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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
R Lawrence, Fire Chief  
J Vaccari, Assistant Fire Chief  
SUBJECT: **Approve Executive Officer Appointment Process,  
Princeton and Fire Rescue Department (PFRD)**  
DATE: June 21, 2023

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**Background:**

Currently, the Executive Officers of the PFRD are elected by the membership annually. In the interest in increasing the professionalism of the PFRD, it was determined that appointed Executive Officers would be appropriate.

The Executive Officers developed the attached appointment process, which includes term length, minimum qualifications, a point scale for evaluating applicants, and an interview process including the composition of the panel.

The Department requests City Council approval of the attached document; it will become part of the Department's Handbook which will undergo an update in the near future.

**Recommendation:**

Staff recommends that the City Council approve the attached Executive Officer appointment process for the Princeton Fire and Rescue Department.