

## **210 LINE OFFICERS APPOINTMENTS**

### **PURPOSE:**

To outline the way in which the Line Officers of the Department are appointed and define the terms of their positions.

### **SCOPE:**

This policy is only applicable to those officers in the Department defined as Operational Line Officers. No Fire Company Administrative Officers are effected by this policy.

### **OFFICERS DESIGNATED:**

The Line Officers of the Department shall consist of a maximum of: one Fire Chief, one Deputy Chief, three Battallion Chiefs, one Fire Official, three Captains and five Lieutenants.

All line officers shall be appointed by the Board of Fire Commissioners.

### **SELECTION OF CAREER OFFICERS:**

The Fire District shall appoint career officer positions using guidelines set forth by the New Jersey Department of Personnel.

### **NOMINATION AND APPOINTMENT PROCEDURE FOR THE FIRE CHIEF, DEPUTY CHIEF AND BATTALLION CHIEFS OF FIRE AND EMS DIVISIONS (VOLUNTEER POSITIONS ONLY):**

The Selection Committee will make recommendations to the Board at their November meeting for the appointment of the Fire Chief, Deputy Chief and Battallion Chiefs of Fire and EMS. The recommendations shall be made after a review process. The review process will involve each candidate to submit a resume and letter of interest to the Company President by October 1 in order to be eligible for appointment. The appointment of the Fire Chief, Deputy Chief and Battallion Chiefs of Fire and EMS Divisions shall be determined by a selection committee. The Selection Committee shall consist of the President of the Florence Township Volunteer Fire Company #1, one Personnel Commissioner, one ex-Chief (mutually agreed upon by the President and the Personnel Commissioner), one active member (mutually agreed upon by the President and the Personnel Commissioner) and the highest ranking Career Officer. The Selection Committee will meet in October to review the applications and hold interviews. The Selection Committee shall forward their recommendations to the District Secretary by October 31<sup>st</sup>.

### **NOMINATION AND APPOINTMENT PROCEDURE FOR THE CAPTAINS AND LIEUTENANTS (VOLUNTEER POSITIONS ONLY):**

The Fire Chief will make recommendations to the Board at their December meeting for the appointment of Captains and Lieutenants. The recommendations shall be made after a review process. The review process will involve each candidate to submit a resume and letter of interest to the Fire Chief by November 1<sup>st</sup> in order to be eligible for appointment. The appointment of the Captains and Lieutenants shall be determined by a selection committee. The selection committee will consist of the Company President (or designee), two firefighters of the company that are selected by the Company President, the Department Chief or (when a new Chief is to be installed in the next ensuing January) the incoming Chief Elect, and two firefighters appointed by the Department Chief/Chief Elect. The selection committee will meet in November to review the applications and hold interviews. The selection committee shall forward their recommendations to the Fire Chief by November 30<sup>th</sup>.

The appointment of Fire Line Officers shall be made in December and shall be based on **Section 320**.

**TERM OF OFFICE:**

The Career Officers shall be appointed and terminated under the guidelines as set by the NJ Department of Personnel.

The Fire Chief, Deputy and Battalion Fire Chiefs of Fire and EMS shall hold their office (if volunteer), respectively, for a period of (3) three years or until his/her replacement is appointed.

The Captains and Lieutenants (if volunteer) shall hold their office, respectively, for a period of (1) year or until his/her replacement is appointed.

**VACANCIES:**

In the event of the death, resignation, removal or other disability of a Fire Line Officer, the Chief or the highest ranking remaining Line Officer shall forward a name to the Board so that the Board can appoint a replacement, for the term of the vacancy. In the event of a vacancy required to be filled in accordance with **Section 230** the term of the replacement shall be for the remaining term of the office.

From time to time, temporary vacancies may occur due to illness, injury, vacation, leave of absence or any other event which may cause the Line Officer to be unable to fulfill their obligation. In this case, the Chief may utilize an "Acting" position. Every effort should be made to assign officers who currently serve as a Line Officer. However, there may be times when a member who has previously served in the currently vacant position or higher may be utilized. The "Acting" Officer will assume all responsibilities and duties of the office they are filling until they are relieved of the "Acting" position.