Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.4.04

2. SUBJECT: ***Volunteer Officers Promotions and Appointments***

3. POLICY: It is the Policy of Grant County Fire District 3 to maintain a fair and equitable process for Officers Appointments, Promotions and Transfers.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. PROCEDURE:

   A. All promotions shall be made based on competitive examination. The District shall establish minimum qualification for promotion. Vacancies in higher positions shall be filled insofar as practicable by the promotion of personnel within the District. All promotions shall be made solely on merit, efficiency and fitness ascertained by open competition among qualified personnel. Examinations shall fairly, objectively and comprehensively test for qualifications for the position by utilizing the assessment center concept designed to provide a minimum of three labs, each lab being a separate examination having a designed percentage of the final score. Candidates' names and examinations will be held in file for potential future appointments for two (2) years.

   B. A period of service in the next lower position may be required to apply for promotional examination. The period of service shall be continuous and shall accumulate through the day prior to the anticipated date of the new promotional list. The following periods of service shall apply:

      1. Station Chief: not less than one full year as a fire suppression Captain or Lieutenant with the district and maintains all participation standards for their rank, including call response per quarter.
      2. Captain: served the district for three years or more and maintains all participation standards for their current rank, including call response, per quarter.
      3. Lieutenant: not less than two full years as a firefighter with the district and maintains participation standards for their current rank, including call response, per quarter.

EXCEPTION: When qualified personnel do not exist, these minimum qualifications may be waived or modified by the Board of Commissioners.

NOTE:
If an Officer does not meet the participation standards for their position the following guidelines will be followed:

- First Quarter – A letter will be sent to the Officer advising them of participation deficit for the position held.
- Second Quarter –A letter will be sent to the Officer and a meeting with the participation committee will be scheduled. (The meeting with the participation committee will be to develop a plan of action to improve participation).
- Third Quarter – 3rd letter will be sent to Officer and a meeting with the District Fire Chief will be scheduled to discuss deficient participation.
- If still not meeting participation level of the officer position held after meeting with the District Fire Chief, he/she will lose their appointed officer position and resume participation at the minimum firefighter standard. If they fall below the 10% minimum participation standard, they may be terminated at the discretion of the Board of Commissioners.

C. Officers shall be appointed by the Board of Commissioners. Officers may be removed from their position, for cause, by the Board of Commissioners. Other reasons for self-vacating an officer position may include retirement, termination, death or an individual's voluntary reduction in rank.

D. In the event of a vacancy or creation of a new position, the District Fire Chief may temporarily appoint persons to fill position up to 180 days. Temporary appointment shall be made based on input received from the Station Officers, Staff and using the current candidate pool.

E. Officer term shall be for two (2) years. Upon completion of a term an announcement for applications and testing of this position shall be announced to the volunteers, a minimum of two months in advance.

1. The individual receiving the highest scores and the input of the staff and volunteer officers will be presented to the Board of Commissioners for approval.
2. If the position is unchallenged, the Board of Commissioners may consider the recommendation of the District Officers Group for appointment to this vacancy either temporarily or for the remainder of the term.

F. The Board of Commissioners may create new Volunteer Officer positions at their discretion or at the recommendation of the staff and/or Station Officers.