

## MEMORANDUM

To: C.I.F.A. Members and Attendees

From: Elizabeth Reed, Assistant Executive Director

Date: August 5, 2020

Subject: CIFA Meeting Minutes

The following is a summary of the items discussed during the joint CIFA committee meeting on Wednesday, August 5, 2020, at 2:00 p.m. Per the collective bargaining agreement between the City of Columbus and the Columbus Fire Fighters Union Local #67 (I.A.F.F.) (the Contract), Section 23.2, the development of certain administration policies and procedures will be discussed by a joint committee comprised of the Civil Service Commission (CSC), the Public Safety Department, and the I.A.F.F. This is the continuance of such meetings for the 2021 fire promotional exams to be administered late in 2020 and in 2021. The CSC staff will draft written test plans, the test plans will be considered the final plans for 2021 promotional exams and will be presented to the I.A.F.F.'s consultant for review. Please note, these minutes represent the changes to the plans that were presented in the previous meeting. The majority of the changes are as a result of the COVID-19 pandemic. The following individuals were in attendance.

Attendees: Christopher Blair, Fire Assistant Chief, Division of Fire  
C. Amy DeLong, Executive Director, CSC  
Jeremy Dulaney, Personnel Analyst II, CSC  
Michael Federer, Office Assistant III, CSC  
Jeffrey Geitter, I.A.F.F. CSC Liaison  
Laura Hausman, Personnel Administrative Manager, CSC  
Elizabeth Reed, Executive Assistant Director, CSC  
Douglas Sarff, Department Human Resources Officer, Public Safety  
Mark Maddox, I.A.F.F. Representative

## **Topics of Discussion:**

### I. Welcome

This meeting was an update to the two previous CIFA meetings held on January 10, and February 26, 2020. The purpose of this meeting was to discuss plans for the upcoming fire promotional exams focusing on issues left unresolved from the first CIFA meetings and exam procedures with COVID-19 related precautions and practices. The exams discussed were:

- 2021 Fire Battalion Chief and 2021 Fire Deputy Chief
- 2021 Fire Lieutenant and 2021 Fire Captain

### II. Security Agreements

It was noted all non-CSC staff signed security agreements on file and they remain in effect. It was explained that the security agreement is necessary due to the confidential nature of the information discussed during the meeting. Additionally, information discussed during this meeting is confidential until the CIFA meeting minutes are published on the CSC website. CIFA minutes are typically published in approximately three weeks.

### III. Testing Consultant for I.A.F.F.

CSC requested verification that the agreement with The Aldridge Group (TAG), the I.A.F.F.'s test consultant, had been finalized as the testing consultant group for the I.A.F.F. The I.A.F.F. reported that they had conversations with TAG and are awaiting the allocation of funds that should occur during the August member's meeting. The I.A.F.F. states they have a verbal agreement to move forward with TAG. The CSC asked that the I.A.F.F. inform the CSC when the agreement is signed as the job analysis reports are awaiting review.

### IV. COVID-19 Related Issues

For the CSC to test during this time, the CSC will be following the City of Columbus COVID-19 precautions and guidelines.

The first challenge is travel relating to assessors and test development subject matter experts (SME's). Due to the ever-changing travel advisories and restrictions that vary by state and update weekly, it is proving difficult to obtain commitments. Additionally, when commitments are made, changes often occur due to the ever-changing environment as a result of COVID-19. The availability to travel and requirements to quarantine when

traveling out of state have resulted in the test development processes being months behind the original schedules. At this time, the CSC will continue to recruit for the needed assessors and development SMEs to help ensure the test dates remain on schedule.

The CSC's stance on test-day no-shows remains unchanged. The CSC gives only proctored exams on the same test date as other candidates for all fire promotional exams. No accommodations are given to candidates who are ill or injured. With military test accommodations, the CSC allowed them when they can be proctored at a remote location on the same test date. For fire promotional tests, CSC does not give make-up exams after test day. Once an exam is given, the exam content is exposed and cheating can occur. The Division of Fire representative agreed that this is consistent with past practice. As such, no accommodations can be made for COVID-19 related illness or quarantines. Due to the highly contagious nature of COVID-19, remote proctored exam administrations on the same test day to quarantined candidates is not an option. The Division of Fire representative stated that currently if fire personnel test positive or have an exposure, the entire firehouse must quarantine for 14 days. The I.A.F.F. representative fully understood the CSC's stance, but needed time to fully consider the matter.

Lastly, due to COVID-19 and some of the changes required, the Job Analysis and Test Plans need edits and are close to being ready for the Union consultant.

#### V. Battalion Chief and Deputy Chief Exams

The CSC made a few changes since the previous meeting due to the COVID-19 precautions and guidelines. First, the CSC stated in previous meetings that we would host a preview day allowing candidates to come in and familiarize themselves with the computers in the lab at 77 North Front Street. To decrease the risk of exposure, the computer preview date is canceled. Additionally, the exam location will change to the oral board suites at 1111 East Broad Street. This location enables each candidate to have an individual room so that the candidates may remove their facial coverings once inside the testing room and the exam has started. The CSC now has the ability to monitor the individual oral board exam rooms via a live video feed.

The Fire Battalion Chief and Fire Deputy Chief filing periods are now September 14 to 25, 2020. Additionally, the information session video is scheduled to be posted the week of October 5, 2020.

The current Fire Deputy Chief eligible list is exhausted. The CSC offered to move up the publication of the 2021 eligible list to an earlier date potentially in January. Details will be provided in the test plan.

#### VI. Fire Captain and Fire Lieutenant Exams

The CSC is in the process of contracting with the Ohio State University to rent the Archie Griffin Ballroom in the Ohio Union to administer the exam on January 26, 2021. Candidates will be responsible for parking fees on the day of testing. Parking is available in an adjacent garage for \$10.

The multiple-choice for Fire Captain and Fire Lieutenant as well as the Fire Lieutenant Tactical are to be administered on that date. The I.A.F.F. requested that the tactical exams and multiple-choice be administered with a minimum of one day between the two tests. The CSC noted that multiple days of testing increases the risk that a higher number of individuals may not be able to test due to exposures or quarantines.

The Fire Lieutenant Oral Board will be a video-based scenario that will be recorded and scored at a later time. This will function much like the entry-level F.O.A.M. exam or like the Fire Captain Tactical Exam. The oral board will consist of one or more scenarios that have a test time of approximately 16 to 20 minutes in length. This change enables the CSC to administer the exam in one day while maintaining required COVID-19 distancing protocols. Candidates will be required to be sequestered. The exam will be administered at 1111 East Broad St. in the oral board suites and the rooms will be live-monitored via a video feed. The test date is changed to March 10, 2021.

#### VII. Job Observations

The Division representative informed the CSC that due to COVID-19 precautions in their firehouses no ride-a-longs or scheduled job observations are being permitted per the Public Safety Director. However, it was determined that if a CSC team member listens to a scanner app such as Pulse Point and were to come to an active scene, announce themselves to the acting scene commander, and maintain social distancing that there should not be an issue with a scene observation and questioning at the scene after the incident.

#### VIII. Other Notations

Military Accommodations will again be on a case-by-case basis. A military person wishing to request an accommodation will need to complete and return the "Accommodation Request Non-ADA" form located on the CSC website as soon as they are able. Military Accommodations require a tremendous amount of coordination and cooperation to be accomplished.

#### IX. Any Concerns or Comments from I.A.F.F./Department/Division

No additional concerns or comments at this time from the Department, Division, or I.A.F.F. were brought forward.

\*Meeting Agenda Attached

## **CIFA**

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### **2021 Fire Promotional Exams CIFA Meeting Agenda**

Wednesday, August 5, 2020

#### **Agenda**

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- X. Welcome and Introductions  
Purpose of Meeting
  
- XI. Security Agreements Reminder
  
- XII. Testing Consultant for IAFF
  
- XIII. COVID-19 Related Issues
  - a. Assessor and test development; travel related restrictions
  - b. Illness and quarantine related no-shows
  - c. Job Analysis and Test Plan Status when ready for the Union
  
- XIV. BCDC Written Exam
  - a. Preview day
  - b. Location
  
- XV. Fire Captain and Lieutenant Written Exams
  - a. January 26 Lieutenant and Captain MC and Lieutenant Tactical
  - b. Off-site Parking (fee)
  - c. Lt Oral Board test format
  - d. Lt Oral Board test date (March 10, 2021)
  
- XVI. Job Observations
  
- XVII. Fire Battalion Chief/Deputy Chief
  - a. Filing Period move to September 14-25, 2020
  - b. Information sessions move to the week of October 5, 2020
  - c. Fire Deputy Chief Eligible List Exhausted
  - d. DC list established early January
  
- XVIII. Any Concerns from Union/Department/Division