MERIT COMMISSION REGULAR MEETING

Town of Brownsburg, Council Room
61 N. Green St. • Brownsburg, IN 46112

AGENDA

Thursday, April 2, 2026
1:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

A. February 13, 2026 - Meeting Minutes

V. MERIT COMMISSION ITEMS

A. Consideration of Lieutenant Promotion
B. Consideration of New Hires
C. Engineer Process

VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

VII. ATTORNEY ITEMS

VIII. ADJOURNMENT

BROWNSBURG FIRE TERRITORY MERIT COMMISSION

Tom Drake, Term: 2025-2026, Appointed by: Town of Brownsburg
Jay Puckett, Term: 2025-2027, Appointed by: Lincoln Township
Mike Rosemeyer, Term: 2025-2029, Appointed by: Firefighter
Terry Smith, Term: 2025-2027, Appointed by: Firefighter
David Tinkey, Term 2025-2027, Appointed by: Brown Township

MERIT COMMISSION BOARD REGULAR MEETING

MEETING MINUTES
Friday, February 13, 2026
1:00 P.M.

Brownsburg Town Hall
61 N. Green Street
Brownsburg, IN 46112

I. CALL TO ORDER

Mike Rosemeyer called the Brownsburg Fire Territory ("BFT") Merit Commission meeting to order at 1:00 p.m. on Friday, February 13, 2026, in the Brownsburg Town Hall, 61 N. Green St.

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

The Pledge of Allegiance was followed by a moment of silence.

III. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Members of the Brownsburg Fire Territory Merit Commission that were present were President Mike Rosemeyer, Dave Tinkey, and Tom Drake. Also present were Fire Chief Larry C. Alcorn and Attorney Alexander Will. Members of the Brownsburg Fire Territory Merit Commission that were absent were Vice President Jay Puckett and Secretary Terry Smith.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Friday, January 9th, Regular Meeting Minutes were considered. David Tinkey made a motion to approve the previous meeting minutes. Tom Drake second the motion. Passed 3-0.

V. MERIT COMMISSION ITEMS

Deputy Chief Schlageter presents the new hire conditional offer. Chief Schlageter request approval to extend conditional offers to seven firefighters. Tom Drake questions whether this is a candid offer or if the interviewees have been through any processing yet. Chief Schlageter confirms that these interviewees have not been through any of the hiring process yet and this will

be a strictly conditional offer. Tom Drake makes a motion to approve the new hire conditional offer. David Tinkey seconds the motion. Passed 3-0.

VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUISNESS

None.

VII. ATTORNEY ITEMS

None.

VIII. ADJOURNMENT

BROWNSBURG FIRE TERRITORY MERIT COMMISSION

Tom Drake, Term: 2026-2027, Appointed by: Town of Brownsburg
Jay Puckett, Term: 2026-2027, Appointed by: Lincoln Township
Mike Rosemeyer, Term: 2026-2029, Appointed by: Firefighter
Terry Smith, Term: 2026-2027, Appointed by: Firefighter
David Tinkey, Term 2026-2027, Appointed by: Brown Township

Mike Rosemeyer, President	*Date*
Jay Puckett, Vice President	*Date*
Terry Smith, Secretary	*Date*
Dave Tinkey	*Date*
Tom Drake	*Date*
Attest: *Maddie Barlog, Recording Secretary*	*Date*

The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or Admin@BrownsburgFire.org.

Merit Commission Action Item

March 31, 2026

Agenda Item:	Lieutenant Promotion
Presenter:	Chief Alcorn
Summary:	Due to a retirement, we have a Lieutenant vacancy. The top three candidates for the position are: Kamrick Holding Chris Laws Levi Marshall

Executive Board Action Item

November 18, 2025

Agenda Item: Consideration of New Hires

Presenter: Chief Schlageter

Summary:

	Name	Background Check	Medical Evaluation	Psychological Evaluation	Pension Board	Recommend for Hire
1	Michalke, Jared	Completed	Passed	Passed	Approved	Yes
2	Wood, Landon	Completed	Passed	Passed	Approved	Yes
3	Fishburn, Jacob	Completed	Passed	Passed	Approved	Yes
4	Hennessy, Jalen	Completed	Passed	Passed	Approved	Yes
5	Koger, Josheph	Completed	Passed	Passed	Approved	Yes
6	Miller, Nathan	Completed	Passed	Passed	Approved	Yes

Merit Commission Action Item

March 31, 2026

Agenda Item:	Engineer Process
Presenter:	Chief Harder
Summary:	Requesting authorization to proceed with a Merit Engineer Process. This process will establish an Engineer list for two years. See attached for specifics on how the process will be conducted.

Brownsburg Fire Territory
Engineer Promotional Process Guide

Engine

Telephone: 317.852.1190 www.brownsburgfire.org 470 East Northfield Drive
Brownsburg, IN 46112

Purpose

The purpose of this guide is to provide Brownsburg Fire Territory personnel with information regarding the promotional process for the position of Engine Engineer under IC 36-8-3.5-13, 14, and 16. This document outlines the promotional components, testing procedures, expectations, and preparation guidelines for candidates participating in the process. The promotional process is designed to ensure that candidates selected for the position possess the knowledge, skills, and abilities necessary to safely and effectively operate fire apparatus and support emergency operations. The Fire Territory Merit Commission shall establish and maintain the promotional eligibility list in accordance with Indiana Code 36-8-3.5.

Overview of the Engine Engineer Promotional Process

The Promotional Process outlined herein shall apply to the Merit Engine Engineer rank.

The Promotional Process shall include six (6) components.

- Interest letter
- The score received by the member on a written competitive examination
- The score received by the member on a practical examination
- The discipline record of the member
- The score received by the member for training and education
- The member's length of service

The Engine Engineer promotional process evaluates both knowledge and practical skills required for the position. The components of the promotional process are weighted as follows:

Component	**Weight**
Letter of Interest	5%
Written Examination	25%
Practical Assessment	40%
Discipline Record	5%
Training and Education	15%
Length of Service	10%
TOTAL	**100%**

Candidates must complete the process with a minimum passing score of 70% to be placed on the Engine Engineer promotional list.

Letter of Interest

Letter of Interest Instructions

Candidates shall submit a Letter of Interest expressing their desire to be considered for the Merit Engine Engineer position. The letter should be approximately one page in length and formatted using Calibri 12-point font with single spacing.

The letter should include the following:

- The candidate's name, current rank/position, and date shall be listed at the top of the letter.
- A statement indicating the candidate's interest in the position.
- An explanation of why the candidate believes they are qualified for the position or how they have prepared for the role.
- A statement reflecting the candidate's commitment to the mission and values of the Brownsburg Fire Territory.

The letter shall be professional in tone and written in the candidate's own words. Letters of Interest shall be submitted on the day of the written examination.

Written Job Knowledge Examination

The written exam measures knowledge necessary for successful performance as an Engine Engineer. The exam will consist of fifty (50) multiple-choice questions. Candidates will have ninety (90) minutes to complete the exam.

The examination has been developed by ELITE Public Safety Consulting of Indianapolis. All questions for the written examination have been derived from the *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition*, as well as the Brownsburg Fire Territory Standard Operating Procedures and Policies located in PolicyStat.

Recommended Reading List

- IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook – 3rd Edition
- Brownsburg Fire Territory Standard Operating Procedures and Policies found in PolicyStat

The written examination will take place on May 18 and May 19, 2026, at 0900 hours at the Brownsburg Fire Territory Headquarters located at 470 E. Northfield Drive, Brownsburg, Indiana.

Practical Skills Assessment

The practical assessment evaluates the candidate's ability to safely operate an engine and perform the duties expected of a Merit Engine Engineer. The components of the practical assessment will be graded using a skill step method and will be graded using the Indiana system.

Practical Skills Assessment components will include:

- A driving course as outlined by Coaching the Emergency Vehicle Operator (CEVO)
- Pumping evolutions and fireground handline calculations

Preparation for the Examination

Candidates are encouraged to read all assigned materials thoroughly. Additional preparation strategies include highlighting key concepts, creating study notes or flashcards, participating in study groups, and practicing pump calculations.

Test Day Guidelines

- Arrive early and allow sufficient travel time.
- Bring photo identification if required.
- Electronic devices such as cell phones and smart watches must be stored in your vehicle before testing - No exceptions.
- Follow all instructions provided by exam administrators.

Disciplinary Record

Candidates will receive a maximum of five (5) points for a satisfactory disciplinary record during the two years prior to the written exam. One-half (1/2) point will be deducted for each written reprimand, and one (1) point will be deducted for each 8 hours of suspension. All deductions are cumulative in determining points assigned to candidates; however, deductions will not exceed five (5) points.

Training and Education

Points will be awarded as follows:

- Completion of an associate's degree – 1 point (1 degree maximum)
- Completion of a bachelor's degree – 2 points (1 degree maximum)
- Completion of a master's degree – 3 points (1 degree maximum)
- EMT-Paramedic certification with affiliation – 2 points
- Military service with honorable discharge – 1 point
- Military officer – 1 point
- Each hour of training that is documented in the Fire Territory's record system for the past two (2) years as of the date of the written exam – 1/10 of a point
- Candidates who have received an associate's degree, bachelor's degree, and master's degree in the same area of study will only receive credit for the highest degree. Any degree submitted must be from an accredited university.

Length of Service

Candidates will receive one-half (1/2) point for each year of service completed up to a maximum of ten (10) points.

Eligibility Requirements

- Full-time member of the Brownsburg Fire Territory
- Must have completed three (3) full years of service with the Brownsburg Fire Territory. If the member laterally transferred to the Brownsburg Fire Territory from another department, the member must have three (3) years in the fire service with at least one (1) year of service with the Brownsburg Fire Territory.
- Per the Fire Territory Job Description for Engine Engineer, the candidate must possess the required Indiana Department of Homeland Security certifications:
- IDHS Fire Officer Strategy and Tactics certification
- IDHS Driver Operator General certification (if applicable)
- IDHS Pumper Operator certification
- NIMS 100, 200, 700, 800

The candidate must have completed the process to become a cleared backup chauffeur for the position applying for per Policy 520.

Appeal Process

A candidate who is aggrieved with the score received on the written examination may appeal to the commission for review of the score. The appeal must be filed within ten (10) days of receiving their results. The candidate may review the questions incorrectly answered by the member and challenge the answer considered correct by the examiner. The commission shall either affirm the score or correct the score according to the findings of a review. The examination papers shall be retired after the two (2) year period during which the eligibility list is valid. The retired papers shall be kept for five (5) years and then destroyed.

Expectations of the Engine Engineer

Engine engineers are responsible for safe apparatus operation, pump operations, equipment readiness, and supporting company officers during emergency operations. The position requires strong situational awareness, technical knowledge, and a commitment to firefighter safety.

Closing

The Brownsburg Fire Territory is committed to a fair and objective promotional process. Candidates are encouraged to prepare thoroughly and approach the promotional process as an opportunity to demonstrate their knowledge, skills, and professionalism.

Brownsburg Fire Territory
Engine Engineer Promotional Process

Engineer Promotional Practical Examination

Engine / Pumper

Telephone: 317.852.1190 www.brownsburgfire.org 470 East Northfield Drive
Brownsburg, IN 46112

1. Purpose

The purpose of this process is to evaluate candidates seeking promotion to Engineer/Chauffer through objective, job-relevant performance testing aligned with:

- NFPA 1002 – Fire Apparatus Driver/Operator Professional Qualifications
- Indiana Fire & Public Safety Academy JPR Skill Sheets
- Fire Territory Standard Operating Procedures
- Safe apparatus operations and pump operations

The testing process ensures that all candidates are evaluated fairly, objectively, and consistently using standardized scoring criteria.

Apparatus utilized for this test will be Engine 139

2. Testing Overview

The hands-on promotional test consists of three practical stations.
Station 1 - Visually Inspect a pumper
Station 2 – Engage Fire Pump, Pump from Tank, Transition to Hydrant Supply
Station 3 – Draft from Static Water Source

3. Evaluator Structure

To prevent bias:

- The evaluation will be administered by two evaluators currently serving as engine chauffeurs from another fire department and one Brownsburg Fire Territory (BFT) proctor
- Scores will be averaged between the two evaluators
- Evaluators will be trained on scoring rubric prior to exam
- The BFT proctor will not be evaluating the candidate

4. Standardized Scoring Method

Each skill step will be graded using the Indiana system:

Score	Description
0 =	Unsafe or unsuccessful
1 =	Marginal / incomplete / inconsistent
2 =	Competent and correct

Critical safety violation is automatic failure of competency.

Examples of automatic failure:

- Over-pressurizing lines to an unsafe level
- Failure to select pump mode properly
- Unsafe apparatus movement
- Improperly engaging pump (drive gear before pump shift lever)

5. Overall Scoring

STATION	POINTS POSSIBLE
Station 1 - Visually Inspect a Pumper	30
Station 2 - Engage Fire Pump, Pump from Tank, Transition to Hydrant	40
Station 3 – Draft from a Static Water Source	20
Total Possible Points:	**90**

Station 1 – Visually Inspect a Pumper

Total Possible Points: 30

The candidate will perform a systematic inspection of a fire pumper to ensure the apparatus pump system is safe, functional, and ready for service. The inspection will include evaluating the pump system and components. Emphasis will be placed on the candidate's ability to identify deficiencies, confirm equipment is properly operational, and demonstrate an organized approach to verifying the apparatus is prepared for safe and effective fireground operations.

Inspect and/or perform operational checks of pumping system

1. Pump shift mechanism operational
2. Gauges intact and readable
3. Intake and discharge caps present
4. Valves operate freely
5. Primer operational
6. Tank level gauge functional
7. Water tank full

Critical Failures Include:

- *Improper pump engagement*
- *Failure to select pump mode*
- *Failure to circulate water*

Operational Pump Check

1. Engage pump gear
2. Select pump mode (pressure or RPM)
3. Circulate water (tank to pump: tank fill)
4. Pressure builds normally
5. Check intake and discharge gauges
6. Ensure pressure builds appropriately in pump
7. Shut down properly

Station 2 – Engage Fire Pump, Pump from Tank, Transition to Hydrant

Total Possible Points: 40

This station evaluates the candidate's ability to safely engage a fire pump and operate the apparatus during simulated fireground conditions. The candidate will engage the pump and establish pump operations using the onboard water tank to supply a hose line while maintaining proper pump pressure and monitoring gauges. During the scenario, the candidate will transition from tank water to an external pressurized water supply by safely opening the intake, bleeding air from the line, and adjusting throttle to maintain stable discharge pressure without interrupting fire flow. Upon completion of the transition, the candidate will charge an additional hand line at the instructors' direction. The candidate will operate both hand lines at the appropriate pressures (as identified by the candidate) and refill the tank simultaneously.

1. Bring apparatus to full stop
2. Shift transmission into neutral
3. Set parking brake
4. Operate pump shift control to transfer power from drive axle to pump drive
5. Shift transmission into proper gear for pumping
6. Verify pump indicator light or system confirmation
7. Set transfer valve to pressure mode if applicable
8. Open tank to pump valve
9. Increase engine RPM to establish pressure
10. Charge the attack line
11. Set desired pressure based on flow requirements from evaluator
12. Monitor tank water level
13. Call for hydrant to be charged
14. Open intake valve slowly
15. Bleed air from supply line
16. Adjust throttle to avoid pressure surge
17. Charge second discharge at evaluators direction
18. Set and maintain proper discharge pressure
19. Refill tank via tank-fill line once adequate supply is established
20. Maintain appropriate amount of residual pressure

Critical Failures Include:

- *Improper pump engagement*
- *Failure to select pump mode*
- *Failure to maintain water supply*

Station 3 - Draft from a Static Water Source

Total Possible Points: 20

This station evaluates the candidate's ability to establish a reliable water supply by drafting from a static water source. The candidate will arrive at a simulated rural structure fire where no hydrant system is available and must assemble the necessary hard suction equipment. The candidate will connect all appropriate drafting equipment to pumper, ensure all connections are airtight, and place the strainer properly into the water source. The candidate will then engage the pump, place the pump into the proper operating mode, operate the primer to establish water flow, and maintain a stable pump pressure.

1. Position apparatus safely
2. Assemble hard suction hose
3. Connect strainer
4. Place strainer into water properly
5. Ensure airtight connections
6. Engage pump
7. Place pump in correct operating mode
8. Operate primer until water flow is established
9. Establish stable pump pressure
10. Maintain water supply until evaluator completes the evolution

Critical Failures Include:

- *Improper pump engagement*
- *Failure to select pump mode*
- *Failure to maintain water supply*

Competency Rating Scale

2 – Fully Competent - The candidate performs the task correctly, confidently, and safely without prompting.

Indicators:

- Demonstrates strong situational awareness
- Smooth, controlled apparatus or pump adjustments
- Anticipates issues and appropriately prevents them
- No safety violations
- Minimal wasted movement or hesitation

Example - Pumper placement is appropriate for scenario and continuous waterflow is maintained throughout the entirety of the evolution.

1 – Partially Competent - The candidate demonstrates basic competency but with inefficiencies, hesitation, or minor procedural errors that do not create an unsafe condition.

Indicators:

- Completes the task but requires correction
- Hesitation or inefficient movement
- Minor steps completed out of order
- Needs a second attempt to achieve correct result
- Situational awareness is present but not strong

Example - Candidate completes the transition to a hydrant but does not maintain appropriate residual pressure.

0 – Not Competent - The candidate cannot complete the task safely or correctly.

Indicators:

- Unsafe action or safety violation
- Failure to complete the task
- Major procedural errors
- Requires evaluator intervention
- Demonstrates lack of knowledge of apparatus or operation

Example - Candidate is unable to establish a draft.

Automatic Failure Conditions (Regardless of Score)

Certain actions should result in immediate station failure due to safety risk:

- Over-pressurizing lines to an unsafe level
- Failure to select appropriate pump mode.
- Unsafe apparatus movement
    - Improperly engaging pump (drive gear before pump shift lever)
- Failure to maintain water supply

Station 3 - Apparatus Positioning

Candidate Name: | **Date:**

Setting up to draft and drafting

Total Possible Points - 20

	Competency Level:	Fully Competent 2	Partially Competent 1	Not Competent 0
1	Position apparatus safely			
2	Assemble hard suction hose			
3	Connect strainer			
4	Place strainer into water properly			
5	Ensure airtight connections			
6	Engage pump			
7	Place pump in correct operating mode			
8	Operate primer until water flow is established			
9	Establish stable pump pressure			
10	Maintain water supply until evaluator completes the evolution			
	TOTAL CUMULATIVE SCORE			

Evaluator Comments:

Total Points	**/ 20**

Evaluator Name: _____

Evaluator Signature: _____

Brownsburg Fire Territory

Vigilantly Serving Our Community

Merit Engineer Promotional Process Final Sheet

Position Applied :	Merit Engine Engineer

Candidate Name:	Date:

Component	Percentage Weight	Points
Letter of Interest	5%	
Graded by:		
Written Examination	25%	/ 50
Arrival time:		
Completed time:		
Practical Assessment	40%	Assessment Points
Station 1 Points		/ 30
Station 2 Points		/ 40
Station 3 Points		/ 20
Total Engine Assessment Points		/ 90
Discipline Record	5%	/ 5
Discipline Type	Times / Total	
Each Written Reprimand - 1/2" pt		
Each 8 Hours Suspension - 1 pt		
Training and Education	15%	**Training and Education Points**
Colleged Degree Type (only higest degree counts)		
Associates degree 1 pt	1 point	
Bachelors degree 2 pt	2 point	
Masters degree 3 pt	3 point	
Paramedic Liscence	2 points	
Military with honorable discharge	1 point	
Military Officer	1 point	
Training hours last 2 years as of written test	1/10 point	
Length of Service	10%	**Length of Service Points**
1/2 point for each year of service completed up to maximum of 10 points		/ 10
	100%	**Total Points**

Eligibility Requirements

1	Fulltime member of the Brownsburg Fire Territory	Yes	No
2	Must have completed three (3) full years of service with the Brownsburg Fire Territory. If the member laterally transferred to the Brownsburg Fire Territory from another department, the member must have three (3) years in the fire service with at least one (1) year of service with the Brownsburg Fire Territory.	Yes	No
3	Per the Fire Territory Job Description for Engine Engineer, the candidate must possess the required Indiana Department of Homeland Security certifications:	Yes	No
4	IDHS Fire Officer Strategy and Tactics certification	Yes	No
5	IDHS Driver Operator General certification (if applicable)	Yes	No
6	IDHS Pumper Operator certification	Yes	No
7	NIMS 100, 200, 700, 800	Yes	No
8	The candidate must have completed the process to become a cleared backup chauffeur for the position applying for per Policy 520.	Yes	No
Candidate has fullfilled all the componets for promotion set forth per the Brownsburg Fire Territory Merit Commision?		Yes	No
Candidate meets all the requirements for promotion set forth per the Brownsburg Fire Territory Merit Commision?		Yes	No

Brownsburg Fire Territory
Engineer Promotional Process Guide

Aerial

Telephone: 317.852.1190 www.brownsburgfire.org 470 East Northfield Drive
Brownsburg, IN 46112

Purpose

The purpose of this guide is to provide Brownsburg Fire Territory personnel with information regarding the promotional process for the position of Aerial Engineer under IC 36-8-3.5-13, 14, and 16. This document outlines the promotional components, testing procedures, expectations, and preparation guidelines for candidates participating in the process. The promotional process is designed to ensure that candidates selected for the position possess the knowledge, skills, and abilities necessary to safely and effectively operate fire apparatus and support emergency operations.

The Fire Territory Merit Commission shall establish and maintain the promotional eligibility list in accordance with Indiana Code 36-8-3.5.

Overview of the Aerial Engineer Promotional Process

The Promotional Process outlined herein shall apply to the Merit Aerial Engineer rank.
The Promotional Process shall include six (6) components.

1. Letter of Interest
2. Written competitive examination
3. Aerial practical examination
4. Training and education hours
5. Discipline record of the candidate
6. Candidate's length of service

The Aerial Engineer promotional process evaluates both knowledge and practical skills required for the position. The components of the promotional process are weighted as follows:

Component	**Weight**
Letter of Interest	5%
Written Examination	25%
Practical Assessment	40%
Discipline Record	5%
Training and Education	15%
Length of Service	10%
TOTAL	**100%**

Candidates must complete the entire process with a minimum passing score of 70% to be placed on the Aerial Engineer promotional list.

Letter of Interest

Letter of Interest Instructions

Candidates shall submit a Letter of Interest expressing their desire to be considered for the Merit Aerial Engineer position. The letter should be approximately one page in length and formatted using Calibri 12-point font with single spacing.

The letter should include the following:

- The candidate's name, current rank/position, and date shall be listed at the top of the letter.
- A statement indicating the candidate's interest in the position.
- An explanation of why the candidate believes they are qualified for the position or how they have prepared for the role.
- A statement reflecting the candidate's commitment to the mission and values of the Brownsburg Fire Territory.

The letter shall be professional in tone and written in the candidate's own words. Letters of Interest shall be submitted on the day of the written examination.

Written Job Knowledge Examination

The written exam measures knowledge necessary for successful performance as an Aerial Engineer. The exam will consist of fifty (50) multiple-choice questions. Candidates will have ninety (90) minutes to complete the exam.

The examination has been developed by ELITE Public Safety Consulting of Indianapolis. All questions for the written examination have been derived from the *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition*, as well as the Brownsburg Fire Territory Standard Operating Procedures and Policies located in PolicyStat.

Recommended Reading List

- IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook – 3rd Edition
- Brownsburg Fire Territory Standard Operating Procedures and Policies found in PolicyStat

The written examination will take place on May 18 and May 19, 2026, at 0900 hours at the Brownsburg Fire Territory Headquarters located at 470 E. Northfield Drive, Brownsburg, Indiana.

Practical Skills Assessment

The practical assessment evaluates the candidate's ability to safely operate a ladder and perform the duties expected of a Merit Aerial Engineer. The components of the practical assessment will be graded using a skill step method and will be graded using the Indiana system.

Practical Skills Assessment components will include:

- A driving course as outlined by Coaching the Emergency Vehicle Operator (CEVO)
- Aerial evolutions

Preparation for the Examination

- Candidates are encouraged to read all assigned materials thoroughly. Additional preparation strategies include highlighting key concepts, creating study notes or flashcards, participating in study groups, and practicing aerial evolutions.

Test Day Guidelines

- Arrive early and allow sufficient travel time.
- Bring photo identification if required.
- Electronic devices such as cell phones and smart watches must be stored in your vehicle before testing - No exceptions.
- Follow all instructions provided by exam administrators.

Disciplinary Record

Candidates will receive a maximum of five (5) points for a satisfactory disciplinary record during the two years prior to the written exam. One-half (1/2) point will be deducted for each written reprimand, and one (1) point will be deducted for each 8 hours of suspension. All deductions are cumulative in determining points assigned to candidates; however, deductions will not exceed five (5) points.

Training and Education

Points will be awarded as follows:

- Completion of an associate's degree – 1 point (1 degree maximum)
- Completion of a bachelor's degree – 2 points (1 degree maximum)
- Completion of a master's degree – 3 points (1 degree maximum)
- EMT-Paramedic certification with affiliation – 2 points
- Military service with honorable discharge – 1 point
- Military officer – 1 point
- Each hour of training that is documented in the Fire Territory's record system for the past two (2) years as of the date of the written exam – 1/10 of a point
- Candidates who have received an associate's degree, bachelor's degree, and master's degree in the same area of study will only receive credit for the highest degree. Any degree submitted must be from an accredited university.

Length of Service

Candidates will receive one-half (1/2) point for each year of service completed up to a maximum of ten (10) points.

Eligibility Requirements

- Full-time member of the Brownsburg Fire Territory
- Must have completed three (3) full years of service with the Brownsburg Fire Territory. If the member laterally transferred to the Brownsburg Fire Territory from another department, the member must have three (3) years in the fire service with at least one (1) year of service with the Brownsburg Fire Territory.
- Per the Fire Territory Job Description for Aerial Engineer, the candidate must possess the required Indiana Department of Homeland Security certifications:
- IDHS Fire Officer Strategy and Tactics certification
- IDHS Driver Operator General certification (if applicable)
- IDHS Aerial Operator certification
- NIMS 100, 200, 700, 800

The candidate must have completed the process to become a cleared backup chauffeur for the position applying for per Policy 520.

Appeal Process

A candidate who is aggrieved with the score received on the written examination may appeal to the commission for review of the score. The appeal must be filed within ten (10) days of receiving their results. The candidate may review the questions incorrectly answered by the member and challenge the answer considered correct by the examiner. The commission shall either affirm the score or correct the score according to the findings of a review. The examination papers shall be retired after the two (2) year period during which the eligibility list is valid. The retired papers shall be kept for five (5) years and then destroyed.

Expectations of the Aerial Engineer

Aerial Engineers are responsible for safe apparatus operation, aerial operations, equipment readiness, and supporting company officers during emergency operations. The position requires strong situational awareness, technical knowledge, and a commitment to firefighter safety.

Closing

The Brownsburg Fire Territory is committed to a fair and objective promotional process. Candidates are encouraged to prepare thoroughly and approach the promotional process as an opportunity to demonstrate their knowledge, skills, and professionalism.

Brownsburg Fire Territory
Aerial Engineer Promotional Process Guide

Engineer Promotional Practical Examination

Aerial

Telephone: 317.852.1190 www.brownsburgfire.org 470 East Northfield Drive
Brownsburg, IN 46112

1. Purpose

The purpose of this process is to evaluate candidates seeking promotion to Engineer through objective, job-relevant performance testing aligned with:

- NFPA 1002; Fire Apparatus Driver/Operator Professional Qualifications
- Indiana Fire & Public Safety Academy JPR Skill Sheets
- Fire Territory Standard Operating Procedures
- Safe apparatus operation and aerial device deployment

The testing process ensures that all candidates are evaluated fairly, objectively, and consistently using standardized scoring criteria.

Apparatus utilized for this test will be Ladder 139

2. Testing Overview

The hands-on promotional test consists of three practical stations.
Station 1 -Visually Inspect a Fire Apparatus Aerial Device
Station 2 - Positioning, Hydraulic Stabilizer & Aerial Device Deployment
Station 3 - Aerial Target Placement

3. Evaluator Structure

To prevent bias:

- The evaluation will be administered by two evaluators currently serving as aerial chauffeurs from another fire department and one Brownsburg Fire Territory (BFT) proctor
- Scores will be averaged between the two evaluators
- Evaluators will be trained on scoring rubric prior to exam
- The BFT proctor will not be evaluating the candidate

4. Standardized Scoring Method

Each skill step will be graded using the Indiana system:

Score	Description
0 =	Unsafe or unsuccessful
1 =	Marginal / incomplete / inconsistent
2 =	Competent and correct

Critical safety violation is automatic failure of competency.

Examples of automatic failure:

- Unsafe aerial movement
- Striking an obstacle
- Failure to properly stabilize apparatus

5. Overall Scoring

STATION	POINTS POSSIBLE
Station 1 -Visually Inspect a Fire Apparatus Aerial Device	18
Station 2 - Positioning, Hydraulic Stabilizer & Aerial Device Deployment	40
Station 3 - Aerial Target Placement	44
Total Possible Points	**102**

Station 1 – Visually Inspect a Fire Apparatus Aerial Device

Total Possible Points: 18

The candidate shall perform a systematic inspection of the aerial device and its components to ensure the apparatus is safe and ready for operation. This includes visually inspecting the hydraulic system, stabilizers, turntable, ladder controls, communication system, structural ladder components, extension and elevation systems, waterway, and any attached equipment for damage, wear, leaks, or missing parts. The candidate must ensure all components are properly secured, functioning correctly, and inspected under the proper conditions, such as verifying hydraulic fluid levels only when the aerial device and stabilizers are fully stowed. Any deficiencies should be identified and reported according to Fire Territory procedures.

1. Check the level of the hydraulic fluid in the aerial device hydraulic system. Add fluid to fill the system to the appropriate level, if required.
2. Inspect the stabilizers.
    a. Check for signs of damage, evidence of leakage, damaged hoses or scoring on the sliding beams or hydraulic pistons.
    b. Check that the stabilizer warning lights are clean and not damaged.
    c. Check that the stabilizer pads are present and in good condition.
3. Inspect the turntable assembly.
    a. Visually inspect the drive pinion and turntable gear teeth for damage, proper meshing and alignment, evidence of wear, and adequate lubrication.

   b. Visually check that all turntable bolts are in place.
4. Inspect the stabilizer control panel
   a. Stabilizer control panel has power, and all stabilizer lights work as they should
   b. Ensure that all controls move freely and automatically return to their "Neutral" position.
      - NOTE: An operation test of these controls will be conducted during the operational test portion of this inspection.
5. Inspect the turn-table control console. Make a visual inspection of the aerial device controls on the platform console.
6. Inspect the aerial device communications system. Check all system components for damage and proper hands-free operation.
7. Inspect the aerial device extension/retraction system.
   a. Check the extension and retraction system for signs of damage and wear; this system includes hydraulic cylinders, cables, pulleys, and slide pads.
8. Inspect the various sections of the aerial device
   a. Check all beams, base rails, handrails, locks, alignment systems, cracks in welds, loose or missing parts, physical damage, or improper alignment.
   b. Check for signs of oxidation corrosion on aluminum ladder.
   c. Check heat sensors for discoloration (indicating heat exposure) and expiration date.
      - NOTE: This check may be done while the device is in the stowed position, but candidate can also extend the ladder so that a more thorough inspection can be done.
   d. Inspect the ladder rungs for looseness, weld cracks, quality of traction material or rungs, etc.
9. Inspect the piped waterway system
   a. Check for damage to the piping connections and seals, signs of leakage, and other system components.
   b. Ensure all sections of the piping system are properly aligned and lubricated.

Station 2 – Positioning, Hydraulic Stabilizer & Aerial Device Deployment

Total Possible Points: 40

The candidate will respond to a simulated structure fire at the four-story training building and demonstrate proper ladder truck positioning and aerial device operation. The apparatus must be positioned to allow for roof access. Cones will simulate a roadway during apparatus placement. After spotting and stabilizing the apparatus, the candidate will safely stabilize, raise, rotate, extend, lower, identify load capacity, and stow the aerial device, demonstrating smooth control, awareness of overhead hazards.

1. Position aerial apparatus for a simulated structure fire at the four-story training building & demonstrate proper truck positioning
2. Set the parking brake

3. Engage the PTO system
4. Check each stabilizer's expected travel path using a short pike pole or other means of measuring
   - NOTE: Check the deployment area for overhead obstructions, other vehicles, utility poles, hose lines, etc. Confirm that the setup area will support the apparatus. Position a firefighter in the area of deployment to keep people away from the stabilizers
5. Provide hydraulic power to the stabilizing system utilizing the hydraulic system's diverter valve controls
6. Place the stabilizer pads
7. Deploy the stabilizing jacks
8. Check that the apparatus is level within operable limitations
9. Transfer power from the stabilizers to the aerial device
10. Check the intended path of the aerial device for obstructions
11. Raise the aerial device
12. Rotate the aerial device toward the intended target
13. Extend the aerial device to align the rungs in preparation for personnel to climb the ladder
14. Lower the aerial device to the objective, positioning device above the surface of the proper objective height
15. Compare the device angle to the load chart to determine the load capacity and advise the evaluator of the load capacity
16. Ensure the waterway system is drained
17. Raise the aerial device away from its objective
18. Retract the aerial device
19. Rotate the aerial device until it is positioned directly above its travel cradle
20. Lower the aerial device into the cradle
21. Ensure that the device is firmly seated

Critical Failures Include:

- *Failure to level apparatus*
- *Failure to stabilize apparatus*
- *Striking an object*

Station 3 - Aerial Target Placement

Total Possible Points: 44

This station evaluates the candidate's ability to demonstrate precise aerial ladder control. The candidate will operate the aerial device and place the ladder tip onto a designated target, or place cones according to the instructions. The candidate must maneuver the aerial smoothly while maintaining full awareness of the apparatus position, ladder movement, and surrounding hazards. This tests fine aerial control. Candidates must place the ladder onto a specific target including:

1. Set the parking brake
2. Engage the PTO system
3. Check each stabilizer's expected travel path using a short pike pole or other means of measuring
   - NOTE: Check the deployment area for overhead obstructions, other vehicles, utility poles, hose lines, etc. Confirm that the setup area will support the apparatus. Position a firefighter in the area of deployment to keep people away from the stabilizers
4. Provide hydraulic power to the stabilizing system utilizing the hydraulic system's diverter valve controls
5. Place the stabilizer pads
6. Deploy the stabilizing jacks
7. Check that the apparatus is level within operable limitations
8. Transfer power from the stabilizers to the aerial device
9. Check the intended path of the aerial device for obstructions
10. Raise the aerial device
11. Ladder railing atop the third floor burn tower
12. Ladder windowsill on the third-floor window for rescue
13. Cover four rooftop cones (candidate must place cone attached to aerial on top of cones on roof)

Critical Failures Include:

- *Failure to level apparatus*
- *Failure to stabilize apparatus*
- *Striking object*

Competency Rating Scale

2 – Fully Competent

The candidate performs the task correctly, confidently, and safely without prompting.
Indicators:

- Demonstrates strong situational awareness
- Smooth, controlled apparatus or aerial movements
- Anticipates hazards and checks surroundings
- No safety violations
- Minimal wasted movement or hesitation

Example - Aerial placement is smooth, properly positioned on first attempt, and operator checks overhead clearance and load chart without prompting.

1 – Partially Competent

The candidate demonstrates basic competency but with inefficiencies, hesitation, or minor procedural errors that do not create an unsafe condition.
Indicators:

- Completes the task but requires correction or repositioning

- Hesitation or inefficient movement
- Minor steps completed out of order
- Needs a second attempt to achieve correct result
- Situational awareness is present but not strong

Example - Candidate places aerial ladder slightly off target and must reposition once but ultimately completes task safely.

0 – Not Competent

The candidate cannot complete the task safely or correctly.
Indicators:

- Unsafe action or safety violation
- Failure to complete the task
- Major procedural errors
- Requires evaluator intervention
- Demonstrates lack of knowledge of apparatus or operation

Example - Candidate attempts to raise the aerial without stabilizers deployed or fails to check travel path and strikes an obstacle.

Automatic Failure Conditions (Regardless of Score)

Certain actions should result in immediate station failure due to safety risk:

- Failure to deploy stabilizers
- Striking objects with the aerial
- Extending/retracting aerial with personnel on ladder
- Unsafe apparatus movement

Station 1 - Visually Inspect a Fire Apparatus Aerial Device		Scoring - 38 pts
		Competent - 2
		Marginal - 1
Candidate Name:	**Date:**	Not Competent - 0
1	**Check the level of the hydraulic fluid in the aerial device hydraulic system. Add fluid to fill the system to the appropriate level, if required**	
2	**Inspect the stablizers**	
	a. Check for signs of damage, evidence of leakage, damaged hoses or scoring on the sliding beams or hydraulic pistons	
	b. Check that stabilizer warning lights are clean and not damaged.	
	c. Check that stabilizer pads are present and in good condition	
3	**Inspect the turntable assmbly**	
	a. Visually inspect the drive pinion and turntable gear teeth for damage, proper meshing and alignment, evidence of wear, and adequate lubrication.	
	b. Check that all turntable bolts are in place.	
4	**Inspect the lower rear stabilizer control panel(s)**	
	a. Inspect the lower control panel(s)	
	b. Ensure that all controls move freely and automatically return to their "Neutral" position.	
	c. Check that electrical connections are tight and free of wear	
	***NOTE** : An operation test of these controls will be conducted during the operational test portion of this inspection.*	
5	**Inspect the turn-table control console. Make a visual inspection of the aerial device controls on the platform console.**	
6	**Inspect the aerial device communications system. Check all system components for damage and proper hands-free operation.**	
7	**Inspect the aerial device extension/retraction system.**	
	a. Check the extension & retraction system for signs of damage & wear; this system includes hydraulic cylinders, cables, rollers, and slide pads	
8	**Inspect the various sections of the aerial device**	
	a. Check all beams, base rails, hand rails, locks, alignment systems	
	b. Check truss work for signs of wear, cracks in welds, loose or missing parts, physical damage, or improper alignment	
	c. Check for signs of oxidation corrosion on aluminum ladder	
	d. Check heat sensors for discoloration (indicating heat exposure) and expiration date.	
	***NOTE:** This check may be done while the device is in the stowed position, but it is preferred to extend the ladder so that a more thorough inspection can be done.*	
	e. Inspect the ladder rungs for looseness, weld cracks, quality of traction material or rungs, etc…	

Station 1 - Visually Inspect a Fire Apparatus Aerial Device			Scoring - 38 pts
			Competent - 2
			Marginal - 1
Candidate Name:		**Date:**	Not Competent - 0
9	**Inspect the piped waterway system**		
	a. Check for damage to the piping connections and seals, signs of leakage, and other system components.		
	b. Ensure all sections of the piping system are properly aligned and lubricated.		
		Total Points	/ 38

Evaluator Comments:

Evaluator Name: _____

Evaluator Signature: _____

Brownsburg Fire Territory

Vigilantly Serving Our Community

Merit Aerial Engineer Promotional Process Final Sheet

Position Applied :	Merit Aerial Engineer

Candidate Name:	Date:

Component	Percentage Weight	Points
Letter of Interest	5%	
Graded by:		
Written Examination	25%	/ 50
Arrival time:		
Completed time:		
Practical Assessment	40%	Assessment Points
Station 1 Points		/ 38
Station 2 Points		/ 36
Station 3 Points		/ 18
Station 4 Points		/ 10
Total Aerial Assessment Points		/ 102
Discipline Record	5%	/ 5
Discipline Type	Times / Total	
Each Written Reprimand - 1/2" pt		
Each 8 Hours Suspension - 1 pt		
Training and Education	15%	**Training and Education Points**
Colleged Degree Type (only higest degree counts)		
Associates degree 1 pt	1 point	
Bachelors degree 2 pt	2 point	
Masters degree 3 pt	3 point	
Paramedic Liscence	2 points	
Military with honorable discharge	1 point	
Military Officer	1 point	
Training hours last 2 years as of written test	1/10 point	
Length of Service	10%	**Length of Service Points**
1/2 point for each year of service completed up to maximum of 10 points		/ 10
	100%	**Total Points**

Eligibility Requirements

1	Fulltime member of the Brownsburg Fire Territory	Yes	No
2	Must have completed three (3) full years of service with the Brownsburg Fire Territory. If the member laterally transferred to the Brownsburg Fire Territory from another department, the member must have three (3) years in the fire service with at least one (1) year of service with the Brownsburg Fire Territory.	Yes	No
3	Per the Fire Territory Job Description for Aerial Engineer, the candidate must possess the required Indiana Department of Homeland Security certifications:	Yes	No
4	IDHS Fire Officer Strategy and Tactics certification	Yes	No
5	IDHS Driver Operator General certification (if applicable)	Yes	No
6	IDHS Aerial Operator certification	Yes	No
7	NIMS 100, 200, 700, 800	Yes	No
8	The candidate must have completed the process to become a cleared backup chauffeur for the position applying for per Policy 520.	Yes	No
Candidate has fullfilled all the componets for promotion set forth per the Brownsburg Fire Territory Merit Commision?		Yes	No
Candidate meets all the requirements for promotion set forth per the Brownsburg Fire Territory Merit Commision?		Yes	No