

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

The Buckhannon Fire Civil Service Commission met on Saturday, November 5, 2022 at 10:00 am at the Public Safety Complex for the purpose of the physical agility testing and written testing to potential firefighter candidates.

Lanora Wentz	Commissioner	Present
Robert Parker	Commissioner	Present
Abigail Benjamin	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present
Fire Chief	JB Kimble	Present

Meeting Notice Posted 09/09/2022

*City of Buckhannon Fire Civil Service Commission
Meeting Agenda for Saturday, November 5, 2022*

- 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 10:00 AM At the Buckhannon Fire Station located at the Public Safety Complex, Two Friendly Way, Buckhannon, WV -To Administer the Physical Agility Examination
 - B.2 1:00 PM At the Buckhannon Fire Station located at the Public Safety Complex, Two Friendly Way, Buckhannon, WV- To Administer the Written Examination to the advancing candidates
- C. Adjournment

Posted 09/09/2022

Also assisting from the BFD- Captain Franklin Baxa, Firefighter Maria Potter, Firefighter Tanner Smith and Firefighter Shane Jenkins.

Captain Franklin Baxa explained each step of the physical agility test in detail and answered any questions. The physical agility test was administered at 10:00 a.m.

PHYSICAL AGILITY TEST: The following candidates attended the physical agility test. Results are as follows:

- William D Broschart Pass
- Zachery S Hart Pass
- Justice A Heater Pass
- Tyson D Lipps Fail (sled)
- Kevin L Queen Pass
- Trevor S Skidmore Fail (tread mill)

Testing concluded at about 10:45 am. Commission members conferred with the candidates that passed the physical agility test and unanimously agreed to move the testing time up to 11:30 am.

WRITTEN EXAM: The written test was administered at 11:30 am. The following persons were present:

Lanora Wentz	Commissioner	Absent
Robert Parker	Commissioner	Present
Abigail Benjamin	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present

The following candidates qualified to proceed to the written test:

- William Broschart
- Zachery S Hart
- Justice A Heater
- Kevin L Queen

Commissioners read the following instructions to the candidates:

INTRODUCTION

Welcome to the administration of the NFSI examination. This test will assess job-related cognitive abilities and behavioral tendencies that predict job performance as a firefighter. 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, cell phone, pagers or two-way radio, ensure they are powered off and placed under your table. If any devices are heard or seen during the course of the testing process, you may be disqualified. 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. Though there are two sections, you will not be afforded a break between these sections.

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

Does anyone need to use the restroom at this time?

If you choose to use the washroom, 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 your hand so that one of the proctors can collect your test booklet and answer sheet and dismiss you. Do not leave the test facility with any test materials.

Out of respect for other test takers, we ask that you do not loiter around, but promptly leave the facility when you are done.

If at any time, you have any questions regarding the test, raise your hand and a test proctor will 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.

Cheating will not be tolerated. If a proctor observes you looking at someone else's answer sheet, talking, or handling any foreign documents or electronic devices, you will be escorted from the test site and disqualified from the testing process.

Do not leave your seat with any testing materials unless you notify a proctor. All test materials must remain at your table or in the possession of the proctors at all times.

Are there any questions before we distribute the test materials?

DISTRIBUTING MATERIALS

We will now pass out the test booklets.

When you receive the test booklet, place it face up on your table and do not open it until you are instructed to do so.

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.

Please pick up your test booklet and notice that the back cover is perforated. This page is your answer sheet. Please CAREFULLY fold along the perforated crease and gently tear to remove this page from 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.

(Observe the applicant to ensure that he is completing the form correctly.)

Now enter your social security number in the space labeled Unique ID Number and enter your age. Write today's date in the space labeled 'Date of Admin' and then fill in the corresponding bubbles. TODAY'S DATE IS February 12, 2022.

Additionally, please enter your educational information, 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 double-sided. Your responses to the questions on this exam will be marked in the remaining areas labeled as Section I and Section II. Section I is found on the front side of your answer sheet. Please find Section I now, and note that it contains 105 questions.

Section II is found on the back side of your answer sheet. Please locate Section II now. Section II contains 50 questions. Be sure to answer ALL questions in Section II.

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 155 multiple-choice questions and is divided into two main sections. Section I consists of 105 cognitive ability questions. Section II consists of 50 behavioral-orientation questions. The instructions specific to Section I questions are outlined on this page; the instructions specific to Section II questions are outlined following Section I. Please read the relevant instructions prior to beginning that section.

Please answer all 155 questions. Feel free to write in the examination booklet. You may not use any scratch paper during the exam.

You will be allowed two and a half (2 ½) hours to complete this exam. There is no break between sections. When you complete the exam, please follow the instructions provided to you by the exam proctors. You will not be allowed to take any examination materials with you when you leave.

Your score on this examination will be the number of questions you answer correctly; no additional 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.

Your score will be a composite score from each of the two sections of the test as determined by the scoring analysis of the testing company. Score results are typically received within two business days of IOS receiving your answer sheet.

USING THE ANSWER SHEET.

You have been provided with an answer sheet on which to record your response to each question. Fill in your answer 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 question. There are 12 inches in a 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.

The instructions specific to Section II questions are outlined following Section I.

Section II contains 50 statements that you must evaluate on a 1 to 5 scale, based on your personal opinion. Please read the relevant instructions prior to beginning Section II.

To caution you, contained within Section II are measures on honesty. These measures will flag all attempts made to manipulate your score by answering dishonestly.

Attempts to manipulate your score by responding in such ways will result in penalized score. To avoid this, the best recourse is to answer honestly throughout this examination.

There is no break in the time between Section I and Section II, so keep working after you have finished all of the questions in Section I. Remember to answer all 155 questions.

Are there any questions before we begin?

The current time is _____. You will have 2 hours and 30 minutes to complete the entire exam. You may begin.

TIME REMINDERS

Signal applicant when 1 hour 15 minutes is remaining.

Signal applicant when 5 minutes is remaining.

WHEN TIME EXPIRES

Time is Up! Please put your pencil down and close your test booklet now. This completes the test. Please remain seated while a proctor collects your test materials. Once your test materials have been collected, you are free to leave.

Written testing concluded at 2:05 p.m.

Test answer sheets were mailed to the testing vendor IOS (Industrial Organizational Solutions) immediately.

The following test results were received on **November 8, 2022:**

Buckhannon, WV - NFSI
November 5, 2022

11/8/2022

Exam	LName	FName	MI	ID	Admin	Cognitive	Personality	Final_Score
NFSI FORM 1	BROCHART	WILLIAM	D		110522	79.71	64.79	59.24
NFSI FORM 1	HEATER	JUSTICE	A		110522	74.63	53.05	52.55
NFSI FORM 1	QUEEN	KEVIN	L		110522	39.82	60.60	41.27
NFSI FORM 1	HART	ZACHERY	S		110522	83.76	0.00	36.18

Lanora Wentz
Abigail Benjamin
Robert Parker
Amberle Jenkins

Commissioner
Commissioner
Commissioner
Clerk/Assistant City Recorder