

This operating policy establishes the procedures and method of selection of officers.

A. Assistant Fire Chief and Captain

1. The Fire Chief will let it be known in writing and posted in a conspicuous place that the position of Assistant Fire Chief and / Captains vacant and that the Fire District is accepting applications to fill the position.
2. The notification will state complete details of the requirements for applying. Applicants will have a period of 10 working days in which to apply. At the end of the notification period, the Personnel Review Board appointed by the Fire Chief will review all qualified applicants. The Personnel Review Board will interview the applicants and make a recommendation. The Fire Chief will have three working days to decide and post a written announcement of the promotion and its effective date. In the event no qualified applicants are available within the Fire District, an ad will be placed in a local paper. If no qualified applicants are found, then the process will repeat until the position is filled.

B. Personnel Changes

1. The Fire Chief will immediately notify all Commissioners by email of any changes in personnel status, new hires, or resignation / termination of firefighters.
2. The Fire Chief will announce during the next monthly Board of Fire Commissioners meeting any changes in personnel status and/or introduce any newly hired personnel.