



**CITY OF TORRINGTON
REQUEST FOR PROPOSAL
FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES
RFP #PTF-022-051917**

The City of Torrington invites offers from independent companies to provide fire department promotional testing services. The successful bidder (hereinafter the “Provider”) shall be an independent professional testing company.

The closing date and time for receipt of proposals is **MAY 19, 2017 at 11:00 AM**. Submit proposals to the Purchasing Department, City Hall, 140 Main Street, Room 206, Torrington, CT 06790. Submit one original and three (3) copies in a sealed envelope and clearly marked “**RFP #PTF-022-051917, FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES**” (with the cost proposal submitted in a separate sealed envelope). Proposals received after the submittal date and time will be rejected and returned unopened to the sender. In the event of the closure of City Hall, proposals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. All proposal submissions and materials become property of the City and will not be returned. **No fax or e-mail Bids will be accepted.**

All questions must be submitted by email to Pennie Zucco, Purchasing Agent at pennie_zucco@torringtonct.org by **May 10, 2017 by 12:00 noon**. All questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms by an addendum, which will be posted on the City of Torrington web site. Interested firms should check the website 48 hours before the closing date. Firms mailing proposals should allow normal delivery time to ensure timely receipt of their proposals.

Except as authorized by Ms. Zucco, no vendor may contact any other employee or elected or appointed official of the City of Torrington with respect to the RFP or the submission of a proposal.

The City of Torrington reserves the right to accept or reject any or all proposals; to waive or not to waive any informalities; or to accept any proposal deemed in the best interests of the City of Torrington.

The City will not be liable for any costs incurred by vendor in the preparation or submission of a proposal. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

All proposals will be considered valid for a period of ninety (90) days. The successful respondent shall not withdraw, cancel or modify their proposal.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MBE’S WBE’S AND SBE’S ARE ENCOURAGED TO APPLY**

Pennie Zucco
Purchasing Agent

City of Torrington
Dated: May 3, 2017



**Request for Proposals
City of Torrington
FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES**

**RFP PTF-022-051917
May 19, 2017
11:00 AM**

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I. INTRODUCTION

The City of Torrington is seeking services from independent companies to provide fire department promotional testing services. The successful bidder (hereinafter the “Provider”) shall be an independent professional testing company. The Provider shall provide testing services for the creation of promotional lists for any or all of the following positions in the Torrington Fire Department:

The examinations should be designed for the following positions within the Torrington Fire Department:

- I. Battalion Chief
- II. Lieutenant
- III. Assistant Chief Training & Safety
- IV. Deputy Fire Marshal

The provider shall be prepared to implement test as soon as soon as possible.

Promotional exams will include two components, a 100 question written test and a separate oral exam

All testing shall fully comply with the laws and regulations of the State of Connecticut, The City of Torrington, and the collective bargaining agreement (hereinafter the “CBA”) with the International Association of Firefighters, Local 1567 (hereinafter the “Union”).

II. SCOPE OF SERVICES

The Provider shall be responsible for and/or assist City of Torrington, Board of Public Safety and the individual department to the extent necessary, in the preparation in part or in total of the following portions of the promotional testing for each position:

Promotional Exam

- a.) Process planning and implementation.
- b.) Written exam administration and scoring.
- c.) Oral exam, administration, and scoring.
- d.) Final score tabulation

The following is an estimate of the number of exams that may need to be created and administered by the Provider.

<i>Rank Tested For</i>	<i>Minimum Number of candidates</i>	<i>Maximum Number of Candidates</i>
<i>Battalion Chief</i>	<i>4</i>	<i>12</i>
<i>Lieutenant</i>	<i>8</i>	<i>12</i>
<i>Assistant Chief of Training</i>	<i>2</i>	<i>10</i>
<i>Deputy Fire Marshal</i>	<i>2</i>	<i>6</i>

III. General Terms and Conditions

PREPARATION AND SUBMISSION OF PROPOSALS

Responses must set forth accurate and complete information. At the City's discretion, failure to do so could result in disqualification.

It is requested that written proposals include the following information:

1. One original and three (3) copies shall be submitted in a sealed envelope and clearly marked "**RFP #PTF-022-051917, FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES**" (with the cost proposal submitted in a separate sealed envelope). **No fax or e-mail Bids will be accepted.**
2. No proposal may be withdrawn or modified after the receipt of proposals except where the award of contract has been delayed for a period of more than ninety (90) days. The ninety-day period may be extended upon written mutual agreement.
3. In submitting this proposal, the Provider further declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.
4. The Provider further understands and agrees that if their proposal is accepted, the individual/company is to furnish and provided all necessary materials and/or equipment and other means to do all of the work. Provider shall furnish all of the materials specified in the contract, except such materials, which will be furnished by the City, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
5. The proposal must include a list of at least three (3) most recent references and a project summary where similar services have been completed. The list should include the contact name, address, email and phone numbers of the client contact person.
6. The Provider further agrees to execute all documents within this proposal package, obtain a Certificate of Insurance for this work and present all of these documents to the City of Torrington within ten (10) days after the receipt of the notice of award by the City.
8. The Provider further agrees to begin work no later than thirty (30) days after receipt of the signed contract, unless otherwise agreed, and to execute the work in such a manner and with sufficient materials, equipment and labor.
9. By submitting a proposal, the Provider understands and agrees that, if the proposal is accepted, and the Provider fails to enter into a contract forthwith, the Provider shall be liable to the City for any damages the City may thereby suffer.
10. Provide any additional information about your firm that you believe will assist the City in making its selection for this RFP.
11. Required Forms: Non-Collusion Affidavit, Appendix A, B, C & E and any additional forms the City may require
12. **Lump sum fee proposal**

RESERVATION OF RIGHTS

The City of Torrington reserves the right to reject any or all proposals or any part thereof; to waive any informalities or technicalities, to advertise for new proposals, to negotiate and award a contract that it determines best meets their needs and best serve the public interests of the City of Torrington.

This Request for Proposals does not commit the City of Torrington to award a contract or be liable for any costs incurred by vendor in the preparation or submission of a proposal. The successful respondent shall not withdraw, cancel or modify their proposal.

The City of Torrington reserves the right to make an award based solely on the proposals or to negotiate further with one or more respondent.

Acceptance of any firm's response does not place the City of Torrington under any obligation to accept the lowest priced response.

COMPLIANCE WITH LAWS:

Each firm shall at all times, observe and comply with all laws, ordinances and regulation of the Federal, State of Connecticut and Local governments.

MISCELLANEOUS:

Respondent should submit as part of their proposal a copy of their standard terms and conditions of the contract.

INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

IV. SCHEDULE

The written tests shall be given in one day. The First test will be for two positions that include Battalion Chief & Lieutenant. The second test will be for the Deputy Fire Marshal position. The third test will be for the Assistant Chief of Training and Safety. After each first examination, there will be a one-hour space in between each test.

Tentative Schedule –

8:00 AM – 10:00 AM Lieutenants Exam & Battalion Chiefs Exam

12:00 PM- 2:00 PM Assistant Chief of Training & Safety

3:00 PM – 5:00 PM Deputy Fire Marshal

V. Exam Components

1) Written exam

- a) The written exam shall be 100 questions for each individual rank.
- b) Testing company shall provide questions from customer's established reading list.
- c) Testing company shall provide a cost per **local** questions. Local questions include questions from Torrington Fire Department Polices and Collective Bargaining agreement.
- d) Test shall be corrected on site immediately after all candidates are finished.
- e) There shall be a written process spelled out for the challenging process.

2) Oral Exam

- a) The provider shall provide an oral exam for each of the four ranks. The oral examination shall include the following:
 - (1) A six (6) question oral examination with questions drawn from the established reading list.
 - (2) The provider shall provide the evaluators for the oral board. Each evaluator shall be a minimum of a chief officer.
 - (3) The provider shall video record the oral examination so candidate can review.

VI. Testing Process per Collective Bargaining Agreement

3) Testing Process

- a) The promotional testing process is outlined in the CBA with the Union (IAFF 1567). The process goes as follows:
 - i) Written exam counts as 50% of the weighted score.
 - ii) Oral exam counts as 50% of the weighted score.
 - iii) Candidates for promotion who successfully passed the written examination with a minimum passing grade of **seventy percent (70%)** shall advance to an oral examination.
 - iv) The oral examination shall have a panel of three (3) professional career fire fighters who shall be selected from department's no closer than ten (10) miles of the City of Torrington city line. Chosen panel shall be at least one (1) rank higher than the position being tested and shall be residents of the State of Connecticut, but shall not reside closer than ten (10) miles of the city line of Torrington. ***The Torrington Fire Department will obtain the panel members. Any costs for meals or refreshments for panelists will be the responsibility of the City of Torrington.***

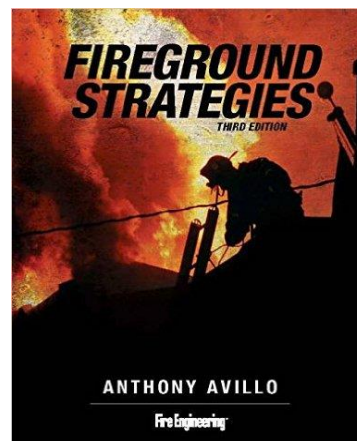
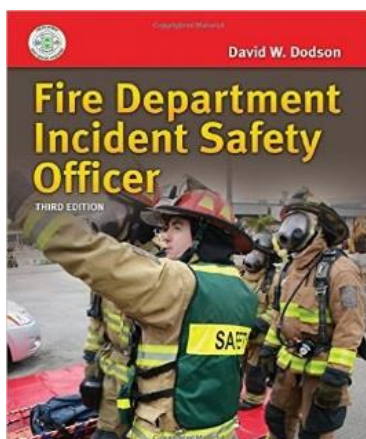
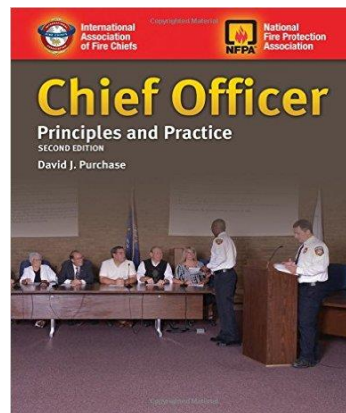
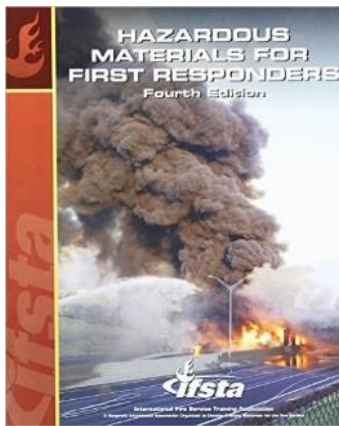
- v) Said panel shall score each applicant with a numerical score, which will be averaged amongst the panel members, however, if a panel member recognizes an applicant, said panel member shall disqualify himself and the remaining member's scores shall be averaged. Only averaged oral scores of **seventy percent (70%)** or more shall be considered in determining the final score for any candidate.
- vi) In addition to the written and oral examinations, the final score for any candidate shall have added to it up to twenty (20) points, determined by seniority in the following manner. One (1) point will be awarded for each full year of service, starting with the sixth (6th) full year of service as a fire fighter, to a maximum of twenty (20) points after completion of twenty-five (25) years of service in the Department.
- vii) The final score shall then be determined as follows:
 - 1. The written examination shall be given a weight of **fifty percent (50%)** of the final score,
 - 2. The oral examination shall be given a weight of **fifty percent (50%)** of the final score; and
 - 3. The seniority points shall be added to the weighted total of the written and oral scores.

VII. Promotional Testing

- 1. The Written test shall consist of 100 multiple-choice questions from common fire service textbooks.
- 2. The following is the established reading list for the rank of A) Battalion Chief; B) Lieutenant; C) Deputy Fire Marshal; and D) Assistant Chief of Training and Safety.

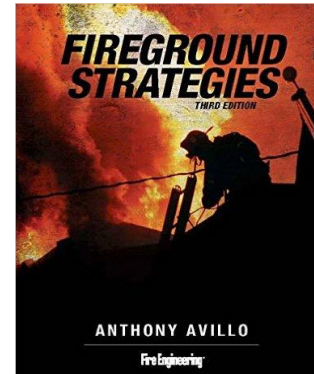
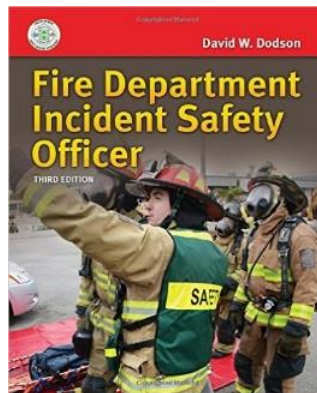
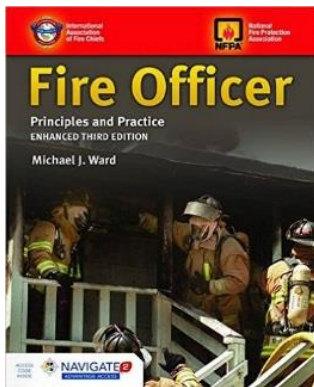
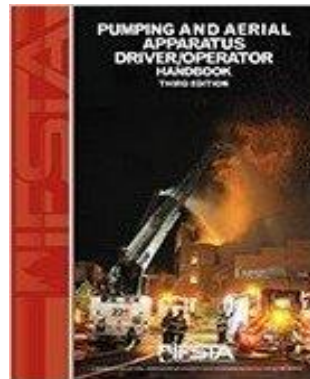
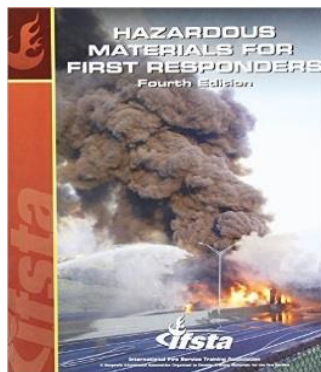
A. BATTALION CHIEF

1. Hazardous Materials for First Responders, 4th edition, International Fire Safety Training Association, 2011
2. Fire Department Incident Safety Officer, David W. Dodson, 3rd edition, Jones and Bartlett Learning, 2016
3. Chief Officer: Principles & Practice, 2nd edition, David J. Purchase, Jones and Bartlett Learning, 2017
4. Fire and Emergency Services Safety Officer, 2nd edition, International Fire Safety Training Association, 2015
5. Torrington Fire Department Operations Manual
6. Collective bargaining Agreement between the City of Torrington and IAFF 1567, 2015-2018



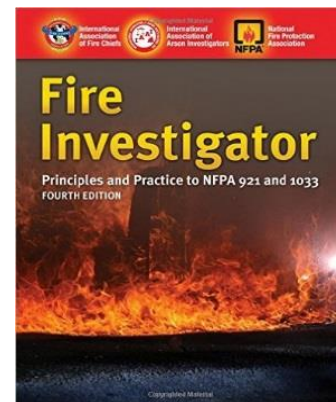
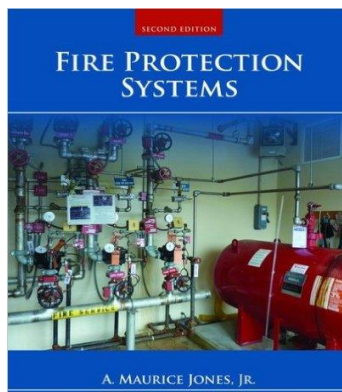
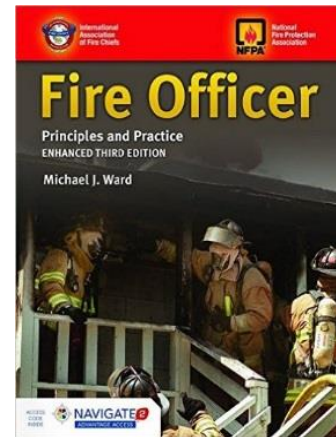
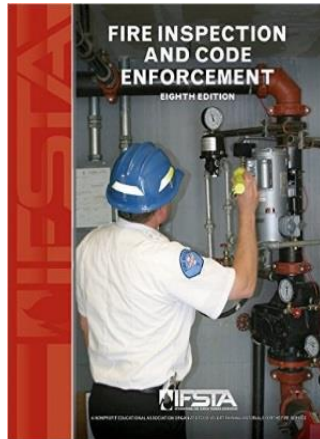
B. LIEUTENANT

1. Hazardous Materials for First Responders, 4th edition, International Fire Safety Training Association, 2011
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition, International Fire Safety Training Association
3. Fire ground Strategies, 3rd edition, Anthony Avillo and Alan E. Joos, Jones and Bartlett Learning, 2014
4. Fire Officer: Principles and Practice, 3rd edition, IAFC and NFPA, 2015
5. Fire Department Incident Safety Officer, David W. Dodson, 3rd edition, Jones and Bartlett Learning, 2016
6. Torrington Fire Department Operations Manual



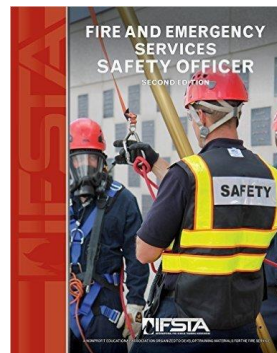
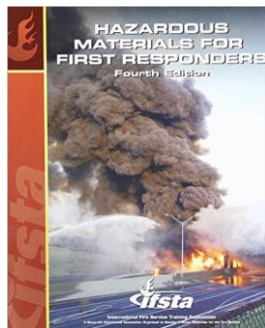
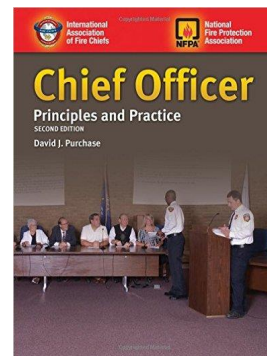
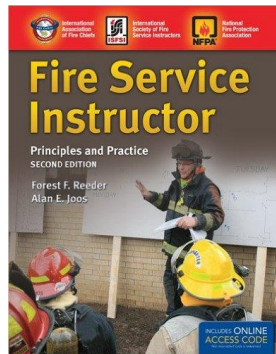
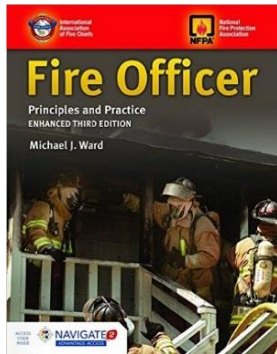
C. DEPUTY FIRE MARSHAL

1. Fire Inspection and Code Enforcement, 8th edition, International Fire Safety Training Association
2. Fire Officer: Principles and Practice, 3rd edition, IAFC and NFPA, 2015
3. Fire Investigator: Principles and Practice to NFPA 921 and 1033, 4th edition, Jones and Bartlett Learning
4. Torrington Fire Department Operations Manual



D. ASSISTANT CHIEF OF TRAINING & SAFETY

1. Hazardous Materials for First Responders, 4th edition, International Fire Safety Training Association, 2011
2. Fire Officer: Principles and Practice, 3rd edition, IAFC and NFPA, 2015
3. Fire Department Incident Safety Officer, David W. Dodson, 3rd edition, Jones and Bartlett Learning, 2016
4. Chief Officer: Principles & Practice, 2nd edition, David J. Purchase, Jones and Bartlett Learning, 2017
5. Fire Service Instructor: Principles and Practice, 2nd edition, Forest F. Reeder and Alan E. Joos, Jones and Bartlett Learning, 2014
6. Fire and Emergency Services Safety Officer, 2nd edition, International Fire Safety Training Association, 2015
7. Torrington Fire Department Operations Manual



SELECTION PROCESS:

Review Process: Fire Department administration shall review all proposals on the basis of professional qualifications, previous experience on similar projects, key personnel assigned to the project, satisfaction of previous clients on work performed for them, current billing rates of the firm, and the proposal that best meets the needs of the City. Firms will be contacted during the evaluation if further information is needed. The City may choose to interview one or more firms before final selection is made.

The City reserves the right to waive non-material deficiencies in any proposal. All proposals submitted in response to this Request for Proposal become the property of the City. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified Providers, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the City to do so. The City may require the Provider selected to participate in negotiations concerning contract price or the nature and extent of services to be provided. The results of such negotiations shall be incorporated into the final contract between the City and its Provider. If the City fails to reach an agreement with the selected firm, the City may commence negotiations with an alternative firm or reject all firms and reinstitute the RFP process.

BASIS OF AWARD

The City of Torrington Fire Department will perform an evaluation of the proposals received. Appropriate finalist(s) may be interviewed by the City, after which a selection will be made. The Union must also approve the selection of a testing vendor.

The City reserves the right to reject any or all proposals, and to waive any informality or technical error and to accept any proposal deemed most favorable to the interests of the City. The City will review proposals based on the following criteria:

1. Compliance with RFP Adherence to all conditions and requirements of the RFP.
2. Understanding of the Project - The Provider's understanding of the engagement, the City's objectives, and the nature and scope of the work involved.
3. Services to be Provided - The exact type and nature of the Provider's proposed services and how they accomplish the objectives of the project.
4. Qualifications of the Provider - The Provider's capability in all respects to perform fully all contract requirements, and the integrity and reliability which will assure good faith performance. This criterion includes:
 - The experience of the firm and its record on projects of a similar nature.
 - Personnel to be assigned to the project, their education, qualifications, and experience on similar projects.
 - The availability of necessary personnel and other resources to successfully complete the project specified herein on a timely basis.
5. Costs - Proposed contract price.
6. Ability, capacity and skill to fulfill the contract as specified.
7. Ability to supply the commodities; provide the services or complete the construction promptly, or within the time specified, without delay or interference.
8. Character, integrity, reputation, judgment, experience and efficiency.
9. Quality of performance on previous contracts.
10. Previous and existing compliance with laws and ordinances relating to the contract.
11. Sufficiency of financial resources.
12. Quality, availability and adaptability of the commodities, services or construction, in relation to the City's requirements.

13. Ability to provide future maintenance and service under the contract.
14. Number and scope of conditions attached to the proposal.

TERMINATION:

Following implementation, should the City find that the firm has failed in any material respect to perform its agreed upon obligations under the agreement, the engagement may be terminated by the Mayor upon thirty (30) days advance written notice to the other party. In the event of termination of this agreement as a result of a breach by contractor hereunder, the City shall not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder. The contractor shall be responsible for direct and consequential damages as a result of its breach, including but not limited to extra costs required under the new agreement for similar services.

APPENDIX A
CITY OF TORRINGTON
FEE PROPOSAL

TO BE SUBMITTED ON YOUR LETTERHEAD IN A SEPARATE SEALED ENVELOPE

My proposal to provide Fire Department Promotional Testing Services is as follows:

Lump sum fee: _____

Firm Name: _____

Address: _____

City, State, ZIP: _____

Signature: _____

Name Printed: _____

Title: _____

Telephone: _____ Date: _____

**APPENDIX B
CITY OF TORRINGTON
FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES
RFP #PTF-022-051917**

The undersigned has read, and agrees to comply with the requirements contained in the Request for Proposal for the Fire Department Promotional Testing Services for the City of Torrington. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Social Security or Federal ID# _____

Signature of Authorized Representative:

Date _____

**APPENDIX C
CITY OF TORRINGTON
REQUEST FOR PROPOSALS
FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES
RFP #PTF-022-051917**

Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

APPENDIX D

Job Descriptions

CITY OF TORRINGTON REQUEST FOR PROPOSALS FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES RFP #PTF-022-051917

1.) Job Description, Battalion Chief

Position, Purpose, Objectives, and Responsibilities

The position of Battalion Chief in the Torrington Fire Department denotes the on-duty shift commander, in charge of all aspects of a given shift. In the absence of the Chief and Deputy Chief, the Battalion Chief holds all the statutory authority of the chief fire officer on the scene, and in so doing, is responsible and accountable for all emergency operations. While not at the scene of emergencies, the Battalion Chief administratively runs the shift, with only departmental directives as guidance. This classification is an upper level supervisory position. The Battalion Chief is responsible for the smooth and efficient operation of the shift under his command, and the training, motivation, and discipline of all personnel assigned under him. He must be a highly motivated, largely self-directed individual.

Essential Job Functions

Duties include, but are not limited to:

- Motivation of personnel on their assigned shift carry out orders of Chief and/or Deputy; and enforce departmental policies
- Shall assure personnel assigned to their shift are ready to safely respond to any and all emergencies at all times
- Oversee extra duty hiring, vacation selections, and other personnel administrative matters on a day-to-day basis
- Identify and provide training needs to their subordinate personnel
- Submit detailed formal reports of operations they have directed
- Responsible for exercising good judgment in administrative and emergency situations
- Provide special supervision and feedback to probationary fire fighters under their charge
- Delegate appropriate tasks downward, not only for efficiency, but to familiarize subordinates with all aspects of the fire department
- Attend and contribute to regular departmental administrative meetings.
- Accept input from subordinates, and present valid suggestions to superiors
- Uphold and reinforce the mission and values of the department
- Be knowledgeable and proficient in all areas assigned to them
- Know and enforce policies, laws, and regulations affecting shift personnel and fire department operations
- Administer daily personnel schedule,
- Maintain and submit payroll for shift personnel
- Maintain control and responsibility of the actions of their subordinates
- Actively represent the department in a professional manner to the press and the public
- Oversee all assigned personnel, especially with regard to their safety

- Administer disciplinary measures, in the absence of the Chief and Deputy, for infractions of the rules, regulations, directives and policies of the department, reporting it to such superiors upon their return.
- Assure the proper, adequate, and safe response to all reported incidents and emergencies
- Notify the Chief, Deputy, or other officials and agencies as appropriate of situations requiring their being kept abreast of same
- Assuming initial command at emergency scenes, and directing operations in an organized manner to quickly, efficiently, and safely conclude the incident, until such time as relieved by a superior officer.
- Assure all equipment is returned to readiness after a fire or other emergency.
- Assure the facilities are properly maintained on a daily basis.
- Pass along to their relieving officer all pertinent data and information.
- Maintain confidentiality of sensitive, job-related information.
- Under direction, take charge of a sector of a large scale incident, and safely and proficiently discharge assignments
- Performs all functions and expectations of subordinates
- Entry of data into, and generation of reports from computers
- Attend and successfully complete advanced level training courses, such as at the National Fire Academy.
- Inspect properties within City to preplan for fires or other emergencies.
- Responsible to assure all subordinates perform their duties as directed.
- Maintain records of activities which occur during assigned shifts
- Perform other fire ground and administrative tasks as directed.
- Other duties as assigned

Non-Essential Job Functions

- Operate all departmental vehicles and equipment proficiently.
- Attend fire service related classes, demonstrations, seminars and equipment shows.
- Maintain memberships in fire service organizations.
- Continue to pursue advanced education

Required Knowledge Skills and Abilities

- Must be capable of positively relating with coworkers to achieve desired objectives.
- Must be capable of learning and employing modern human relation skills.
- Must be capable of making and standing by difficult decisions that will be subject to severe scrutiny and criticism.
- Must have physical dexterity.
- Need to have good mechanical aptitude.
- Must have ability to be trained in technical and motor skill subjects, both cognitively and didactically.
- Must have ability to get along with, and maintain trusting relationships with co-workers while living for long shifts in tight quarters.

Working Conditions and Required Physical Effort

- Must maintain calm demeanor and professional attitude under strenuous and stressful conditions.

- Must be physically capable of performing strenuous work such as dragging, lifting substantial amounts of weight, climbing, chopping, carrying, pulling, etc. while wearing hot, bulky clothing and self-contained breathing apparatus.
- This work must be performed in hot, dark, dangerous conditions.
- Must have endurance and stamina for lengthy operations without breaks.
- Must maintain medical certification for use of respirators and for performing interior structural firefighting work as mandated by OSHA.

Minimum Qualifications

- Must have high school diploma or equivalent.
- Must have successfully completed six month probationary period as a Lieutenant in the Torrington Fire Department.
- Must have Hazardous Materials Operations certification.
- Must have and maintain current Motor Vehicle Operator's license at all times.
- Must be capable of being medically certified to wear respiratory protection and perform interior structural firefighting by City's doctor.
- Must not have fears of heights, confined spaces, or darkness as determined by actual observations of activities while in such places.

Preferred Qualifications

- Prefer Associate's degree in fire technology (or fire-related field) or Public Administration. In lieu of degree, equivalent experience and certifications will be considered.
- Prefer candidate with certification by State of Connecticut as Fire Officer 2.
- Should have MRT certification and Connecticut CDL Operator's License.
- Should be capable of staying afloat in water without assistance of any person or device, per department standards.

2.) Job Description, Lieutenant

1. Position, Purpose, Objectives, and Responsibilities

1.1. Lieutenants serve as working first-line supervisors, overseeing small groups of fire fighters in the performance of individual fire ground tactical operations, typically operating under the overall command of a Battalion Chief. For minor emergency calls, such as car fires, dumpster fires or motor vehicle accidents, they serve as incident commanders. They occasionally direct volunteer fire fighters responding to such minor calls. They are called upon to serve as Acting Battalion Chief in the absence of same. Administratively, they report to their respective shift Battalion Chief while handling various assigned tasks.

2. Essential Job Functions

2.1. Duties include, but are not limited to:

- 2.1.1.** Motivation of personnel assigned to their company
- 2.1.2.** Carry out orders of Battalion Chief; and enforce departmental policies
- 2.1.3.** Assure personnel assigned under their command are ready to respond to emergencies at all times
- 2.1.4.** Assist with extra duty hiring, vacation selections, and other personnel administrative matters on a day-to-day basis

- 2.1.5.** Assisting in and overseeing fire fighters performing janitorial work around the stations and grounds.
- 2.1.6.** Identify needs for and provide training to subordinate personnel
- 2.1.7.** Be knowledgeable of and work within the organizational structure of the department, both on and off the fire ground.
- 2.1.8.** Oversee Drivers in the safe performance of their driving, operations, and vehicle checks.
- 2.1.9.** Documenting and passing necessary equipment deficiency reports along to superiors.
- 2.1.10.** Submit formal reports of operations they have responded to and/or directed
- 2.1.11.** Responsible for exercising good judgment in administrative and emergency situations
- 2.1.12.** Provide special supervision and feedback to probationary fire fighters under their charge
- 2.1.13.** Delegate appropriate tasks downward, not only for efficiency, but to familiarize subordinates with all aspects of the fire department
- 2.1.14.** Upon direction, attend and contribute to departmental administrative meetings.
- 2.1.15.** Accept input from subordinates, and present valid suggestions to superiors
- 2.1.16.** Uphold and reinforce the mission and values of the department
- 2.1.17.** Be knowledgeable and proficient in all areas assigned to them
- 2.1.18.** Know and enforce laws and regulations affecting fire department operations
- 2.1.19.** Maintain control and responsibility of the actions of their subordinates
- 2.1.20.** Actively represent department in a professional manner to the press and public
- 2.1.21.** Oversee all assigned personnel, especially with regard to their safety
- 2.1.22.** Report to their superior any infractions of the rules, regulations, directives and policies of the department.
- 2.1.23.** Administer simple, verbal corrections of improper actions to personnel under their command
- 2.1.24.** Maintain working knowledge of all departmental policies, directives, procedures, and operating instructions.
- 2.1.25.** Assure proper, adequate, and safe response of the apparatus under the command to all assigned incidents and emergencies
- 2.1.26.** Notify the Battalion Chief, or other officials and agencies as appropriate, of situations requiring their being kept abreast of same
- 2.1.27.** Assuming initial command at emergency scenes, and directing operations in an organized manner to quickly, efficiently, and safely bring the incident to a conclusion; or until such time as relieved by a superior.
- 2.1.28.** Assure all equipment is returned to readiness after a fire or other emergency.
- 2.1.29.** Assure the facilities are properly maintained on a daily basis.
- 2.1.30.** Pass along to their relieving officer all pertinent data and information.
- 2.1.31.** Maintain confidentiality of sensitive, job-related information.
- 2.1.32.** Under direction, take charge of a sector of a large scale incident, and safely and proficiently discharge assignments
- 2.1.33.** Performs all functions and expectations of subordinates
- 2.1.34.** Entry of data into, and generation of reports from computers
- 2.1.35.** Attend and successfully complete advanced level training courses, such as Incident Command and/or supervision classes.
- 2.1.36.** Inspect properties within City to preplan for fires or other emergencies.
- 2.1.37.** Responsible to assure all subordinates perform their duties as directed.
- 2.1.38.** Maintain records of activities which occur during assigned shifts
- 2.1.39.** Perform other fire ground and administrative tasks as directed.

3. Non-Essential Job Functions

- 3.1. Attend fire service related classes, demonstrations, seminars and equipment shows.
- 3.2. Maintain memberships in fire service organizations.
- 3.3. Inspect buildings to assure compliance with Connecticut Life Safety Code. Operate departmental equipment and vehicles proficiently.
- 3.4. Serve as Acting Battalion Chief

4. Required Knowledge, Skills, Abilities

- 4.1. Must be capable of positively relating with coworkers to achieve desired objectives.
- 4.2. Must be capable of learning and employing modern human relation skills.
- 4.3. Must be capable of making and standing by difficult decisions that will be subject to severe scrutiny and criticism.
- 4.4. Must have physical dexterity.
- 4.5. Need to have good mechanical aptitude.
- 4.6. Must have ability to be trained in technical and motor skill subjects, both cognitively and didactically.
- 4.7. Must be capable of spatial orientation in maze-like situations
- 4.8. Must have ability to get along with, and maintain trusting relationships with co-workers while living for long shifts in tight quarters.

5. Working Conditions and Required Physical Effort

- 5.1. Must maintain calm demeanor and professional attitude under strenuous and stressful conditions.
- 5.2. Must be physically capable of performing strenuous work such as dragging, lifting substantial amounts of weight, climbing, chopping, carrying, pulling, etc. while wearing hot, bulky clothing and self-contained breathing apparatus. This work must be performed in hot, dark, dangerous conditions.
- 5.3. Must have endurance and stamina for lengthy operations without breaks.
- 5.4. Must maintain medical certification for use of respirators and for performing interior structural firefighting work as mandated by OSHA.

6. Minimum Qualifications

- 6.1. Must have high school diploma or equivalent.
- 6.2. Must have served minimum of five years as a fire fighter in the Torrington Fire Department.
- 6.3. Must have Hazardous Materials Operations certification.
- 6.4. Must have and maintain current Motor Vehicle Operator's license at all times.
- 6.5. Must be capable of being medically certified annually to wear respiratory protection and perform interior structural firefighting by City's doctor.
- 6.6. Must not have fears of heights, confined spaces, or darkness as determined by actual observations of activities while in such places.

7. Preferred Qualifications

- 7.1. Prefer candidate with certification by State of Connecticut as Fire Officer I and Instructor I.
- 7.2. Should have CDL or Class 2/Type 1q license and EMR certification.
- 7.3. Should be capable of staying afloat in water without assistance of any person or device, per department standards.

3.) Job Description, Deputy Fire Marshal

1. Position, Purpose, Objectives, and Responsibilities

- 1.1. A critical component of community fire protection is the prevention of fires; accomplished by means of fire safety education and the enforcement of the Connecticut Life Safety Code.
- 1.2. Reporting directly to the Fire Marshal, the Deputy Fire Marshal serves as the primary Code Enforcement inspection person in the Fire Marshal's Office; inspecting city properties to assure compliance with the code.
- 1.3. All public and school fire safety education programs are coordinated through the Deputy Fire Marshal, as is the Firehawk Program for Juvenile Firesetters. In the absence of the Fire Marshal, the Deputy Fire Marshal assumes all responsibilities and duties of the Fire Marshal.

2. Essential Job Functions

- 2.1. Inspects properties for compliance with the Life Safety Code and files reports of said inspections, both written and computerized.
- 2.2. Interacts with property owners and tenants, impressing upon them the importance of fire safety and code compliance.
- 2.3. Sends notices of code violations to property owners and performs follow-up inspection.
- 2.4. Assist Fire Marshal with fire cause determinations, issuance of blasting permits, tent inspections, tank removals, tanker truck inspections, plan reviews, issuance of liquor permits and other similar tasks.
- 2.5. Performs all Fire Marshal tasks as described in the Fire Marshal's Job Description in the absence of the Fire Marshal.
- 2.6. Upon notification, responds to fires to initiate fire cause determination, including interviews with witnesses, bystanders, firefighters and others.
- 2.7. Testify in court to events and actions regarding the performance of his/her duties.
- 2.8. Interacts with Police Department (especially the Detective Division), Building Department, and other City and social departments and/or agencies.
- 2.9. Counsels young children in the Firehawk Program and keeps confidential records of the same.
- 2.10. Performs other fire prevention, public education, and code inspection tasks, including assisting others as directed by the Fire Marshal, including related clerical work.

3. Non-Essential Job Functions

- 3.1. Performs training classes for firefighters and the public on fire prevention and related subjects.
- 3.2. Assist firefighters at scenes of emergencies with outside work such as butting ladders, changing air cylinders, dragging hose, etc.
- 3.3. Assist at hazardous material incidents, including tank removals.
- 3.4. Attends meetings of regional and statewide fire marshal organizations to maintain peer contacts and maintain up-to-date knowledge of prevention and inspection issues.

4. Required Knowledge, Skills, Abilities

- 4.1. Complete and detailed knowledge of the Connecticut Life Safety Code; with considerable understanding of NFPA standards.
- 4.2. Knowledge of all pertinent laws and ordinances regarding code enforcement and fire prevention work.
- 4.3. Working understanding of the principles and theories of building construction, fire chemistry, and modern fire suppression methods.

- 4.4. Must be capable of enforcing fire prevention codes and ordinances in a firm, tactful, and impartial manner.
- 4.5. Ability to work in burned-out buildings, searching ruins for origin and cause of fires; with knowledge of electrical circuitry as related to fire cause.
- 4.6. Must have ability to read, understand, and interpret architectural and engineering drawings.
- 4.7. Must possess and maintain certification as a Fire Marshal and a Public Fire Educator by the State of Connecticut.
- 4.8. Must be trained and current to the Operational level for hazardous materials response.
- 4.9. Must have knowledge of the City of Torrington, both its physical environment and its property and business owners
- 4.10. Skill as a public speaker, with the ability to address small and large groups of individuals, young and old, for the purpose of impressing fire safety concerns.
- 4.11. Must be capable of maintaining effective working relationships with property owners for the purpose of exacting code compliance in a positive manner.
- 4.12. Must have general knowledge of filing and records systems, and ability to enter fire report and inspection data into computer.

5. Supervisory Responsibilities

- 5.1. Supervises others in the absence of the Fire Marshal and serving as Acting Fire Marshal.
- 5.2. Oversees public education, school programs, Firehawk program and other coordinators in the organizing and scheduling of Fire Safety education programs.

6. Working Conditions and Required Physical Effort

- 6.1. The Deputy Fire Marshal must inspect all areas of buildings, including roofs, attics, basements, crawl spaces, and the like.
- 6.2. Must be able to climb ladders, crawl over rubble, work on roofs, stoop under collapsed timbers of burned-out buildings, work in confining spaces, shovel burned debris, move and carry heavy items, and similar manual labor.
- 6.3. Must perform inspection work in all weather conditions, both day and night
- 6.4. At fire scenes, must be capable of working in emergency conditions, with limited supervision, to assist in exterior fire fighting support operations.
- 6.5. This is a bargaining unit position, subject to all provisions of the contract between the City and IAFF 1567.

7. Required Equipment Operations

- 7.1. Must be computer-literate to the extent of entering data, and understanding conceptual file organization.
- 7.2. Must possess and maintain current Connecticut motor vehicle operator's license.
- 7.3. Must have ability to use, read, and interpret data from assorted hazardous materials meters.

8. Minimum Qualifications

- 8.1. Five years of paid firefighting experience within the Torrington Fire Department, or as provided in the contract.
- 8.2. Should no candidate apply from within the department, any potential outside hire shall have State of Connecticut certification as a Fire Marshal and Public Fire Educator, a minimum of five years career firefighting experience, and a minimum of five years of code enforcement inspection experience.

4.) Job Description Assistant Chief of Training & Safety

Position, Purpose, Objectives, and Responsibilities

It is an essential objective of the Fire Department that its officers and fire fighters respond to emergency situations properly prepared to perform safely and effectively. Furthermore, sufficient supervisory and management ability must exist within the Department to manage its operations administratively. It is the purpose and responsibility of the Assistant Chief to oversee the training of Department members so as to meet these objectives. In reporting to the Deputy Chief and exercising a large degree of independent initiative, the Assistant Chief is responsible for the development and implementation of a Department-wide training system.

Essential Job Functions

- Ascertains training and education needs of the Department through research₁ observation₁ inquiry and keeping abreast of state-of-the-art response and training methodologies.
- Develops classes, programs, lesson plans, manuals, visual aids and handouts designed to meet training needs.
- Schedules (in harmony with other daily activities), instructs, advises, and oversees appropriate training classes for Fire Department members and members of associated response agencies.
- Demonstrates proper methods of performing the various techniques of modern fire suppression.
- Recommends appropriate policy and procedures for fire ground operations.
- Assists in all phases of fire suppression and rescue activities as deemed necessary.
- Serves as Safety Officer at emergency incidents; performing risk assessments and advising Officer-in-Charge on matters of safety for personnel and public.
- Observes emergency operations to determine effectiveness of procedures and training programs.
- Maintains and examines all necessary paperwork, records, reports and training materials regarding training operations.
- Acts as liaison with outside agencies for training and handles all relative procedures.
- Develops and oversees relevant budget accounts, oversees safety testing of Department emergency equipment and maintains records of such testing, attends training and education programs to maintain professional skill levels.
- Performs other training and safety-related activities as directed by Fire Chief or Deputy Chief.

Required Knowledge, Skills, Abilities

- Must have thorough knowledge of modern firefighting practices, Department policies and procedures, City geography and structural environment, community socioeconomic conditions, and principles and practices of modern fire department administration and Instructional methodology.
- Ability to design, implement, and manage comprehensive training programs.
- Must receive and maintain certification as Instructor II from the State of Connecticut.
- Must have complete understanding of the complex hazards of firefighting, State and Federal regulations regarding the safety of employees, and the knowledge of acceptable fire ground safety standards and practices.
- Must be aware of the concepts of loss prevention and risk analysis with comprehensive knowledge of hazardous materials response procedures, health & safety dangers, and mitigation alternatives.

- Must receive and maintain certification by the State of Connecticut as a Health & Safety Officer, Incident Safety officer, and Fire Officer II.
- Must have the ability to establish and maintain effective working relationships with subordinate and superior personnel and members of the general public.
- Must have effective oral and written communications skills.
- Needs ability to manage one's own time, plan effectively, and carry projects through to completion.
- Must maintain a valid State of Connecticut driver's license.
- Must be physically and mentally capable of performing strenuous and demanding fire fighting skills (such as climbing ladders while clad in bulky gear, dragging heavy items like water-filled hoses or human bodies, operating under extremes of heat or cold, breathing inside the confines of a face mask, remaining calm in complete darkness and possible disorientation).
- Must possess ability to oversee emergency fire ground operations in a calm and organized manner, working as a member of a team to resolve the incident with minimal loss of life or property.

Supervisory Responsibilities

- Supervises and evaluates the training program for the Department including outside instructors.
- Oversees training ground evolutions.

Working Conditions and Required Physical Effort

- The Assistant Chief functions in a variety of environments including but not limited to the office, classrooms, and actual fire grounds (which may include any structure or environment involved in a rescue or fire suppression) in all weather conditions of day and night.

Minimum Qualifications

- Five years of paid firefighting experience within the Torrington Fire Department, thorough knowledge of modern firefighting practices and modern instructional methodology.
- A two year Associate's degree from a recognized college or university in Fire Administration or Public Administration.
- Must be certified by the State of Connecticut as Fire Officer II, Health & Safety officer, Incident Safety Officer, and Fire Service Instructor II.
- Should no candidate apply from within the department, any potential outside hire shall have State certification as a Fire Fighter 1 and Fire Service Instructor 1, a minimum five years of career fire fighting experience, and demonstrated teaching experience.

**APPENDIX E
STATEMENT OF REFERENCES**

Your Company Name: _____
(Please Print)

The Provider shall list at least three (3) current references with needs similar to the City for whom the Provider has provided comparable services. Please include company name, address, phone, email, year(s) employed by referenced firms, contact person, and type of work you performed for that entity. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

Reference No. 1

Company Name/Municipality: _____

Contact Individual: _____ Phone/Email: _____

Address: _____

Type of work & date Performed: _____

Reference No. 2

Company Name/Municipality: _____

Contact Individual: _____ Phone/Email: _____

Address: _____

Type of work & date Performed: _____

Reference No. 3

Company Name/Municipality: _____

Contact Individual: _____ Phone/Email: _____

Address: _____

Type of work & date Performed: _____

Reference No. 4

Company Name/Municipality: _____

Contact Individual: _____ Phone/Email: _____

Address: _____

Type of work & date Performed: _____

Reference No. 5

Company Name/Municipality: _____

Contact Individual: _____ Phone/Email: _____

Address: _____

Type of work & date Performed: _____