

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: Coppel Fire Department

Best Practice Standard: 3.10 Probationary Firefighter Training Evaluations

Proofs of Compliance Submitted:

1. Copy of PA-2, Monthly Employee Evaluation Form (Page 2).
2. Copy of Probationary Firefighter Monthly Goals (Page 3)

Submitted By: Gregg Loyd	Date: 10/1/2013
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Evaluator's Review

Evaluator:

Date Accepted:



EMPLOYEE MONTHLY PROBATION PERFORMANCE REPORT

Employee Name:

Employee Number:

Position:

Department:

Rating Period:

Through

Instructions

1. Rating Supervisor(s) shall evaluate the employee's job performance based on established essential job functions, key result areas, performance, standards and goals for the employee's position.
2. The Rating Supervisor(s) is required to comment on job performance deficiencies or areas of exemplary performance.
3. The evaluation shall be reviewed through the employee's successive supervisory levels (through the Department Director) prior to the formal review with the employee.
4. The evaluation shall be returned to the Rating Supervisor who shall conduct a formal review with the rated employee.
5. The completed evaluation shall be processed through established Department procedures with copies distributed in accordance with the legend below. The original will be forwarded to the Human Resources Department for retention in the employee's official personnel file.

TO BE COMPLETED BY RATING SUPERVISOR(S):

Employee's Job Performance: Does not meet standards Is questionable Meets standards Is exemplary

Comments: Record areas of exemplary performance or specify job performance/behavior deficiencies. Specific goals or improvement to be undertaken during next evaluation period which might assist the employee to improve performance. (Attach additional sheets if needed.)

I recommend that this employee be: Retained for further training **OR** Terminated

Rating Supervisor's Signature

Date

Div Mgr./Supervisor's Signature

Date

Department Director's Signature

Date

Employee Signature

Date

One copy to Employee, Supervisor, Human Resources, and original copy to Personnel File.

Coppell Fire Department New Employee Probation Assignment Book

Instructions:

1. Each month has a set of pre-determined skills that will need to be completed.
2. Some skills may be left to another rating period due to station or training assignments, weather conditions, or the availability of training classes and apparatus. If this or any other reasons occur, list the skills that are being postponed.
3. Once a single skill set is completed, a check should be placed in the box next to that set of skills.
4. Once the entire set of skills is completed, the large box at the top of the form should be checked and the form signed by the Captain rating the probationary employee that period.
5. If any of the skills are not completed, then the deficient skills need to be documented on the PA-2 and completed as part of the next rating period.
6. Once the calendar month is over, the “City of Coppell Employee Performance Report PA-2” needs to be completed by the Captain and forwarded to the Battalion Chief.
7. Regardless of the probationary employee’s completion of skills during a calendar period, the PA-2 must be completed by the Captain and turned in to the Battalion Chief at the end of every month.
8. Battalion Chiefs will meet monthly with their Officers to determine the probationary employee’s performance.
9. The Deputy Chief of Operations will meet with the Battalion Chief quarterly to assess the probationary employee’s performance.
10. At the end of the employee’s probationary period, the Captain will complete the PA-3 form supported by monthly PA-2’s and all other applicable documentation and forwarded to the Battalion Chief.
11. The responsibility to teach the skill sets belongs solely to the Company Officers.
12. The responsibility to learn the skill sets belongs solely to the probationary employees.

Coppell Fire Department New Employee Probation Assignment Book

Probation will not be completed if the following items are not met at a minimum:

- Internal Apparatus/Equipment Checks
- Internal Trench Training Program
- FTO Training Program
- RSI/12 Lead Program
- Class B Driver's License
- TCFP Driver/Operator
- Hospital Location Training
- District Street Test
- Target Hazards Test
- CFD SOG Test
- S-190, S-130 Internal Training
- FEMA IS-100, IS-200 Online Training
- Rope Rescue Training/Operations Level
- DFW Operational HazMat Training
- HR ACE Customer Service Program
(Modules 1-4)
- HR Life Languages Program
(Modules A, B, C)

Coppell Fire Department New Employee Probation Assignment Book

1st Month

Introduction Training

- Complete 2 Week Orientation
- Maps
 - Learn the Major City Streets
(Denton Tap, East & South Beltline, Macarthur, Sandy Lake, Coppell Road, Parkway, Bethel Road, Freeport, Royal, Bethel School Road, Mockingbird, IH635, SH121)
- City Overview
 - Learn the Locations of City Hall, Justice Center, 3 Fire Stations, Animal Shelter, Fleet Services, Library, Senior Center, and Aquatics Center
- SOG's
 - Complete SOG #01-01
 - Complete SOG #02-03
 - Complete SOG #02-12
 - Complete SOG #02-13

Rating Officer Signature: _____

Coppell Fire Department New Employee Probation Assignment Book

2nd Month



Firefighter Safety

- Radio Check Off
 - Find CFD Channels 1-5
 - Explain Moving Traffic to CFD Channel 2
 - Find CFD Channel in Both Positions
 - Explain the Emergency Button (Location/How It Works)
 - Explain Code 4, Emergency Traffic & Mayday
 - Find Lewisville, Carrollton, Grapevine, Flower Mound, Farmers Branch
 - Find NPSPAC
 - Demonstrate Battery Cycling/Replacement/Charging
 - Do the Same Actions with the Mobile Radios
 - Demonstrate Apparatus Phone Operation

- SCBA Check-Off
 - Explain the Cylinder Size
 - Demonstrate PASS Use/Both Manual and Automatic
 - Demonstrate Clicking the Regulator into the Hose
 - Demonstrate Turning the Bottle On
 - Read the Pressure from the Gauge
 - Demonstrate Emergency Bypass Mode
 - Explain Low Air Alarm
 - Don the SCBA and be on Air within One Minute
 - Demonstrate How to Reduce Profile for Tight Places
 - Demonstrate Battery Replacement

- Personal Protective Equipment
 - Demonstrate Checking Gear for Readiness
 - Don Bunker Gear and Show Proper Wear
 - Explain Passport and Helmet Tags
 - Explain Special Ops Boots & Coat Use
 - Show EMS Eyewear
 - Explain Different Glove Use
 - Discuss Proper Cleaning of Bunker Gear

- RIT Equipment
 - Explain Equipment in the RIT Bag
 - Demonstrate How to Switch Air from SCBA to RIT Pac
 - Locate the RIT Tarp and RIT Rope
 - Deploy the RIT Equipment on the Tarp
(Irons, Saw, TIC, RIT Bag, RIT Rope, Air Monitor, Ladder, Lights)
 - Explain 2-In/2-Out & Team Accountability
 - Explain RIT Team Formation

- May Day Drill
 - Simulate Emergency Button Activation on the Radio
 - Select Channel 1
 - Simulate Issuing a Mayday over the Radio
 - Identify Company, Location, Emergency, and Air Supply
 - Activate Pass Device,
 - Turn Flashlight On

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #02-04
 - Complete SOG #02-05
 - Complete SOG #02-09
 - Complete SOG #02-16

Rating Officer Signature: _____

Coppell Fire Department New Employee Probation Assignment Book

3rd Month

Fire Equipment Checks

- Equipment Location
 - Conduct an Inspection of the Engine with a Check Sheet
 - Conduct an Inspection of the Truck with a Check Sheet
 - Conduct an Inspection of the Quint with a Check Sheet
 - Conduct an Inspection of the Rescue with a Check Sheet
 - Conduct an Inspection of the Squad with a Check Sheet
 - Conduct an Inspection of the BC Truck with a Check Sheet

- Hand Tool Checks
 - Check Hand Tools & Know Proper Location and Usage
 - Check Appliances & Know Proper Location and Usage
 - Demonstrate the Maintenance of Hand Tools (Cleaning, Sharpening)

- Battery Powered Equipment
 - Demonstrate the Operation of the Air Monitor
 - Demonstrate the Operation of the Thermal Imager
 - Demonstrate the Operation of the TIMS Strobes and Wand
 - Locate and Change Batteries in the Lifepak, Radios, TIC, and Dewalt

- Water Rescue Equipment
 - Locate Water Rescue Equipment
 - Demonstrate Donning of Water Rescue Vests and Helmet

- Gas Powered Tools
 - Check the Oil Levels Prior to Starting
 - Demonstrate the Use of Chokes, Fuel Shut Offs, Kill Switches
 - Demonstrate Starting the Saws, Fans and Hydraulic Power Plant
 - Check the Fuel Levels Prior to Stowing

- Kits & Bags
 - Learn the Equipment in the Salvage Kit
 - Learn the Equipment in the High Rise Kit
 - Learn the Equipment in the Hydrant Bag
 - Learn and Deploy the Landing Zone Kit

- Learn How to Operate the MDT
- Maps
 - Complete 1 Box within District
- SOG's
 - Complete SOG #01-02
 - Complete SOG #02-06
 - Complete SOG #02-14
 - Complete SOG #02-15

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Coppell Fire Department New Employee Probation Assignment Book

4th Month



EMS Equipment Checks

- Begin FTO Period
- MICU Equipment Location
 - Conduct an Inspection of the MICU with a Check Sheet
 - Complete an End of Month Date Check of All Items
 - Learn Cab/Rear Controls
 - Learn How to Operate ESO Software
- EMS Equipment Use
 - Learn All Functions of the:
 - Lifepak 15
 - Suction Unit
 - King Vision
 - Glucometer
 - IV/IO Systems
 - Stretcher
 - Stair Chair
 - KED
 - Scoop
 - Pediatric Backboard
 - Cervical Collars
- Controlled Substance Accountability
 - Learn Where the Controlled Substances are Kept and How to Access
 - Explain the Accountability System for Controlled Substances
 - Learn How to Transfer Custody of Controlled Substances
 - Learn How to Complete Controlled Substance Usage Form
- EMS Closet
 - Learn Restocking Procedures for the MICU and the EMS Closet
- Medical Control Sites
 - Learn How to Contact the Medical Control Sites

- Hospital Locations
 - Learn the Locations of the Emergency Rooms by Driving to:
 - Parkland
 - Methodist
 - Medical City
 - Baylor Dallas
 - Childrens Dallas
 - Baylor Grapevine
 - Baylor Carrollton
 - Baylor Irving
 - Baylor Plano
 - Las Colinas
 - Lewisville Medical
 - Presbyterian Dallas
 - Presbyterian Plano

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #02-08
 - Complete SOG #03-01
 - Complete SOG #03-02
 - Complete SOG #03-07

Rating Officer Signature: _____

Coppell Fire Department

New Employee

Probation Assignment Book

5th Month



Rescue & Safety Equipment Familiarization

- Hydraulic Power Tools
 - Check the Hydraulic Power Tools
 - Demonstrate How to Check Fluid Levels, Air Filter
 - Demonstrate Operation of each Tool

- Electrical Rescue Tools
 - Demonstrate How to Operate the 24V Dewalt Saw
 - Demonstrate How to Change the Battery & Blade
 - Explain Several Uses for the Saw

- Gas Powered Saws
 - Check the Chain Saw and Rotary Saw
 - Demonstrate How to Check Fluid Levels, Air Filter
 - Demonstrate How to Operate Both Saws
 - Demonstrate How to Change Blades on each Saw
 - Describe the Use for the Different Blades
 - Demonstrate How to Adjust the Shroud on the Rotary Saw
 - Demonstrate How to Tighten the Chain on the Chain Saw

- Rescue Ropes
 - Explain the Usage for each Rope: Lifeline, Utility, RIT, & Water Rescue
 - Demonstrate How to Deploy Water Rescue Rope
 - Demonstrate How to Repack Rope
 - Demonstrate How to Build Simple Haul System (Pictures can be used)
 - Demonstrate How to Check each Rope Visually
 - Demonstrate How to Complete the Rope Log

- TIMS Equipment
 - Explain the Usage of TIMS
 - Demonstrate the Proper PPE for TIMS
 - Demonstrate How to Set Up TIMS Using the Equipment
 - Demonstrate How to Direct Traffic during Day & Night Time

- Air Monitor
 - Demonstrate How to Operate the Air Monitor
 - Explain the 4 Sensors and their Detection Capabilities
 - Explain the Dangerous Limits of each Sensor Category
 - Explain 3 Different Scenarios Where the Air Monitor May Be Used

- Thermal Imaging Camera
 - Explain When to Use a TIC
 - Demonstrate How to Operate the Camera
 - Demonstrate How to Switch Between Settings
 - Explain the Limitations of the TIC
 - Demonstrate Temperature Variations by Working in Dark Environments

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #01-05
 - Complete SOG #03-03
 - Complete SOG #05-13
 - Complete SOG #05-14

Rating Officer Signature: _____

Coppell Fire Department

New Employee

Probation Assignment Book

6th Month



Ladders & Aerial Devices, Hydrants/Water Distribution and Fire Extinguishers

- Ladders
 - Describe the Different Lengths of Ladders on All Apparatus
 - Demonstrate How to Inspect the Ladder
 - Demonstrate How to Properly Deploy & Use the Following Ladders:
 - Wall Ladder
 - Roof Ladder
 - Attic Ladder
 - Little Giant Ladder
 - Extension Ladder
 - Demonstrate How to Raise the Aerial on Quint 120 and Truck 123
 - Demonstrate the Proper Cleaning, Degreasing and Lubricating of the Aerial Ladders

- Water Distribution System
 - Describe the Size of Water Mains within the City
 - Describe the Location of the Coppell Water Supply Tanks
 - Explain the Difference between Red and Yellow Hydrants
 - Demonstrate How to Flush a Hydrant
 - Demonstrate How to Dress a Hydrant
 - Demonstrate How to Wrap a Hydrant
 - Demonstrate How to Measure the Following Hydrant Pressures:
 - Flow Pressure
 - Residual Pressure
 - Static Pressure
 - Learn How to Turn Off Water to a Residence

- Fire Extinguishers
 - Describe the Use for the Following Extinguishers:
 - Water Can
 - Class B/C
 - Carbon Dioxide
 - Demonstrate How to Inspect an Extinguisher
 - Demonstrate How to Refill/Recharge a Water Can

- Begin FEMA IS-100, IS-200

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #03-06
 - Complete SOG #03-11
 - Complete SOG #05-18
 - Complete SOG #05-29

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Coppell Fire Department New Employee Probation Assignment Book

7th Month



Fire Hose

- Crosslays
 - Explain Applications for the Crosslays
 - Explain the Following Regarding Crosslays:
 - Lengths
 - Diameters
 - Nozzles
 - Explain Which Crosslays Can Provide Foam
 - Demonstrate How to Deploy a Triple Layer Load and Provide Flow
 - Demonstrate How to Reload a Triple Layer Load

- Skid Loads
 - Explain Applications for the Skid Load
 - Explain the Following Regarding the Skid Load:
 - Lengths
 - Diameters
 - Nozzles
 - Demonstrate How to Deploy a Skid Load and Sustain Proper Flow
 - Demonstrate How to Reload a Skid Load

- High Rise Pack
 - Explain Applications for the High Rise Load
 - Explain the Following Regarding the High Rise Load
 - Contents of the High Rise Bag
 - Length
 - Diameter
 - Nozzle
 - Demonstrate How to Deploy the High Rise Load and Provide Flow
 - Demonstrate How to Reload a High Rise Load

- Wildland Hose
 - Explain the Following Regarding Wildland Hose
 - Lengths
 - Diameter
 - Type of Nozzle
 - Demonstrate How to Deploy the Wildland Hose and Provide Flow
 - Demonstrate How to Reload the Wildland Hose
 - Demonstrate How to Draft utilizing Squad 121/Drop Tank
- Supply Lines
 - Describe the Two Types of Supply Lines
 - Demonstrate How to Establish a Water Supply from a Hydrant
 - Explain the Use of “Short Shots”
 - Demonstrate How to Provide a Water Supply Using Both Types of Supply Lines
 - Demonstrate How to Establish a Water Supply to an FDC
- Maps
 - Complete 1 Box within District
- SOG’s
 - Complete SOG #02-11
 - Complete SOG #03-05
 - Complete SOG #05-17
 - Complete SOG #05-23

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Coppell Fire Department New Employee Probation Assignment Book

8th Month



Nozzles

- Describe the Following Types of Nozzles
 - Smooth Bore
 - Select Gallon Fog
 - Blitzfire
 - Deck Gun
 - Ladder Monitor
 - Quint Monitor

- Smooth Bore
 - Describe the Flows from Smooth Bores
 - Describe the Use of Smooth Bores
 - Flow a 1 3/4" & 2 1/2" with a Smooth Bore

- Select Gallonage Fog
 - Describe the Flows from a Select Gallonage Fog
 - Describe the Use of Select Gallonage Fog
 - Flow a 1 3/4" with a Select Gallonage Fog in the 95, 125, and 150 gpm

- Blitzfire
 - Describe the Flows from a Blitzfire
 - Describe the Use of the Blitzfire
 - Flow a Blitzfire

- Deck Gun
 - Describe the Flows from the Deck Guns with Smooth Bore & Fog Tips
 - Demonstrate How to Operate the Deck Gun

- Ladder Monitors
 - Describe the Flows from Truck 123 Monitors
 - Demonstrate How to Operate the Nozzles

- Quint Monitors
 - Describe the Flows from Quint 120 Ladder Monitor
 - Demonstrate How to Operate the Nozzle

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #02-01
 - Complete SOG #02-02
 - Complete SOG #04-08
 - Complete SOG #05-22

Rating Officer Signature: _____

Coppell Fire Department

New Employee

Probation Assignment Book

9th Month



Trench Rescue Equipment

- Shoring Equipment
 - Describe the Lengths of the Airshores
 - Demonstrate How to Provide an Air Supply to the Airshores
 - Explain the Commands Given When Shooting the Airshores
 - Demonstrate the Following Airshores Components:
 - Column
 - Tripod
 - Wall Shore
- Heavy Timber Shores
 - Explain How to Box Crib
 - Demonstrate How to Box Crib
 - Explain How to Use Heavy Timbers for Trench
- Dewatering Pump
 - Explain the Uses and Limitations of the Dewatering Pump
 - Demonstrate How to Start and Prime the Pump
 - Demonstrate Emptying the Draft Tank Using the Dewatering Pump
- Air Spade
 - Explain the Use of the Air Spade
 - Explain the Air Supply Needed for the Air Spade
 - Hook the Air Spade Up and Simulate Use
- Hi Lift Jacks
 - Explain the Use of the High Lift Jacks
 - Explain How Cribbing Can Be Used with the High Lift Jacks
 - Demonstrate How to use the High Lift Jacks
- Vehicle Stabilization Kit
 - Explain the Use of the Vehicle Stabilization Kit
 - Demonstrate the Operation of the Kit on a Simulated Vehicle

- Airbags
 - Explain the Differences in Low Pressure and High Pressure Airbags
 - Establish an Air Supply for Low Pressure Air Bags
 - Establish an Air Supply for High Pressure Air Bags
 - Lift an Object Using Both Sets of Air Bags
 - Demonstrate the Use of Cribbing With Airbags

- Electrical Equipment
 - Demonstrate the Locations of the Electrical Reels
 - Identify All the Electrical Items on the Rescue
 - Demonstrate How to Activate the Generator
 - Select 3 Different Objects to Energize Simultaneously

- Maps
 - Complete 1 Box within District

- SOG's
 - Complete SOG #02-07
 - Complete SOG #02-20
 - Complete SOG #02-30
 - Complete SOG #05-30

Rating Officer Signature: _____

Coppell Fire Department New Employee Probation Assignment Book

10th Month

Confined Space Equipment

- Communications
 - Describe the Components of the Communication Unit
 - Demonstrate the Operation of the Communication Unit
- Air Cart
 - Describe the Components of the Air Cart
 - Demonstrate the Operation of the Air Cart
- Camera
 - Describe the Components of the Camera
 - Demonstrate the Operation of the Camera
 - Demonstrate Battery Replacement
- Tripod
 - Describe the Components of the Tripod System
 - Demonstrate the Setup of the Tripod
- Safety Harness
 - Describe the Components of the Safety Harness
 - Don the Harness
- Maps
 - Complete 1 Box within District
- SOG's
 - Complete SOG #05-15
 - Complete SOG #05-16
 - Complete SOG #03-04
 - Complete SOG #05-05

Rating Officer Signature: _____

Coppell Fire Department New Employee Probation Assignment Book

11th Month

Driver/Operator

- Complete Any Internal Certifications for Fire Apparatus
 - Demonstrate Pump Operations
 - Demonstrate Driving Skills

- Explain the Locations of the Following Mutual Aid Fire Stations
 - Lewisville Station #1
 - Lewisville Station #3
 - Carrollton Station #1
 - Carrollton Station #2
 - Carrollton Station #5
 - Grapevine Station #1
 - Grapevine Station #5
 - Farmers Branch Station #1
 - Farmers Branch Station #3
 - Flower Mound Station #1
 - Flower Mound Station #3
 - Flower Mound Station #5
 - DFW Station #6

- Identify High Target Hazard Locations

- Maps
 - Complete 2 Boxes within District

- SOG's
 - Complete SOG #03-10
 - Complete SOG #04-01
 - Complete SOG #05-02
 - Complete SOG #05-04

Rating Officer Signature: _____

Coppell Fire Department New Employee Probation Assignment Book

Final Month

Certifications

- Complete Any Areas of Deficiencies
- Maps
 - Complete Learning Current District
- SOG's
 - Complete SOG #05-07
 - Complete SOG #05-09
 - Complete SOG #05-10
 - Complete SOG #05-11

Rating Officer Signature: _____