Count</u>
Abandoned Cold Storage Warehouse Multi-Firefighter Fatality Fire, MA	n/a	1999	5
International Fire Code, Chapter 2 and 5, ICC	n/a	2015	9
Brady Achieving Excellence in the Fire Service	0130422088	1 st Ed.	20
Chief Concerns: Reevaluating Truck Company Operations, Marinucci	n/a	n/a	5
Collapse of Burning Buildings—A Guide to Fireground Safety, Dunn	9781593702335	2 nd Ed.	42
Company Officer, Smoke	9781435427259	3 rd Ed.	15
Crew Resource Management for the Fire Service, Okay	9781593700065	1 st Ed.	25
Crew Resource Management Principles & Practice	9780763771782	2011	15
Emergency Planning, Perry & Lindell	9780471920770	2007	20
Failure Point: How to Determine Burning Building Stability, Hill	9781593702830	2012	10
Fire and Emergency Services Administration, Mngmt & Leadership, Smeby	9781284180213	3 rd Ed.	24
Fire Command, Brunicini	0877655006	2 nd Ed.	30
Fire Department Incident Safety Officer, Dodson	9781284041958	Revised 3 rd Ed.	32
Fire Department Strategic Planning: Creating Future Excellence, Wallace	9781593700034	2 nd Ed.	20
Fire Fatality Investigative <i>Report</i> , Sofa Super Store, Charleston SC	n/a	2007	20
Fire Officer Coaching, Gaston	9781468178371	2 nd Ed.	10
Fire Officers Handbook of Tactics, Norman	9781593704186	5 th Ed.	75
Fire Prevention Inspection and Code Enforcement, Diamantes	9781418009441	3 rd Ed.	12
Fire Service Personnel Management, Edwards	9780135126776	3 rd Ed.	35
Firefighter Rescue and Survival	9780878148295	2003	20
Firefighter's Handbook on Wildland Firefighting, Teie	9781931301166	3 rd Ed.	15
Firefighting Principles & Practices, Clark	9780878149209	2 nd Ed.	28
Fireground Size-Up, Terpak	0912212993	2002	4
Fireground Strategies, Avillo	9781593703530	3 rd Ed.	45
For the Record: Report Writing for Fire Services, Hess	9780940309173	2 nd Ed.	10
FPP Command and Control: ICS, Strategy Development and Tactical Selections	9780879394554	Book 1 / 2 nd Ed.	20
FPP Fire Prevention Applications for the Company Officer	9780879393847	1 st Ed.	15
FPP Understanding & Implementing 16 FF Life Safety Initiatives	9780879394165	2011	25
Hazardous Materials—Managing the Incident, Noll	9781449670849	4 th Ed.	19
IAPD Fire-EMS Emergency Vehicle Operations Manual	n/a	2018	15
Incident Management for the Street Smart Fire Officer, Coleman	9781593701505	2 nd Ed.	30
Legal Considerations for the Fire & Emergency Services, Varone	9781593703479	3 rd Ed.	25
Managing Major Fires, Coleman	9780912212968	2001	21
Media Relations for Public Safety Professionals, Brown	9780763731670	2001	10
NIMS ICS, Book 1	9780879393052	2008	34
NIMS Principles & Practice	9780763781873	2 nd Ed.	3
Responding to Routine Emergencies, Montagna	9780912212814	1991	12
Situational Awareness for Emergency Response, Gasaway, Fire Engineering	9781593703073	2013	20
Step Up and Lead, Viscuso	9781593703080	2013	15
Strategic & Tactical Consideration on the Fireground, Brady	9780134442648	4 th Ed.	20
The Art of Reading Buildings, Mittendorf/Dodson	9781593703424	2015	35
The Combat Position: Achieving Firefighter Readiness	9781593702496	1 st Ed.	10
The Fire Chief's Handbook	9781593702625	7 th Ed.	94
Truck Company Operations, Mittendorf	9781593702182	2 nd Ed.	25
USDOT 2020 Emergency Response Guide	n/a	2020	6

FEMA Fire Related Sources from our Test Bank

<u>FEMA & US Fire Administration Sources</u>	<u>ISBN</u>	<u>Edition/Year</u>	<u>Item Count</u>
Best Practices for Emergency Vehicle and Roadway Operations Safety	FEMA	2010	10
Mitigation of Occupational Violence to Firefighters and EMS Responders	FEMA	n/a	10
National Incident Management System (NIMS)	FEMA	n/a	11
Voice Radio Communications Guide for the Fire Service	FEMA	n/a	13

EMS Related Sources from our Test Bank

<u>EMS Related Sources</u>	<u>ISBN</u>	<u>Edition/Year</u>	<u>Item Count</u>
ALS Skills Review, McDonald	9780763751210	2009	10
Advanced EMT-A Clinical Reasoning Approach, Alexander/Belle	9780135030431	2012	20
Brady/IFSTA Fire Service First Responder	0835953149	1 st Ed.	32
Brady Paramedic Care Principles & Practice (VOL 7 only)	9780132112345	4 th Ed.	20
Brady Prehospital Emergency Care	90133369137	10 th Ed.	12
Crash Course EMT, Coughlin, Ph.D.	9780738612355	2 nd Ed.	22
Community Health Paramedicine, Pollak, MD—AAOS	9781284040968	2018	60
Emergency—Care and Transportation of the Sick & Injured	9780763778286	10 th Ed.	15
Emergency Medical Responder—First on Scene, Baudour/Bergeron	9780133943306	10 th Ed.	18
EMS Vehicle Operator Safety, NAEMT	9780763781675	1 st Ed.	10
Mobile Integrated Healthcare-Approach to Implementation, NAEMT	9781449690168	2016	35
The 12-Lead ECG in Acute Coronary Syndromes, Phalen/Aehlert	9780323497893	4 th Ed.	25

FPSI Stock Tests

Step One	Stock Test Fee \$750	Choose from test list below.
Step Two	Determine Who Scores	FPSI Scores for \$50.00 and \$1.00 per candidate. If you score, <i>NO CHARGE</i>.
Step Three	Summarize the Cost	<ul style="list-style-type: none"> Lease fee \$750 (stock tests listed below) / HR add-on is an <i>additional \$500</i> (1 stock test w/HR listed below) Item appeal (if any) \$35 each; Test booklets are \$15 each; Shipping; scoring (if applicable)
<i>Optional Semi-Custom Add-On</i>	Promotional Test Module	<i>ADD</i> our <i>NEW Human Relations-Critical Incidents</i> items into your previously created test or on a test that may be offered as practical for an <i>extra 500.</i>
<i>Optional Updates</i>	Minimal Modification or Reading Source Change	We can do minimal modifications to current exams or reading source updates to certain stock tests for <i>additional add-on fees.</i>

Fire Promotion—STOCK Company Officer Tests

CO6_100--Company Officer Test

IFSTA Fire and Emergency Services Company Officer, 6th Ed.

100 questions

CO6_HRC--Company Officer with Human Relations Items

IFSTA Fire and Emergency Services Company Officer, 6th Ed.
Company Officer Human Relations Skills

50 questions

50 questions

DO_3 -- Engineer/Driver-Operator

IFSTA Pumping/Aerial Apparatus Driver Operator Handbook, 3rd Ed.
ISBN 978-087939571-1--*Chapters 2, 3, 4, 5, 6, 7, 9, 10, 14, 16, 20*

100 questions

FOP_205

IFSTA Fire and Emergency Services Company Officer, 6th Ed.
IFSTA Essentials of Fire Fighting, 7th Ed.

50 questions

50 questions

FOP_301

IFSTA Fire and Emergency Services Company Officer, 6th Ed.
IFSTA Pumping/Aerial Apparatus Driver Operator Handbook, 3rd Ed.

51 questions

49 questions

FOP_603

Fire Officer's Handbook of Tactics, John Norman, 5th Ed.
IFSTA Fire and Emergency Services Company Officer, 6th Ed.
NFPA Fire Officer Principles and Practice, Jones and Bartlett, 4th Ed.
IFSTA Fire & Emergency Safety Officer, 2nd Ed.

30 questions

30 questions

25 questions

15 questions

FOP_701

IFSTA Fire and Emergency Services Company Officer, 6th Ed.
Fire Officer's Handbook of Tactics, John Norman, 5th Ed.

50 questions

50 questions

--Please call our Sales Team at 916.294.4242 or email info@fpsi.com for further details.

Human Relations/Emotional Intelligence—**NEW!**

As a way of ensuring that your Company Officers possess the necessary human relations skills required to successfully supervise and manage their employees and to respond to various public safety calls, consider incorporating our newly developed and validated EQ items into your custom or stock promotional written test.

FPSI worked with Company Officers who identified actual critical incidents that a candidate is likely to face on the job, and which require critical human relations skills. Including these items into the promotional written test will allow departments to measure skills and abilities such as:

- The ability to maintain patience, tact, and courtesy when dealing with crew members and the public.
- Effective teamwork techniques, including skills to accept, understand and follow orders, to work and live harmoniously with co-workers and to consistently follow-through on routine or specially assigned duties.
- Decision-making ability to carry out assignments in an effective manner with minimal supervision.
- The ability to effectively deal with a variety of people from various backgrounds and ranks.
- The ability to be committed to the department and have allegiance to its core values and mission. Dedicated and committed to the job and other firefighters and fire officers.
- The ability to demonstrate truthfulness to self and others even in the face of severe consequences.
- Willingness to remain calm under pressure or heavy workloads, not easily given to hostility, anxiousness, or vulnerability. Willingness to make sensible decisions under pressure.
- The ability to be consistent and reliable with ones behaviors, principles, values, ethics and morals.
- The ability to maintain respect for other's emotional needs following a crisis.
- The ability to maintain honesty and integrity while on duty and off duty.
- The ability to maintain respect for deceased victims and their family members.
- The ability to represent public relations and the public perception of the department's image.
- Willingness to be resourceful, goal-oriented, and proactive in bringing tasks to completion.
- The ability to maintain discipline, morale, and respect of subordinates.

Fire Promotional Assessments

1. **Structured Oral Interview**--There are 12 situational interview questions of which you can choose from to use for your promotional interviews. Rating and scoring sheets are included along with instructions and guidelines on how to organize this process with your raters.
 - The dimensions the structured interview measures are: *Verbal Communication, Leadership, Fire Tactics and Strategy, and overall Analysis of the situation.*

2. **Role Play Simulation**-- Often an Officer is responsible for mediating a problem between employees. For this simulation candidates will role play in a situation.
 - Designed to measure candidates' interpersonal skills and ability to "size up" the situation.
 - The dimensions measure in the role play are: *Verbal Communication, Leadership, and overall Analysis of the situation.*

3. **Fire Scene Scenario**--Candidates will role play as a Company Officer responding to a smoke investigation at a small strip mall.
 - Designed to evaluate knowledge of tactical and strategic objectives and the ability to deal with emergencies.
 - The dimensions the fire scene measures are: *Leadership, Fire Tactics and Strategy, and overall Analysis of the situation.*

Fire Promotional Assessment Dimensions

ASSESSMENT DIMENSIONS	STRUCTURED INTERVIEW	ROLE PLAY	FIRE SCENARIO
Verbal Communication	X	X	
Leadership	X	X	X
Fire Tactics and Strategy	X		X
Analysis	X	X	X

Fire Promotional Assessment Pricing—Written Test Optional

Written Test Base Fee	\$750
Written Test Booklets	\$15 each
• Assessment Options •	• Assessment Options •
Structured Interview Exercise	\$750 each – Buy two for \$1500, receive the third copy FREE
Role Play Exercise	\$750 each – Buy two for \$1500, receive the third copy FREE
Fire Scene Scenario Exercise	\$750 each – Buy two for \$1500, receive the third copy FREE
FPSI Written Test Scoring	\$50 Base Fee plus \$1.00 per candidate (optional)
Shipping/Restocking	At cost plus restocking fee

Job Description and Test Validation

AutoGOJA™

Automated Job Descriptions for Public Safety

Fire & Police Selection, Inc. (FPSI) introduces AutoGOJA™, a fully functional, extremely powerful, and easy to use way to conduct job analyses online. AutoGOJA™ is based on our sister company's (Biddle Consulting Group, Inc.) highly-respected and court-tested Guidelines Oriented Job Analysis (GOJA™) process.

Everyone knows the foundation for a valid employment test is dependent upon the thoroughness and accuracy of the job description—the house is only as sturdy as its frame! Many fire and police departments believe they have a thorough job description for their various employment ranks, when in fact what they have is little more than a job summary.

After nearly two decades in working with job experts from public safety agencies across the U.S., FPSI has developed standardized job descriptions for several public safety titles/ranks. These job descriptions include the various job duties and knowledges, skills, abilities, and personal characteristics (KSAPCs) that comprise the job.

Completing the GOJA™ Process enables employers to develop validated selection procedures for a position and determine the job duties that should be classified as “essential functions” under the ADA. If the GOJA™ Process is completed effectively, the result will be a job analysis that identifies the KSAPCs that can be measured by the selection procedures for a given position. These results can then be used to validate the future entry-level and promotional assessments.

FPSI is pleased to provide three levels of service to address your job analysis needs:

- **Basic Option** — Purchase copies of any of our seven public safety job descriptions and customize the duty and KSAPC statements to fit your department's position(s).
- **Advanced Option** — Utilize our online AutoGOJA™ process to collect ratings from your Job Experts to identify the critical duties and KSAPCs that should be measured in your selection process.
- **Premier Option** — Utilize our online AutoGOJA™ process in conjunction with our online Test Validation software to validate any of our available entry-level or promotional written tests to your department.

AutoGOJA™ is designed to:

- Address the requirements of the Federal Uniform Guidelines on Employee Selection Procedures;
- Collect the information that will help your organization comply with the 1991 Americans with Disabilities Act (ADA);
- Assist employers in collecting the information necessary to defend their testing and selection practices; and
- Help human resource professionals conduct legally defensible job analyses in a fast and efficient manner.

Job descriptions available for:

*Firefighter—Firefighter/EMT—Firefighter/Paramedic—Fire Engineer—Fire Captain
Battalion Chief—Assistant Chief—Fire Chief—Police Officer*