

CITY OF WOODLAND

CIVIL SERVICE RULES AND REGULATIONS

OF THE

WOODLAND FIRE DEPARTMENT

Signed:

Attest:

Grover B. Laseke, Chairman

Georgina D. Anderson, Secretary

Commissioner Erma Gettman

Commissioner Judith A. Kroon

Revised: April 16, 2009

TABLE OF CONTENTS

RULE NO.	DESCRIPTION	PAGE
RULE 1	DEFINITIONS	2-3
RULE 2	CIVIL SERVICE COMMISSION ORGANIZATION	3-4
RULE 3	CLASSIFICATION	4
RULE 4	QUALIFICATIONS - ENTRY LEVEL	5-6
	- LATERAL ENTRY	6
	- PUBLIC SAFETY CLERK	6-7
	- RECRUITMENT /RETENTION	7-8
RULE 5	APPOINTMENT - BASIS OF MERIT	8
RULE 6	APPLICATIONS	9
RULE 7	EXAMINATIONS AND CERTIFICATIONS	
	- ENTRY LEVEL	9
	- LATERAL LEVEL	10
	- PREFERENCE POINTS	10-11
	- REINSTATEMENT REGISTER	11
	- NOTICE OF VACANCY	11-12
RULE 8	APPOINTMENTS	12
RULE 9	PROMOTIONS - FIRE CHIEF	13
	- DIVISION CHIEF	13-14
	- EXAMINATIONS	14
RULE 10	REMOVAL AND LEAVES OF ABSENCE	
	- REMOVAL	15
	- LEAVES	15-16
	- REDUCTION IN FORCE	17
RULE 11	REPORTS TO BE MADE	18
RULE 12	ELIGIBILITY TO SALARY	18
RULE 13	PHYSICAL EXAMINATIONS PRIOR TO APPOINTMENT	18
RULE 14	CIVIL SERVICE MEETINGS	18
RULE 15	EXAMINATIONS - ENTRY LEVEL	19-20
RULE 16	PHYSICAL STRENGTHS REQUIREMENTS	21-23
<hr/> GENERAL REGULATIONS <hr/>		
REGULATION 1	SECRETARY / EXAMINER	24
REGULATION 2	SEVERABILITY	24

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

In accordance with the provisions of the State of Washington pertaining to CIVIL SERVICE in Fire Departments of Cities, the Civil Service Commission of the City of Woodland, a non-charter code city in the state, hereby adopts the following rules for carrying out the purpose of said laws.

These rules shall be subject to change or amendment by the Commission from time to time.

RULE 1 – DEFINITIONS

- Section 1: Appointing Authority: The Mayor of the City of Woodland. The words appointing authority, appointing officer, or appointing power shall be construed as synonymous.
- Section 2: Class: A group of positions sufficiently similar in duties and responsibilities so that the same title may reasonably be used for each position, the same qualifications may be required, and the same salary range may be applied with equity.
- Section 3: Classified Service: All positions in the City service which are subject to the provisions of these Rules and Regulations as defined by law. It includes specifically full-paid members of the Fire Department.
- Section 4: Commission: The Civil Service Commission appointed for the City of Woodland.
- Section 5: Compensation: Any allowance, fee, salary, or wage paid to any employee or officer in the classified service for performing the duties and responsibilities of his/her position or office.
- Section 6: Demotion: A reduction in the status of employment.
- Section 7: Discharge: The separation for cause of a permanent employee from the classified service.
- Section 8: Eligible: Having satisfied the conditions of qualifications set by the Commission.
- Section 9: Eligibility or Employment List: A list of names of persons, arranged in order of scores who are eligible for appointment to a position in the classified service.
- Section 10: Full Paid: A person who received compensation from the City in return for services devoted to Fire Department duties which occupy his/her full attention and activity other than his/her ordinary off-duty time allowance.
- Section 11: Lay-off: The termination of employment because of lack of funds or work or because of material change in the classified service organization.
- Section 12: Permanent Status: The status of an employee who has acquired the right to a hearing prior to his/her discharge because he/she has successfully completed his/her probationary period or its equivalent.
- Section 13: Permanent Employee: An employee who has attained permanent status.
- Section 14: Position: Any employment or office in the classified service.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 1 – DEFINITIONS (Continued)

- Section 15: **Probation:** The period of trial service during which an employee works prior to attaining permanent status and is therefore subject to rejection without a hearing or trial.
- Section 16: **Promotion:** A change in employment in accordance with these Civil Service Rules and Regulations from a lower to a higher position in the classified service.
- Section 17: **Provisional Appointment:** A non-competitive appointment made in the absence of eligible candidates to a position in the classified service.
- Section 18: **Rejection:** The separation of a probationary employee from the service.
- Section 19: **Suspension:** The temporary separation for disciplinary purposes of an employee from the service without pay.
- Section 20: **Temporary Assignment:** An appointment from the eligibility list.
- Section 21: **Written Notice:** Serving notice in writing either to the person directly or by registered mail to his/her last known address.

RULE 2 – CIVIL SERVICE COMMISSION ORGANIZATION

- Section 1: Members of the Civil Service Commission, immediately upon their appointment, shall proceed to the election of a chairman and a vice-chairman, who shall continue in office until subsequent reorganization of the Commission becomes necessary. The vice-chairman shall act as chairman during the absence of the chairman. All meetings of the Commission shall be public except that upon unanimous vote of its members the Commission may meet in executive session. A meeting may be called by any Commissioner or the Secretary/Examiner. Two members shall constitute a quorum and two affirmative votes shall be required for the transaction of any official business. The Secretary/Examiner shall attend all meetings and shall record the actions taken and how the Commissioners voted, and shall cause the minutes to be typewritten and presented to the Commission for approval or correction at the next regular meeting. Upon approval, the minutes shall be signed by the chairman and countersigned by the Secretary/Examiner and shall become a part of the permanent files of the Commission. Robert's Rules of Order Revised shall be the final authority on all questions of procedure and parliamentary law not otherwise provided by these Civil Service Regulations.
- Section 2: Powers and Duties: The Civil Service Commission shall:
1. Conduct all civil suits necessary for the proper enforcement of the Civil Service Act and these Rules and Regulations. Any civil action shall be initiated by the City Attorney in the name of the City upon demand of the Commission.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 2 – CIVIL SERVICE COMMISSION ORGANIZATION (Continued)

- Section 2:
(Continued)
2. Hear and determine appeals arising from the administration of the Civil Service Act and these Rules and Regulations.
 3. Investigate and report on all matters touching the enforcement and effect of the Civil Service Act and these Rules and Regulations.
 4. Have such powers and duties as are imposed upon the Commission by virtue of RCW 41.08.040.

RULE 3 – CLASSIFICATION

Section 1: The classified Civil Service covered hereby shall include all full paid members of the Fire Department of the City, including the Chief of said department, and any full-time employee of the Fire Department.

The position of Fire Chief may be excluded by the legislative body of the City, (City Council), for appointments made to this position after July 1, 1987, in accordance with RCW 41.08.050.

Section 2: In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of said department shall be classified in accordance with the character of the various services to be performed, which classification shall be as follows:

CHIEF
DIVISION CHIEF
FIRE FIGHTER
RECRUITMENT AND RETENTION OFFICER
PUBLIC SAFETY CLERK

Section 3: All of the above classifications with the exception of the Public Safety Clerk shall be required annually to meet the Woodland Fire Department Physical Strengths Examination unless exempted under the Americans with Disabilities Act. The Secretary/Chief Examiner shall, under the direction of the Commission, be responsible for conducting said tests. Testing for these standards will be at the expense of the City.

If any person fails to meet these standards, said person shall be placed on probation for a period not to exceed three (3) months. At the end of this period, if said person has not met the standards, he/she will be terminated, subject to review as per Rule 10, Section 2 of these Rules and Regulations.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 4 – QUALIFICATIONS

Section 1: All applicants applying for entry level Firefighter / Emergency Medical Technician (EMT) for said Civil Service:

1. Must be a citizen of the United States.
2. Shall be able to read and write the English language.
3. Must be at least twenty-one (21) years old and in ordinary good health.
4. Shall possess a valid Washington Driver's License within two weeks of appointment.
5. Must have graduated from an accredited high school or possess a certificate of equivalency.
6. Must have a valid IFSAC Fire Fighter I certificate.
7. Must possess a current Washington State Emergency Medical Technician certification at time of hire or be able to obtain within 30 days of appointment.
8. Shall be required to complete and submit to the employing agency a comprehensive application form. Based on experience, content and quality of applications, a number of candidates as determined by the Civil Service Commission, and any qualified volunteers of the Woodland Fire Department, will be selected to take the written examination.
9. Shall first successfully pass a written examination. Based on the written examination scores, a number of candidates as determined by the Civil Service Commission, will be selected to take the physical ability test. Following the physical ability test, a number of candidates as determined by the Civil Service Commission, will be required to participate in an oral interview. All tests will be administered by the Civil Service Commission or its representatives.
10. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants' scores and the number of applicants tested.
11. Shall possess a good character as determined by a thorough background investigation.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 4 – QUALIFICATIONS (Continued)

Section 1:
(Continued)

12. Those applicants ranking in the first three highest positions on the existing eligibility list shall, prior to appointment, have a thorough physical examination, including drug screening, by a licensed physician or surgeon approved by the Commission. Additionally, applicants could possibly be required to take both a psychological and polygraph examination, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties as a fire department member.

All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

All such examinations shall be made at the expense of the applicant. However, if the applicant successfully meets the standards outlined and is employed by the department, applicant will be reimbursed by the employing authority. The results of such examination shall be certified on blanks provided by the Commission.

13. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

Section 2:

All applicants applying for lateral entry Firefighter / EMT for said Civil Service are subject to the same criteria as in Section 1 above, items 1 through 8, 11 through 13.

Section 3:

All applicants applying for the public safety clerk positions for said Civil Service:

1. Must be a citizen of the United States.
2. Shall be able to read and write the English language.
3. Must be at least twenty-one (21) years old, at time of appointment and in ordinary good health.
4. Shall possess a valid Washington Driver's License within two weeks of appointment.
5. Must have graduated from an accredited high school or possess a certificate of equivalency with specialized course work in general office practices such as typing, filing, accounting or bookkeeping.
6. Shall be required to complete and submit to the employing agency a comprehensive application form.
7. Shall possess a good character as determined by a thorough background investigation.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 4 – QUALIFICATIONS (Continued)

Section 3:
(Continued)

8. Shall successfully pass a written and practical examination and an oral interview, all of which are to be administered by the Civil Service Commission or its representatives.
9. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants' scores and the number of applicants tested.
10. Those applicants ranking in the first three highest positions on the existing eligibility list, prior to appointment, could possibly be required to take both a polygraph and psychological examination and drug screening, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties.

All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

All such examinations shall be made at the expense of the applicant. However, if the applicant successfully meets the standards outlined and is employed by the department, applicant will be reimbursed by the employing authority. The results of such examination shall be certified on blanks provided by the Commission.

11. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

Section 4:

All applicants applying for the Recruitment and Retention Officer position for said civil service:

1. Must be a citizen of the United States
2. Shall be able to read and write the English language
3. Must be at least twenty-one (21) years of age at time of appointment
4. Must be in ordinary good health
5. Shall possess a valid Washington State Drivers License at time of hire
6. Must have graduated from an accredited High School or possess a certificate of equivalency.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 4 – QUALIFICATIONS (Continued)

Section 4:
(continued)

7. Shall be required to submit to the employing agency a comprehensive application form with supplemental questionnaire. Based on experience, content, and quality of applications' a number of candidates will be selected to take the assessment center.
8. Shall possess good character as determined by a thorough background investigation.
9. Shall successfully pass a graded application and supplemental questionnaire with a minimum of 75% and an assessment center examination
10. Must have a minimum of four (4) years experience with a municipal Fire Department or Fire District.
11. Must have a minimum one (1) year as a trainer in a volunteer municipal Fire Department or Fire District.
12. Must pass a thorough medical physical examination, including drug screening, by a licensed physician or surgeon approved by the commission. Additionally, applicants could possibly be required to take both a psychological, and polygraph examinations, to ensure that the applicant is free from conditions which might affect the performance of the applicants' duties as a Fire Department employee.
13. Must pass the Fire Department physical strengths exam.
14. The civil service commission reserves the right to restrict assessment center candidates to those applicants achieving a satisfactory level of score performance, and any qualified Woodland Fire Department volunteers. This performance cutoff level shall be determined by both the applicants' score and the number of applicants tested.
15. All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

RULE 5 – APPOINTMENT ON BASIS OF MERIT

Section 1:

All appointments to, and promotions in the Civil Service shall be made solely on merit, efficiency and fitness, which shall be ascertained by open, competitive examination, and impartial investigation; and no person shall be reinstated in, or transferred, suspended or discharged from any such place, position, or employment contrary to the provisions of RCW 41.08.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 6 – APPLICATIONS

- Section 1: Notice of examination shall be given at least 15 days in advance of the last date for filing of applications by publication in one or more newspapers of general circulation published in Cowlitz and Clark County, by posting announcement in a public place and in such manner as the Commission may deem advisable. Notice of promotional examinations and qualifications shall be posted in the Woodland Fire Department.
- Section 2: Applications for examination shall be made on blanks furnished by the Commission, must be supported by satisfactory certificate of persons acquainted with the applicant, and be in such form as the Commission may prescribe. A fee, in the amount established by the Commission, will be required and must be paid prior to the applicant taking the examination.
- Section 3: Any false statement made by any person, on or connected with, his/her application for examination shall be good cause for his/her exclusion from the register of eligible applicants, or for removal or discharge from probationary or any other employment.
- Section 4: An incomplete application shall be returned with notice to amend the same. When the applicant is disqualified for examination, he/she must also be so notified forthwith.
- Section 5: Except as herein otherwise provided, applications and accompanying certificate not returned for corrections shall remain on file with the Commission for two years.
- Section 6: Such applications must be submitted complete no later than five (5) days before the examination date or as determined by the Civil Service Secretary/Examiner.

RULE 7 – EXAMINATIONS AND CERTIFICATION

Section 1: Entry Level – Fire Department

The examination shall be practical and impartial, shall consist of subjects which will fairly determine the capacity of persons examined to perform the duties of the position for which appointment is to be made, and shall include tests of physical fitness and/or manual skill. Scoring of ENTRANCE examination: 50% for Oral Board and 50% for Written Examination. Any person who fails to attain at least seventy percent (70%) of complete proficiency on the written examination and at least seventy (70%) of complete proficiency on the oral examination shall be deemed ineligible.

Scoring of the entrance examination for public safety clerk: 60% for Oral Board and 40% for written examination.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 7 – EXAMINATIONS AND CERTIFICATIONS (Continued)

Section 2: Lateral Entry – Fire Department

The Lateral Entry applicant must meet the educational standard as described in Rule 4, QUALIFICATIONS as set forth in the Woodland Civil Service Rules and Regulations. The applicants shall have the necessary experience and training to meet performance qualification standards, as set forth by the Washington State Fire Protection Policy Board. The applicant must have been employed as a full-time, paid, member of a fire department within the State of Washington in the last 12 months. Testing shall include but is not limited to: Oral Board, Polygraph, Psychological Examination, Medical Examination, including Drug Testing and Background Investigation.

The applicant will be required to participate in a competitive Oral Board Examination in which the score is based on a full 100% ratio.

Section 3: A Classified Civil Service list of the department shall be kept in an office approved by the Civil Service Commission, which shall contain the name of each position; shall show every member of the department, the title of his/her office, or nature of position, the salary attached thereto, the time he/she has been in the employment of the City of Woodland and the positions in the service he/she has filled.

Section 4: Woodland volunteer firefighter preference points will be granted as follows:

1. Two (2) points for each year of one hundred twenty (120) hours of training and thirty percent (30%) of call response.
2. One (1) point for Woodland Fire Department Driver's certification.

All credits must be for time served within the last five (5) calendar years from the date of the testing process.

Maximum preference points from all sources in Section 4 will be ten (10).

Section 5: In accordance with RCW 41.04.010 veterans will be awarded preference points as follows:

1. Ten (10) percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade or rating of competitive examinations until the veteran's first appointment and shall not be utilized in promotional examinations;

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 7 – EXAMINATIONS AND CERTIFICATIONS (Continued)

Section 5: 2. Five (5) percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade or rating of competitive examinations until the veteran's first appointment and shall not be utilized in promotional examinations;
(continued)

3. Five (5) percent to a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to the first promotional examination only.

Veteran is as defined in RCW 41.04.007.

These veteran's preference points to be added after any preference points from Section 4 above.

Section 6: Eligibility lists shall be valid for one (1) year from the date of certification. After one year the commission may extend or shorten the expiration date at their discretion; provided that if an appointment has been made for probationary services and such appointee has been separated from the service through no fault or unfitness on his/her part, the term of eligibility shall run through the term of the last day of employment. The said term of eligibility shall not apply to those who, having passed an examination for a higher position or grade, have accepted service in a lower position or grade than that for which they were examined, in the same line of work.

Section 7: A reinstatement register shall also be kept, which shall contain the names of those laid off because of curtailment of expenditures, reduction of force and for like causes, who shall head the list in order of their seniority, and shall be the first to be reemployed.

Section 8: Upon the requisition of the appointing authority for the certification of eligibles, for the filling of a vacancy, reinstatement shall first be made from the proper reinstatement register, if there are any requesting certification. When more than one person is entitled to such reinstatement by reason of a tie, the person with the most seniority will be reinstated first. No certification shall be made from any promotion or eligibility list until the reinstatement register for such class of service in said department is exhausted.

Section 9: Whenever a vacant position is to be filled in classified service, the appointing authority shall make the requisition upon the form prescribed by the Commission for certification to him/her of eligibles.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 7 – EXAMINATIONS AND CERTIFICATIONS (Continued)

Section 10: When a vacancy occurs within any civil service position in the city, a current civil service employee in good standing may request a transfer to the vacant position upon written application to the Civil Service Commission and with the written recommendation of their department head (police or fire chief). At the sole discretion of the Civil Service Commission the employee may be certified for transfer to the vacant position with the approval of the appointing authority.

When a vacant position is to be filled, the commission shall certify to the appointing authority, on written request, the names of the three highest on the eligibility list for the class. The appointing authority may select for appointment any of the top three certified eligible. If there is no such list, it shall authorize provisional appointment. Such provisional appointment shall not continue for more than four (4) months, nor shall any persons receive more than one provisional appointment or service for more than four (4) months as a provisional appointee in any one fiscal year, except by unanimous approval of the Commission.

A temporary appointment may be made from the eligibility list but such appointment shall not continue for more than four (4) months, nor shall any persons receive more than one temporary appointment or service for more than four (4) months as a temporary appointee in any one fiscal year, except by unanimous approval of the Commission.

Section 11: Whenever the commission is notified that proficiency in any special subject is needed in the position to be filled, it shall certify the names of the persons on the eligibility list for such position having the highest standing (not being below the minimum 70%) in any such special subject and selection shall be made from such list of the person having the highest standing.

Section 12: When certification of an eligible applicant is made for any position, such eligible applicant may decline such appointment, or prior to certification, waive the same, upon giving reasons satisfactory to the Commission, without losing his/her position on the register.

RULE 8 – APPOINTMENTS

Section 1: In making his/her appointment from any list of names certified by the Commission, the appointing authority, (the Mayor), upon written request, will be furnished with application certificates and examination records of the person certified, and may also summon before him/her any certified person for such verbal inquiries as he/she may deem proper. All such papers must be returned to the Commission.

Section 2: Probation period for any appointee or promotion shall be for a minimum period of twelve (12) months. The length of probation can be extended up to a period of twenty-four (24) months by the Fire Chief, with approval of the Civil Service Commission.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 9 – PROMOTIONS

Section 1: Applicants for the position of Fire Chief with the Woodland Fire Department:

1. Shall have eight (8) years minimum fire department experience, with a minimum of four (4) years at rank of Lieutenant or higher.
2. Shall possess a combination of experience, skills, and education to demonstrate meeting minimum requirements for a fire service management degree.
3. Must be in ordinary good health.
4. Must submit a resume.
5. Must pass a written examination (25%) and assessment center examination (75%). The written examination can be waived at the discretion of the Commission.

Section 2: Applicants for the position of Division Chief must meet the following requirements:

1. Must have graduated from an accredited high school or possess a certificate of equivalency.
2. Must submit a resume.
3. Shall have six (6) years experience with a municipal fire department or district.
4. Shall have three (3) years experience as a fire officer at the rank of Lieutenant or higher.
5. Must have IFSAC Fire Service Instructor I Certification.
6. Must possess a current Washington State Emergency Medical Technician-B Certification at time of hire or be able to obtain within thirty (30) days of date of hire.
7. Must possess a valid Washington Driver's License at date of hire.
8. Must be in ordinary good health.
9. Must pass the Fire Department Physical Strengths Examination.
10. Must pass a thorough medical physical examination, including drug screening, by a licensed physician or surgeon approved by the Commission.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 9 – PROMOTIONS (Continued)

11. Must complete and pass a supplemental questionnaire provided by the Commission with their application and an Assessment Center Examination.
12. Must complete the following requirements within one (1) year of the date of hire:
 1. IFSAC Fire Service Instructor 2 Certification.
 2. Hazardous Materials Incident Commander qualification.
 3. Incident Safety Officer qualification.
13. Must meet additional requirements listed in job description.

Section 2.5: There must be a minimum of two qualified applicants from said civil service for the position of Division Chief. If the minimum is not met under the provisions of Section 2 above, the Commission will then seek outside applicants.

Section 3: Examination for promotion shall be practical in character and shall embrace such subjects as will test the general intelligence, accuracy and qualifications of the applicant for the position involved.

Section 4: Any person who fails to attain at least seventy – five percent (75%) of complete proficiency on the supplemental questionnaire for promotion and at least seventy – five percent (75%) of complete proficiency on the assessment center examination for promotion shall be deemed ineligible. Grading of PROMOTIONAL examinations: Seventy-five percent (75%) for assessment center, twenty-five percent (25%) for supplemental questionnaire.

RULE 10 – REMOVAL AND LEAVES OF ABSENCE

Section 1: The tenure of everyone holding an office, place or position of employment under the provisions of this rule shall be only during good behavior, and any such person may be removed, or discharged, suspended without pay, demoted, or reduced in rank or deprived of vacation privileges or other special privileges for any of the following reasons:

1. Incompetency, inefficiency or inattention to, or dereliction of duty.
 - a. All lawful orders and appointed duties will be performed promptly and specific duties and responsibilities performed punctually.
 - b. All personnel will follow procedures as prescribed by the applicable communications manual when operating departmental radios.
 - c. All personnel will remain at the station or assigned post of duty until authorized to leave by competent authority.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 10 – REMOVAL AND LEAVES OF ABSENCE (continued)

Section 1:
(continued)

2. Dishonesty, intemperance, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission, tending to injure the public service; or any other willful failure on the part of the employee to properly conduct himself/herself; or any willful violation of the provisions of this chapter or the Rules and Regulations adopted hereunder.
3. Impartial and courteous treatment will be afforded the public in all contacts.
4. Mental or physical unfitness for the position which the employee holds.
5. Will not solicit money or goods, for personal gain, while representing his/her department; nor will he/she accept any fee, gratuity, or any reward of any kind for services performed in the line of duty without permission of the Chief.
6. No employee will appear on duty after having consumed intoxicating liquors, narcotics or any other habit-forming drug, liquid or preparation to such an extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee in properly performing the function and duties of any position under civil service.

Section 1:

7. Conviction of a felony or misdemeanor involving moral turpitude.
8. Any other act or failure to act which in the judgement of the Civil Service Commission is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.
9. Violation of the Department Rules and Regulations as adopted by the Department.

Section 2:

No person in the classified Civil Service who shall have been permanently appointed or inducted into the Civil Service under the provisions of this law shall be removed, suspended, demoted, or discharged, except for cause, and only upon the written accusation of the appointing power, or any citizen, or taxpayer; a written statement of which the accusation in general terms shall be served upon the accused and a duplicate filed with the Commission. Any person so removed, suspended, demoted or discharged, may within ten (10) days from the time of removal, suspension, demotion or discharge, file with the Commission a written demand for an investigation, whereupon the Commission shall conduct said investigation.

The Commission shall set a hearing date within thirty (30) days from the date of request. The individual requesting such investigation shall, at least ten (10) days prior to the scheduled hearing date, notify the Commission in writing of his/her intent to appear. At the same time, copies of all documents to be presented at the hearing plus a listing of all witnesses to be called, are to be furnished to the Commission. Failure to so notify the Commission or failure to appear at the scheduled time, shall be grounds for the Commission to waive the individual's request for such a hearing.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 10 – REMOVAL AND LEAVES OF ABSENCE (Continued)

Section 2: The City and/or Fire Department shall, at least ten (10) days prior to the scheduled hearing date, furnish to the Commission, copies of all documents and a listing of witnesses to be presented at said hearing.
(Continued)

The investigation shall be confined to the determination of the question of whether such removal, suspension, demotion or discharge was / or was not made for political or religious reasons, or was not made in good faith or for good cause. After such investigation, the Commission may affirm the removal, or if it shall find that the removal, suspension, demotion or discharge was made for political or religious reasons, or was not made in good faith or cause, it shall order the immediate reinstatement or reemployment of such person in the office, place or position from which discharged; which reinstatement shall, if the Commission so provides in its discretion, be retroactive and entitle such person to pay, or compensation from the time of such removal, suspension, demotion or discharge. The Commission upon such investigation in lieu of affirming the removal, suspension, demotion or discharge, may modify the order of removal, suspension, demotion or discharge by directing a suspension, without pay, for a given period and subsequent restoration to duty, or demotion in classification, grade or pay. The findings of the Commission shall be certified in writing to the appointing power, and shall be forthwith enforced by such officer.

All such investigations made by the Commission shall be by public hearing after reasonable notice to the accused of the time and place of such a hearing, at which hearing the accused shall be afforded an opportunity to appear in person and by counsel present his/her defense. If such judgment or order be concurred in by the Commission or a majority thereof, the accused may appeal therefrom to the Superior Court of Cowlitz or Clark County, as provided by law.

Section 3: Leaves of absence not exceeding thirty (30) days and without pay, may be granted by the appointing authority to any person under Civil Service, provided that such appointing officer shall give notice of such leave to the Commission. All temporary employment caused by leaves of absence shall be made from the eligibility list of the Classified Civil Service. Longer leaves of absence may be granted by the Commission upon written request of the employee, endorsed by the appointing power, giving his/her reason therefor. A leave of absence for more than twelve months when granted by the Commission shall not entitle the employee when returning to his/her duty to resume his/her former position, but he/she shall be entitled only to standing on the preferred eligibility list for said position; this limitation, however, shall not apply to absence on account of disability caused by sickness or injury to leave in another department of city government.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 10 – REMOVAL AND LEAVES OF ABSENCE (Continued)

Section 3:
(continued)

No employee of the Department shall be eligible for six (6) month temporary disability leave of absence if said employee is physically able to perform light duty, as so directed by his/her supervisor and said duty does not interfere with disability. Such light duty assignment shall not alter the employee's regular salary or promotional status within the department. Any employee alleging that he/she is unable to perform said light duty shall make arrangements to undergo a physical examination for the express purpose of obtaining a physician's opinion. Any appeals on the physician's determination shall be made within thirty (30) days of receipt to the Civil Service Commission.

Section 4:

Members of the Department who are members of the respective pension fund systems as provided by Washington State Law shall be retired on account of age or disability in accordance with the pertinent provisions of State Law.

Reinstatement after disability retirement: The Commission shall review any report from an Employee's Retirement System showing that a former employee who is on disability retirement has regained his health to the extent employable.

1. Upon being satisfied that the employee is physically and mentally competent to perform the duties of the regular class, the Commission shall:
 - a. Order return of the employee to former employment status as if a leave of absence had been granted, as provided in Rule 10, Section 3; or
 - b. Place the name on the reinstatement register for the same class and department.
2. The name of an employee who is employable but not fully recovered shall be placed on the most advantageous reinstatement register for the same department, for an equivalent or lower class comprised of duties the employee is competent to perform, as determined by the Commission.
3. If such an employee's name is placed on a reinstatement register, service credit acquired previous to retirement shall be continued. The employee shall be reinstated from such register and transferred or reduced in grade according to rules. Eligibility rights shall not expire as prescribed in case of layoff.

Section 5:

The Fire Chief may lay off any employee, after prior notice in writing, without prejudice because of lack of funds, curtailment of work, or other reasons outside the employee's control which do not reflect discredit on the service of the employee. No permanent employee, however, shall be laid off while there are provisional or probationary employees serving in the same class of position. Layoff due to reduction in force shall be made in inverse order of seniority in the class involved.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 11 – REPORTS TO BE MADE

Section 1: For the purpose of certification to the City authorities for the payment of salaries, and in order that the Commission may keep proper record of changes in the Classified Service, each appointing authority shall immediately report in writing to the Commission:

- a. Every probational or temporary appointment made by them.
- b. Every refusal or neglect to accept an appointment under them by a person who has been duly certified.
- c. Every change in the compensation of any officer or employee serving under them.
- d. Every suspension or other disciplinary action made by them or any officer or employee serving under them.
- e. Every separation from service under him/her and whether the separation was caused by death, dismissal or resignation; any such resignation to be in writing and filed with the Commission.
- f. Every office created or abolished in his/her department.
- g. Every time an employee experiences a loss time injury in his/her department.
- h. Every leave of absence granted to a member in his/her department.

RULE 12 – ELIGIBILITY TO SALARY

Section 1: No payment in compensation for services shall be approved or made to any person until it appears that he/she has been employed or holds his/her position under the provisions of said law. (RCW 41.08).

RULE 13 – PHYSICAL EXAMINATIONS PRIOR TO APPOINTMENT

Section 1: When a vacancy occurs or when there is the possibility of a vacancy occurring, the appointing authority shall request the names of the first three individuals on the existing eligibility list. These individuals shall be given a complete physical examination, including drug testing, as prescribed, and shall meet the minimum medical and health standards as established by the Association of Washington Cities and/or Washington State LEOFF retirement system prior to any probationary or temporary appointment.

RULE 14 – MEETINGS

Section 1: The Civil Service Commission shall hold regular meetings as set by the Commission. In the event that there is no business pending, the Commission by unanimous concurrence, may choose not to meet. A meeting may be called by any Commissioner or the Secretary / Examiner.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 15 – EXAMINATIONS / ENTRY LEVEL

- Section 1: Examinations to be held any time the Commission deems advisable.
- Section 2: Applicants must present themselves promptly at the hour and place specified in their official notice to attend, and they will be admitted to the examination only upon the production of such notice.
- Section 3: Each applicant in an examination shall first be presented with an envelope containing the declaration paper, on which there will be a number to be known as his/her examination number. On this declaration paper he/she shall write his/her name, and residence. The applicant will then place their declaration paper back in the envelope, seal the envelope and mark thereon his/her examination number. Thereafter, the applicant will mark each paper with his/her examination number only. This sealed envelope shall not be opened until all his/her examination papers shall have been marked.
- Section 4: The sheets of questions will be numbered and will be given out in order of their numbering; each after the first, being given out only when the competitor has returned to the examiner the last sheet given her/him.
- Section 5: The examiner shall require every competitor, upon completion of the sheet, to surrender it and all paper upon which he/she may have done preliminary work before writing his/her answers on the sheet.
- Section 6: Examiners shall make to the whole class any explanations deemed necessary, and must not explain any questions to any individual competitor.
- Section 7: After an examination has begun, no communication will be permitted between competitors.
- Section 8: Every examination shall be held in the presence of the examiner and in a room set apart for such examination. No secret or private examinations will be permitted, unless Americans with Disabilities Act applies.
- Section 9: Examinations shall be regulated in the matter of time by the Commission in a special order provided for such examination; as far as practical, examinations shall be completed on the day on which commenced.
- Section 10: The time allowed for examinations shall begin when all announcements, instructions and explanations shall have been given and the declaration sheets properly filled out.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 15 – EXAMINATIONS / ENTRY LEVEL (continued)

Section 11: Examiners must take care that all question sheets, whether complete or not, are turned in by the competitors before the expiration of the time for which the examination is limited, but any competitor who has been permitted to commence the examination at an hour subsequent to that at which the class commenced, shall be entitled to the full time allowed for the examination. If any competitor abandons his/her examination or fails to complete it within the time allowed, the examiner shall note the fact upon the last sheet had by the competitor.

Section 12: During any examination, no competitor shall leave the room without notice and permission of the examiner. If the competitor leaves the room without such notice before he/she has finished the sheet on which he/she is engaged, he/she shall not be permitted to finish it upon his/her return; it will be taken up and the next sheet given.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 16 – PHYSICAL STRENGTHS REQUIREMENTS

Applicants seeking to become a firefighter for the Woodland City Fire Department will be required to complete the following exercises within the prescribed standards.

Applicant Preparation:

- Be provided a copy of this testing criteria at least fifteen (15) days in advance of the examination.
- Be given at least fifteen (15) days notice prior to the examination.
- Be given a detailed demonstration of the procedure to use for each exercise prior to the testing.
- Wear full protective clothing during the testing process. It is recommended that applicants bring their own protective clothing. To the extent possible, the Woodland Fire Department will provide suitable protective clothing during the exercises for those who cannot provide their own.
- Be allowed thirty (30) minutes to observe and study the exercise props prior to testing on the day of the examination.
- Complete all four exercises in the prescribed sequence within six minutes. Timing will start when the applicant first touches the hose to begin the exercise and terminate when the applicant steps off the balance beam.
- Complete all exercises **while walking at all times**. One warning will be issued. Twenty seconds will be added to your total time after the first warning.

Exercise #1: Hose Drag

Given: 1. A one hundred (100) foot, 1 ¾ “ hose line connected to a fire pump and charged with one hundred twenty (120) pounds of engine pressure. The hose will be fully stretched either toward the front or the back of the engine.

Given: 2. A backup firefighter positioned to help stabilize the hose when the nozzle is opened. The assistant will not help with the hose drag.

Test Procedure:

The candidate will:

1. In full protective clothing, open the nozzle to flow a full discharge of water and then slowly close it.
2. Drag the hose to its full extension to the opposite end of the apparatus.
3. Open the nozzle to flow a full discharge of water and then slowly close it.
4. When the nozzle is closed and carefully placed back on the ground, the exercise is completed. Without running, proceed to the Ladder Raise Exercise.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 16 – PHYSICAL STRENGTHS REQUIREMENTS (Continued)

Exercise #2: Ladder Raise

- Given:
1. A 24 foot extension ladder placed parallel on the ground with the fly up approximately six (6) feet from the wall.
 2. A trained firefighter to assist with the ladder raise.
 3. A clear thirty (30) foot high wall to position the ladder against.

Test Procedure:

The candidate will:

1. Starting from a position at the top of the ladder, turn the ladder out on to the rail.
2. With the assistant heeling the ladder, raise the ladder on its beam.
3. Move under the ladder, raise the ladder to its full extent, lower to the building and tie off the halyard.
4. Climb to the top of the ladder and back down without undue haste.
5. From a position under the ladder, untie the halyard, raise the ladder from the building, lower the fly to its shortest extension, and lower the ladder to the ground on its beam.
6. When the ladder is flat on the ground, the exercise is completed. Without running, proceed to the Hose Carry Exercise.

Exercise #3: Hose Carry

- Given:
1. A three story stairway.
 2. A self-contained breathing apparatus without face mask.
 3. Two one hundred (100) foot 1 ¾” dwelling bundles positioned at the bottom of the stairway.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

RULE 16 – PHYSICAL STRENGTHS REQUIREMENTS (Continued)

Test Procedure:

1. Begin the exercise by donning the breathing apparatus with the assistance of an assigned helper.
2. Touch each step of the stairway.
3. Carry one dwelling bundle to the third floor and place it on the landing. Return to the ground floor.
4. Carry the second dwelling bundle to the top of the stairway and place it on the landing. Pick up the first bundle and return it to the ground floor.
5. Return to the third floor and carry the second bundle to the ground floor. Remove the breathing apparatus.
6. When the breathing apparatus is removed and carefully placed on the ground, the exercise is completed. Proceed to the Balance Beam Exercise.

Exercise #4: Balance Beam

- Given:
1. A twenty (20) foot long, 4 inch by 6 inch balance beam suspended approximately eight (8) inches off the ground with a four (4) inch dimension on top.

Test Procedure:

1. Beginning at the designated end, walk on the beam to the center, stop and count to three out loud, then walk to the end of the beam and step off.
2. If the candidate steps off the beam anytime before reaching the end of the balance beam, he/she can restart.
3. When the candidate is back on the ground, the exercise is completed. When the candidate touches the ground, timing stops for the entire examination.

CITY OF WOODLAND, WASHINGTON
CIVIL SERVICE RULES AND REGULATIONS
OF THE WOODLAND FIRE DEPARTMENT
REVISED APRIL 2009

******* GENERAL REGULATIONS *******

REGULATION 1 – SECRETARY / EXAMINER

- Section 1: The Secretary and Chief Examiner of the Commission shall keep the records of the proceedings of the Commission and have charge of, and be responsible for the safekeeping of the books, records, papers and other property of the Office of the Commission. The Secretary shall make such certification as the Commission may direct of those eligible for appointment or employment, and shall generally conduct the correspondence of the Commission and perform such other appropriate duties as may be assigned.
- Section 2: The Secretary and Chief Examiner shall be appointed by the Commission as a result of competitive examination which examination may be either original and open to all properly qualified citizens of the city, town or municipality, or promotional and limited to persons already in the service of the Fire Department and other departments of said city, town or municipality, as the Commission may decide.
- Section 3: Such Chief Examiner shall, under the direction of the Commission, be responsible for preparation of the examination questions and tests; and shall supervise the examination and mark and grade all papers of written examinations in a fair and impartial manner and shall, if possible be personally present at all examinations.
- Section 4: No examiner shall disclose the results of any examination to anyone except the Commission, except with the consent of the person examined.
- Section 5: No person shall act as examiner in any examinations when he/she is applicant for a position for which the examination is being taken; nor where he/she is a blood relation within the third degree of any applicant or the spouse of any applicant.

REGULATION 2 – SEVERABILITY

- Section 1: If any section, or portion thereof, of these rules and regulations is held to be invalid, such decision shall not effect the validity of the remaining portions.