

Lieutenant

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WFD Candidate School II





# Application



# Application Requirements

- External candidates must submit a completed online employment application, including:
  - The Career Plan Report
  - The Supplemental Questionnaire
  - And uploaded documentation for every required certification
- Internal candidates must submit a completed online employment application, including:
  - The Career Plan Report
  - Letter from Supervisor
  - The Supplemental Questionnaire

# Communication

- All communication regarding the selection process will occur by email only.
- Applicants are responsible for ensuring their email address is current and for checking spam and junk folders.
- Missing an email will not be accepted as justification for missed testing or interviews.



# Qualifications

Lieutenant



# Qualifications All Applicants Must Possess for Lieutenant

## Education and experience:

- Internal Candidates (Current Employees):
  - Have an associate's degree with a minimum of 2 years as an Engineer in the Wilmington Fire Department or graduate with a WFD internal certificate with a minimum of three and meet the minimum of 61 points on the Career Planning Report from the areas of Formal Education and Experience.
- External Candidates:
  - Have an Associate's degree and minimum of 6 years with a career fire department with 2 of those years as an acting company officer.

# Qualifications All Applicants Must Possess for Lieutenant

## Minimum Certification Requirements:

- Valid driver's license by application close
- NCOSFM Certified Firefighter or IFSAC/Pro-Board-Certified Firefighter
- NCOEMS EMT credential or National Registry EMT with the ability to obtain North Carolina reciprocity
- Hazardous Materials Operations certification
- NIMS ICS 100, 200, and 700 certifications
- WFD Candidate School II
- Fire Officer I certification

# Additional Requirements for Internal Applicants (Current Employees)

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- Must possess NC Class B license issued by the State of North Carolina
- Must possess Blue Card certification
- Must possess NFA Safety Officer
- Must have completed the Lieutenant Task Book
- Have no more than two points on record for a preventable vehicle or non-vehicle accident within 12 months of the closing date
- Have no formal disciplinary action above a first written reminder within 12 months of the closing date
- Most recent annual performance rating must be “Meets Expectation” or better
- Must provide a letter from his/her immediate supervisor recommending the candidate for the position and stating that the candidate meets job requirements as outlined in the Lieutenant’s job description and is ready for the position.

# Additional Requirements for External Applicants:

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- Valid driver license by application close, NC Class B must be obtained within six (6) months of hire
- NFA Safety Officer certification must be obtained within six (6) months of hire
- Must possess NFA Safety Officer
- Must have completed the Lieutenant Task Book
- Lieutenant Task Book must be completed within six (6) months of hire
- Blue card certifications completed within six (6) months of hire
- NCOSFM Emergency Vehicle Driver Certification within six (6) months of hire
- Driver Operator & Pumps or IFSAC/Pro-board within six (6) months of hire
- Fire and Life Safety Educator 1 certification within six (6) months of hire

**❖ External Candidates must :Upload certification/proof of EACH required qualification**



Lieutenant

Promotion Process

# Phase I Career Planning Report

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Wilmington Fire  
Department



# Phase 1 Career Planning Report

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- The top fifteen (15) candidates will proceed to Phase II of the process. In the event of a tie in score, all tied candidates will proceed to the next phase.

# Experience

Using the below chart, compute points earned for each full calendar month of service time in your current position with the Wilmington Fire Department through October 1 of this year. If you were in a classification that has since been changed, you should associate the service time with the listed classification that best meets the role that you were filling at the time.

### ***Wilmington Fire Department Experience***

Using the below chart, compute points earned for each full calendar month of service time in your current position with the Wilmington Fire Department through January 1 of this year.

- Firefighter - .5
- Senior Firefighter- .75
- Engineer – 1
- Engineer (Training, Fire Marshal) – 1.5
- Lieutenant- 2
- Captain- 3
- Captain (Safety, Training, Logistics, Fire Marshall) 3.5
- Battalion Chief- 4

Position	Months	Weight	Total
Firefighter	0	0.5	0
Senior Firefighter	0	0.75	0
Engineer	36	1	36
Engineer (Training, Fire Marshal)	12	1.5	18
Lieutenant	0	2	0
Captain	0	3	0
Captain (Safety, Training, Fire Marshal, Logistics)	0	3.5	0
Battalion Chief	0	4	0
	<b>Total</b>		<b>54</b>

## Experience Example

### **Formal Education**

Use semester/ quarter hours if no degree has been obtain. Only used for the promotion to master firefighter. With documentation from an official transcript, you may earn points for any college courses that you earned a C or higher from any accredited college or university. Semester hours will be credited at 2 points per semester credit hour. Quarter hours will be credited 1.33 points per credit hour. A copy of a transcript is acceptable.

Type	Hours	Weight	Total
Semester Credit Hrs	0	2	0
Quarter Credit Hrs	0	1.33	0
Certificate Program/ Military Honorable Discharge	12.5	2	0
	<b>Total</b>		<b>25</b>

**For Lieutenant and Battalion Chief Start Here.** If you have completed a program of study and officially earned a degree or certificate, you can earn points in this category. Emergency Services Degrees include Fire, EMS, Emergency Management, and Criminal Justice. A copy of a diploma or transcript that states the degree or certificate earned is acceptable. Enter only the highest degree earned.

Type	Standard	Emergency	Total
WFD Certificate Program	0	25	25
Associate Degree	50	add 25	0
Bachelor Degree	75	add 37.5	0
Master's Degree	100	add 50	0
	<b>Total</b>		<b>25</b>

## Formal Education Example

# Professional Development

List all emergency services certifications and training courses you have taken and their contact hours. Credit is only given for courses in which a certificate of completion was received or officially documented. Add up the total contact hours and multiply by 0.1. Do not include any courses that are required for the position which you are applying for or were taken in pursuit of a degree listed in the education section. Copies of certificates/transcripts (with contact hours) shall be attached to receive credit. Attach additional sheets if necessary.

These designations and credentials will count as follows:

- Advanced FF Certificate - 50 CE hours
- NC CFI - 50 CE hours
- NFA MFO – 80 CE hours
- Fire Officer 3 - 100 CE hours
- NFA EFO - 100 CE hours
- CPSE Credentials - 100 CE hours

### ***Professional Development (Page 1)***

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Course	Contact Hrs
Airport Firefighter	40
TR Ropes	40
TRVMR	40
Hazmat Technician	80
<b><i>Total = Contact Hours x 0.1</i></b>	
<b><i>12</i></b>	

## Professional Development Example

# Organizational Commitment

List all WFD committees, formal courses taught at WFD (specific certification/recertification courses, individual WFD academy classes, etc.), WFD involvement, Honor Guard, or any formal involvement for WFD's benefit (this excludes certifications or training courses. These receive credit in section Professional Development.)

List your level of involvement with the following weights

- Instructor Qualification (Actively using in WFD)- 1 point for each
- Committee Member / Instructor 5 Points
- WFD Team Member / Qualified Assistant Instructor 10 points
- CPSE Peer Assessor (at least 1 site visit or 2 peer reviews)- 15 points
- Committee Chair / Lead Instructor 20 points

### ***Organizational Commitment (Page 1)***

WF committees, formal courses taught at WFD (specific certification/recertification courses, individual WFD academy classes, WFD involvement, Honor Guard, or any formal involvement for WFD's benefit (this excludes certifications or training courses. Receive credit in section Professional Development.)

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Involvement	Level	Points
Instructor Qualification	Instructor Qualification	1
Fire I Qualification	Instructor Qualification	1
Fire I & II Qualification	Instructor Qualification	1
Intervention Crew Qualification	Instructor Qualification	1
Fire I Qualification	Instructor Qualification	1
Fire II Qualification	Instructor Qualification	1
Final Committee	Committee Member	5
Rescue	WFD Team Member	10
Committee	Committee Chair	20
Academy 2021 Fire Control	Lead Instructor	20

# Organizational Commitment Example

<b><i>Formal Education &amp; Experience Grand Total</i></b>	<b>276</b>
<b><i>Professional Development Grand Total</i></b>	<b>39</b>
<b><i>Organizational Commitment Grand Total</i></b>	<b>61</b>
<b><i>Career Planning Report Total</i></b>	<b>376</b>

I have personally assembled this information and believe it to be fully accurate and true to the best of my knowledge. I realize that falsification of information is a basis for formal disciplinary action and removal from the promotional process.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

# Final Grading

## The Day of the Process

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Lieutenant

The candidate will perform Phases II,  
III, IV

March 16-18

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A photograph of a single-story house engulfed in a thick, dark plume of smoke. The house has white horizontal siding and green shutters on the windows. A curved white pipe is attached to the roofline. The scene is set outdoors with some bushes and a street lamp in the foreground.

# Phase II Fire Problem

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Wilmington Fire Department

# Phase II Fire Problem

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Candidate is given the opportunity to demonstrate the knowledge, skills, and abilities necessary for the position through a command simulation exercise. A panel of evaluators, appointed by the Fire Chief or his designee, will conduct the assessment center and grade candidate performance. The fire problem exercise will test the candidate's ability to make tactical decisions including, but not limited to, scene size-up, initial attack, manpower deployment, and determining priorities during emergency scene operations. Candidate will have 3 scenarios and must have a minimum score of 70% on Phase III.

- Fire Problem... Weight 35%
- Resources
  - 401 - Incident Command and Operational Guidelines

# Putting It All Together

- Building/area description
  - Size
  - Height
  - Occupancy Type
- Describe the problem
  - Smoke/Fire Conditions
  - Problem location
- Initial I.A.P.
  - Task(s)
  - Location
  - Objective(s)
- Declaration of the Strategy
  - Offensive
  - Defensive
- Resource Determination
- Assume/Name Command



# Follow-Up Report

Result of 360

- # of Stories in rear
- Basement / Type
- Problem location – if different

Any immediate safety concerns?

Confirmation of the Incident Strategy?

Accountability Location

- Alpha, Bravo, Charlie, Delta



# Assigning Units

Assigning units to initial operating positions/functions

The IC must structure assigning units around:

- Addressing the Critical Fireground Factors
- Achieving the Tactical Benchmarks (UC, AC, Loss Stopped)
- Reinforce Tactical reserve (i.e.; On-Deck)

When assigning units - the communication MUST include:

- Task
- Location
- Tactical Objective(s)

# Command Transfers

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Typically, the 1st arriving Chief Officer will respond directly to the scene. If an active hazard zone still exist or if there is still a lot work to coordinate, Command should be upgraded to a stationary, remote position/location. IC #2 must:

- Size-up and verify that all operating positions match the incident's current conditions
- Transmit that BC-1 is On-Scene – Alarm/Dispatch acknowledges
- Using the Order Model, contact IC #1 and verify the position & function of all hazard zone resource
- Once confirmed with IC#1 - obtain a CAN Report
- Inform IC #1 that you'll be assuming command (taking it out here)
- Contact Alarm and announce; 1) the current strategy, 2) make a resource determination, 3) confirm the command transfer (to BC1)

# Phase III Management Problem

Wilmington Fire Department



# Phase III Management Problem

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- The management problem exercise will be utilized to evaluate the candidate's administrative and organizational skills in work assignments, report writing, letter and memo writing, response to citizen concerns, scheduling, job performance evaluation, employee discipline, employee counseling, etc. The candidate must have a minimum score of 70% on Phase III.
- Management Problem... Weight 30%



# Phase IV Presentation

Wilmington Fire Department



# Phase IV Presentation

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Phase IV the teaching practical will allow the candidate to demonstrate his or her instructional ability while working directly with a probationary firefighter. This exercise will evaluate the candidate's ability to communicate clearly, provide constructive feedback, reinforce safety and policy expectations, and effectively deliver company-level training in an operational environment. These skills are essential for developing new firefighters, conducting daily training, and maintaining professional performance standards within the department. The candidate must have a minimum score of 70% on Phase IV.

- Presentation... Weight 30%
- Resources
  - Fire and Emergency Services Instructor, 9th Edition – IFSTA
  - You will have given time to prepare and then a specific time to perform your presentation. Read the directions

# Final List

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- The cumulative scores obtained in phase 2-4 of the process will determine the final ranking of candidates. A candidate who scores less than 70% overall will not be eligible for the final promotional list. Anticipated openings will be determined by the Fire Chief. When a vacancy occurs, the Fire Chief will select the top candidate(s) on the certified list and forward the name of the candidate(s) selected for promotion to the City Manager for review and approval.

# Hiring Process

- Internals
  - Background Check/ Driving History
- Externals
  - Background Check/ Driving History
  - Physical and Drug Screen
  - 8-week Academy start May 4<sup>th</sup>, 2026

# Resources

Wilmington Fire Department



# How to access the study material

- <https://www.wilmingtonnc.gov/Public-Safety/Fire-Department>

**Fire Department**

**Contact Us**

**Fire Department Headquarters**  
801 Market St.  
Wilmington, NC 28401  
[910.341.7846](tel:9103417846)  
[View Map](#)

**Public Information Requests**

To obtain a copy of a [fire report](#), please fill out this [form](#) (PDF, 44KB) and [email the City Clerk](#).

Please [email](#) all Freedom of Information Act requests (FOIA) and environmental assessment requests (EA) to the City Clerk.

**Careers**   **Community Programs**   **Fire Permit & Forms**

**Stations & Apparatus**   **Inspections & Investigations**   **FAQs**

**Reports**

## Recruitment Process



## Application Process



## Strength & Agility



## Salary & Benefits



## Recruit Class



## External Promotional Process



## Questions Answered



## By the Numbers

- **241 Positions (with special team opportunities** including water rescue, technical rescue, and HazMat)
- **Rotating Shifts**
  - 24 hours on - 24 hours off
  - 24 hours on - 24 hours off
  - 24 hours on - 96 hours off

If you would like to receive recruitment process updates, have questions or would like to be connected to a Firefighter [submit a request online](#).

## Candidate School Videos

- Candidate School I (Engineer)
- Candidate School II (Lieutenant)

## Supporting Documentation

- **Fire Problem Resources** ( [SOG 401 - Incident Command and Operational Guidelines](#) (PDF, 1MB))
- **Pumping Practical Resources** ( [SOG 312 - Roadway Incident Safety](#) (PDF, 209KB),  [SOG 319 Safe Operation of Emergency Vehicles](#) (PDF, 356KB),  [SOG 402 - Pump Discharge Pressures](#) (PDF, 134KB), IFSTA Pumping and Aerial Apparatus Driver/Operator - Third Edition)
- **Presentation Resources** (IFSTA Fire and Emergency Services Instructor - Ninth Edition)
- **Internal & External Career Planning Report Worksheet** (See the  [Worksheet](#) (XLSX, 108KB) here.)
- **The Wilmington Way** ( [Read Wilmington Way here.](#) (PDF, 2MB))



Questions???

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