

## N. Department Officers – Appointments/Hiring/ Vacancies

### 1. Officer Term Lengths

- a. Captain – Two years; Captains 1, 3, and 5 will be hired on odd years and Captains 2 and 4 will be hired on even years.
- b. Assistant Chief – Three years
- c. Chief – hired by the City.
- d. Officers may be hired for consecutive terms without limit, if they meet the minimum requirements set forth in the PFRD Handbook.
- e. Officer terms run by calendar year. (Jan 1- Dec 31)

### 2. Application process and hiring.

- a. Applicants must meet all PFRD requirements for the desired position.
- b. An applicant must turn in their resume to the Chief no later than midnight on the second Tuesday of September. A resume is the official application for an officer position.
- c. Each resume will be awarded a point total, with each category under (d) having a maximum total of 10 possible points. All percentages or numbers will round down (example 73.5% = 73%)
- d.
  - Experience
    - Officer total years of experience.
      - 7+ years of FF experience (FF rank only) = 1 point
      - 0-4 years of officer experience = 3 points
      - 5-8 years of officer experience = 6 points
      - 9-12 years of officer experience = 9 points
      - 13+ years of officer experience = 10 points
  - Education
    - Having the required training for the position, per PFRD handbook.
      - All required schooling = 5 points
        - FF1, FF2, Hazmat, EMR or better, Leadership Course (required education)
      - Fire Apparatus Operator = 1 point
      - Fire Instructor 1 = 1 point
      - Fire Officer 1 = 1 point
      - Fire Instructor 2 = 1 point
      - Fire Officer 2 = 1 point

- Training Percentage
  - Percentage of actual trainings completed/attended.
  - Average training percentage will be calculated from the previous year and the current year January 1 up to, and including, the second Tuesday of October.
    - 75-80% = 2 points
    - 81-85% = 4 points
    - 86-90% = 6 points
    - 91-95% = 8 points
    - 96-100% = 10 points
- Interview
  - Up to 10 points will be awarded by the interview panel.
  - The interview panel will choose 15 questions to be used that day, three by each panel member.
  - The panel will be made up of the following:
    - The Chief will sit in for the Assistant Chief interviews and the Asst. Chief will sit in on Captain interviews.
    - The City Administrator
    - One township member from the Fire Advisory Board
    - Two Fire Department Members
  - The two (2) Fire Department members will be chosen by a popular vote of the department at the September Business Meeting and must have a minimum of five (5) years good standing with the Department.
- Department Questionnaire
  - See Attachment for the questionnaire.
  - The questionnaire contains three 10-point questions with several opinion-based questions.
  - Questionnaires will be filled out by PFRD members and emailed to the Chief no later than midnight of September 30<sup>th</sup>.
  - Scoring-The average of all questionnaires for an applicant will be their score. (Example: questionnaire scores are 7, 8, and 6.  $7+8+6=21/3=7$ ).
  - Questionnaire totals from each panelist will be added together and then divided by the total number of questionnaires.)
  - These questionnaires are available to the applicant to help improve the applicant for future development in the department.

- Call Percentage
  - Average call percentage will be calculated from the previous year and the current year January 1 up to, and including, the second Tuesday of October.
  - Points by percentage
    - 35-45% = 2 points
    - 46-55% = 4 points
    - 56-65% = 6 points
    - 66-75% = 8 points
    - 76%+ = 10 points
- e. Each applicant's scores shall be tallied together onto a score sheet. This score sheet will be attached to their resume and the questionnaire. These will be used for the basis of the hiring decision. These documents can be viewed by the applicant.

### 3. Interim appointments of officer positions

#### a. Chief

- i. The Chief is a hired position without term limits through the city application process and approved by the City Council. If the Chief vacates their position, the Assistant Chief will assume the position as Interim Chief. The Interim Chief will appoint a new Interim Assistant Chief per PFRD handbook requirements. The Interim Chief and Interim Assistant Chief will remain in those positions until the city hires the next Chief.
- ii. The new Chief will be interviewed by a panel of the City Administrator, a City Council member, the Interim Chief, and two (2) Fire Department members that are chosen by a popular vote of the department; Department members must have a minimum of five (5) years good standing with the Department. All Chief applications shall be reviewed by the City Administrator and two (2) members of the Executive Board.
- iii. If the Interim Chief is to be interviewed for the vacated position, the Interim Assistant Chief will sit in on the interview panel.

#### b. Assistant Chief

- i. The Fire Chief shall have the ability to appoint an Interim Assistant Chief from the remainder of the list used to hire the Assistant Chief. The Chief must use the highest scoring applicant from the applicant pool. If no one in the applicant pool scored above 29, then the position shall be posted for new applicants.
- ii. If there are no candidates available. The position must be posted for fire fighters to apply. If there are no candidates after that posting, the Chief can appoint a member that meets the minimum requirements set forth in the PFRD handbook. The Interim Chief and Interim Assistant Chief will remain in those positions until the city hires the next Chief.

- c. Captain
  - i. The Fire Chief shall have the ability to appoint an Interim Captain from the remainder of the list used to hire the captains. The Chief must use the highest scoring applicant from the candidate pool. If no one in the applicant pool scored above 24, then the position shall be posted for new applicants.
  - ii. If there are no candidates available. The position must be posted for fire fighters to apply. If there are no candidates after that posting, the chief can appoint a member that meets the minimum requirements set in the PFRD handbook.
  
- 4. If an applicant is applying for a consecutive term for the same officer position, and there are no other qualified applicants for that position, then the applicant will automatically be awarded that position for another term without having to go through the appointment process.