

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Fire Civil Service Commission was held in City Council Chambers at 70 East Main Street, on January 6, 2022 at 9:00am with the following in attendance:

Abigail Benjamin	Commissioner-President	Absent
Robert Parker	Commissioner	Present
Lanora Wentz	Commissioner	Absent
Randall Sanders	City Recorder	Present
Amberle Jenkins	Assistant City Recorder	Present
JB Kimble	BFD Chief	Present
Franklin Baxa	BFD Lieutenant	Present

*City of Buckhannon Fire Civil Service Commission
Meeting Notice for Thursday, January 6, 2022 at 9:00am
At City Hall in the Council Chambers*

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

B. Strategic Issues for Discussion and/or Vote

B.1 Testing of the Written Promotional Examination for the Rank of Captain to Lt. Franklin "Linn" Baxa

C. Comments and Announcements

C.1 Next Meeting Date: January 12, 2022

D. Adjournment

Posted 11-9-2021

A. Call to Order: The meeting was called to order by Commission Member – Robert Parker. The purpose of the meeting is to test Lt Baxa for a Captain position with the Buckhannon Fire Department.

B. Strategic Issues for Discussion and/or Vote

B.1 Testing of the Written Promotional Examination for the Rank of Captain to Lt. Franklin "Linn" Baxa

The following test instructions were read by Recorder-Sanders:

Introduction

Welcome to the administration of the Fire Officer Essentials: Captain Examination. This test will assess job-related knowledge areas that predict job performance as a Captain. This test has a maximum administration time of 2 hours and 30 minutes.

We need to ensure that the testing environment is secure and that you understand important rules that will affect your participation in this testing process. First please clear your desk of all materials except #2 pencils. All bags, purses, and personal belongings should be placed under your table. If you are wearing a hat, sunglasses, or other headwear with any form of visor, please remove it and place it under your table. If you have any prohibited and/or electronic devices with you, including smartwatches, ensure they are powered off and placed under your table. If you have any questions about these instructions, please raise your hand now.

Rules

Prior to passing out test materials, we will review the rules that govern the testing process. Please listen carefully.

The test will last approximately two hours and 30 minutes. You will not be afforded a break during the test.

If you must leave the room, please raise your hand. A proctor will dismiss you. Only one person will be allowed to leave the room at a time.

If you chose to leave the room, you must realize that time will continue to expire. Please manage your time effectively. If you finish the test early, be sure to use the remaining time to quietly review your answers for accuracy.

When you have finished your exam, raise our hand and a proctor will come to dismiss you. Once dismissed, you may quietly leave the testing room. You will be asked to hand in your test booklet and answer sheet. Do not leave the test facility with any test materials or without checking out.

If, at any time, you have any questions regarding the test, raise your hand and a test proctor will come to assist you. Please remember that proctors are barred from helping you respond to test questions.

You will not be provided with scratch paper, but you are allowed to write on your test booklet. However, please note that only answers marked on the answer sheet will be scored. No credit will be given to answers marked in the booklet. It is your responsibility to provide your response on the answer sheet. Additionally, please do not make notes or stray marks on your answer sheet. Any stray marks on your answer sheet may affect the accurate scoring of your exam.

You will be periodically notified as to the time remaining in the test administration process; however, you are responsible for managing your time during the test.

Are there any questions before we distribute the test materials?

Distributing Materials

We will now pass out the test booklets and answer sheets. When you receive the test booklet and answer sheet, place them face up on your table and do not open the booklet. If you open the test booklet before you are instructed to do so, you may be disqualified from the testing process. Please sit quietly after you have received your test materials.

(distribute test materials)

Please open the cover of the test booklet. You will notice that the inside of the front cover contains a test confidentiality agreement. Please read this agreement and acknowledge your acceptance of it by signing in the designated location.

(pause to allow candidate to read and sign the agreement)

Once you have signed the agreement, please close your booklet.

Filling in the Answer Sheet

Place your closed test booklet to the side while you fill in the answer sheet. Begin by writing your last name, first name and middle initial in the spaces provided. Once you are finished, fill in the bubble corresponding to each letter in your name. Look at the marking instructions at the top of the answer sheet for examples of how to fill the bubbles correctly. If there is not sufficient space to fill in your entire name, enter as much as will fit.

(give candidate approximately 2 minutes)

Now enter your social security number in the space labeled "Unique ID Number".

Next you will fill in the bubble for Other- Captain in the space labeled "Test Form."

Additionally, please enter your gender and race in the spaces provided. Even if no choice describes you exactly, please choose the one option that you identify most with. Do not choose multiple options.

You will notice that the answer sheet is single-sided. Your responses to the questions on this exam will be marked in the remaining area numbered with 1 through 100. Please find this section now, and note that it contains 100 questions.

Test Instructions

Now, set your answer sheet aside and open your test booklet to the first page. Please read along as I read aloud the test instructions.

This examination consists of 100 multiple-choice questions. For each question, you must determine which one of the four possible choices is the best answer. You will be provided with a separate answer sheet on which to record your response to each question. You will indicate your answer to each question by darkening in the appropriate "lettered" circle corresponding to the question number.

Please answer all 100 questions. Feel free to write in the examination booklet. You may not use any scratch paper during the exam. If you do not know the answer to the question, narrow your choices and select your "best guess". You will be allowed 2 ½ hours to complete this exam. There will be no break during the exam.

Your score on this examination will be the number of questions you answer correctly; no points will be deducted for incorrect answers. Please note that there is no penalty for guessing on this examination. If you do not know the correct answer, it would be beneficial to guess rather than leaving the item blank.

Additionally at this time we also feel it is important for you to know that once you have completed the test, your written test will be securely mailed to IOS, Inc for scoring. Score results are typically received within a week of testing.

You have been provided with an answer sheet on which to record your response to each question. Fill in your answer to each question by marking the appropriate "circle" that corresponds to the question you are answering. Be sure that the question number you are answering matches the question number on the answer sheet. You will be responsible for ensuring that your answers are marked in the appropriate area.

If you wish to change an answer after marking the answer sheet, carefully erase the mark and blacken in the circle corresponding to your final answer. Be careful not to blacken more than one answer for each question.

A sample question is provided in the instructions. Please take a moment to review this sample questions. There are 12 inches in one foot, so "c" is the correct answer to question one. You would indicate that "c" is the correct answer by completely blackening the circle marked "c" on the answer sheet, as displayed in the booklet.

There is no break during the examination, so keep working until you have finished all 100 questions.

Are there any questions before we begin?

The time is 9:12am.. You will have 2 ½ hours to complete the entire exam. You may begin.

Give candidate an alert at 1 hour and 15 minutes and again at 5 minutes remaining.

Testing concluded at 10:28 am.

A new vendor, IOS, Inc. that is supplying the secure test requires the answer sheets to be returned to them for scoring.

There being no further business to be conducted, meeting was adjourned.

Abigail Benjamin	Commissioner
Robert Parker	Commissioner
Lanora Wentz	Commissioner
Amberle Jenkins	Clerk/Assistant City Recorder

Test Results were received from IOS, Inc. on 01/10/2022 with the following score:

Franklin Baxa test score 81.00.

Buckhannon, WV - Fire Company Officer II

1/10/2022

Exam	LName	FName	MI	ID	Score
FOE 2021 STOCK COII	BAXA	FRANKLIN	L	236371904	81.00