

# **POLSON City/Rural FIRE DEPARTMENT Operating Guidelines**

Issued By: Chief John Ed Fairchild

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## **100.06 How to Become An Officer**

(Engineer, PIO, Safety, Lieutenant, Captain, Asst. Chief)

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### **PURPOSE:**

The purpose of this Guideline is to establish how to become an officer in this organization. This Guideline will lay out what is required to be an officer so all volunteers that would like to become an officer will know what is required before applying for the position. This organization uses the ICS system and trains to the NIMS system. Being an officer in this organization is a demanding job and one that can not be taken light heartedly.

### **Organization:**

This organization is a volunteer department and therefore flexibility in training, readiness, and execution is critical. The common theme throughout this Guideline is the obligation in the officer to exercise concerned, responsible, responsive leadership.

This Guideline reflects the organizational structure of the departments ultimate obligation is the preservation of lives and property by fire suppression during actual incidents, and that during other periods the organization's obligation is training personnel and maintaining gear so as to safely and efficiently achieve its ultimate obligations.

### **Selection Process:**

Should there be an opening in an officer position, the following is the process that will be used to appoint a new Engineer, PIO, Safety Officer, Lieutenant, Captain or Asst. Chief. All officers once appointed will be on probation for 6 months and can be terminated from the position of officer at anytime during the 6 months should there be just cause determined by the Fire Chief.

- Notification of the open officer position will be posted and will be in the monthly newsletter.
- A letter of intent for the position available should these requirements be met will be given to the Fire Chief.

- Must be in good standing with the department.
- All positions must have current CPR certification on file.
- **Engineer:** Must have 3 years of documented experience on the fire line from any department. Must be willing to complete Fire Pump Operations and Hydraulics for Fire fighting book. Must have a good working knowledge fire ground operations. Must have a good working knowledge of all the different types pumps on the equipment the department operates. Must have completed ICS 100/200. Must have NIMS 100/200/700 and 800. Must be willing to take 1 out of the area training courses. Must have a good working knowledge of departmental Guidelines. Must have Basic and Intermediate wildland training courses.
- **Public Information Officer:** Must have 3 years of documented experience on any fire department. Must have good communication skills with the public and others. Must have completed ICS 100/200 and NIMS 100/200/700 and 800. Must be willing to take S203 and S 403 or equivalent type courses.
- **Safety Officer:** Must have 3 years of documented experience on the fire line from any department. Must complete the Safety Officer course (16 hours) offered by the Montana Fire School. Must have ICS 100/200 and NIMS 100/200/700 and 800. Must have good working knowledge of the fire ground and its operations.
- **Lieutenant:** Must have 3 years of documented experience on the fire line from any department. Must be willing and able to complete the Company Officer book. Must be willing to do other duties as assigned and assist in training other volunteers. Must have ICS 100/200. Must have NIMS 100/200/700 and 800. Must be willing to take 1-3 out of the area training courses for leadership or technical updates per year or as available. Must have a good working knowledge of the department Guidelines. Must have wild land training to at least Basic and Intermediate.
- **Captain:** Must have 5 years of documented experience on the fire line from any department. Must have completed the Company Officer book. Must be willing to do other duties as assigned and assist in training other volunteers. Must be willing to be assigned an apparatus to always have in the ready at all times. Must be ready to assume command at any incident. Must have ICS 100/200 and 300. Must have completed NIMS 100/200/700 and 800. Must be willing to take 3 out of the area training courses for leadership or technical updates per year or as available. Must have a good working knowledge of the department Guidelines. Must have wild land training to at least Basic and Intermediate. Must be willing to obtain Crew boss/Engine boss qualifications. Must have good knowledge of current fire suppression techniques.
- **Asst. Chief:** Must have a minimum of 7 years of documented experience on the fire line from any department. Must have completed the Company Officer book. Must be willing to do other duties as assigned and assist in training other volunteers. Will have a good

working knowledge of department Guidelines. Must have good relations with the members of the organization. Must be able to take disciplinary actions should they come up and need to be addressed. Must have a good knowledge of what is going on in the office and assist with budget issues and help prepare the budget. Must be willing to attend public meeting involving the fire department. Must be willing to take 3 out of the area training courses for leadership, technical or budgetary issues per year or as available. Must be able to effectively manage a scene. Must have ICS 100/200/300 and NIMS 100/200/700 and 800.

- It will be the responsibility of the Fire Chief to inform the City Commission and the Rural Fire District Board of the new appointed officer.

### **How Officers will be selected:**

**Purpose:** To have a standard selection process for all applicants that want to become a Line Officer.

**Goal:** To have a fair and transparent selection process so all applicants will know how the selection process works and how the selection will be made before a letter of intent is given for the position available.

**Intent:** To select the most qualified applicant.

### **Process that will be used:**

#### **Steps that will be taken are as follows:**

- Letter of intent given
- Meeting with the Chief
- Meeting with the Officers
- Then a scoring sheet that uses a point system of 100 points total available. This will be filled out on each applicant with the following information on it. The scoring sheet will be filled out by the proper selection group personnel confidentially and anonymously.
  1. Years of fire service experience.
  2. Training attended.
  3. Current attendance at department meetings.
  4. Current runs made.
  5. Officer's choice.

Once a meeting with the Chief and the officers has been completed and the sheets are filled out, a meeting with the Chief and the Asst Chief will take place. At this time the Chief and Asst Chief will review and discuss the score sheets and make a decision to the appointment.

## **Who will fill out a score sheet:**

### Selection Officer Group:

- For the Asst. Chief- the Chief will make the decision.
- For a Captain- The Chief, Asst. Chief and other Captains.
- For a Lieutenant- The Chief, Asst. Chief and other Officers.

## **How the Points are Scored on the Score Sheet:**

This is only a guideline for scoring.

**For Years of Service/Experience-** 10 or more years will receive 15 points. For 5 or more will receive 7.5 points. For 3 or more will receive 5 points. Less than 3 years does not qualify.

**For Meetings-** If the applicant has attended 3/4 of the meetings or more they will receive 15 points. For making half to 3/4 of the meetings they will receive 10 points. No points will be given for those that make less than half unless the absences are excused which will be taken into consideration.

**For Runs-** An applicant must make over 50% of the runs to get the full 15 points. An applicant making 40% of the runs will receive 10 points. An applicant making only 30% will receive 7 points. An applicant making less than 30% of the runs- no points will be given.

**For Training-** If the applicant has completed the required training and has taken more courses above and beyond they will receive 15 points. An applicant that has just the required training will receive 10 points. No points will be given for less that what is required for the position.

**Officer's Choice-** An applicant receiving more than half the votes from the officers will receive 30 points. An applicant receiving a quarter to half the votes will receive 20 points. An applicant receiving a less than a quarter will receive 10 points.

**Officer Scoring Sheet For New Officer Position:**

There is 100 total possible points available for each applicant.

**Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

1) Does the applicant meet the requirements needed for the position available? **Yes No**

2) Has the letter of intent been received? **Yes No**

3) How many years of service does the applicant have? \_\_\_\_\_ **(15pts)**

4) Does the applicant have the required training needed for the position available? **Yes No (15pts)**  
(If no then why should the applicant be considered?) \_\_\_\_\_

5) What is the applicants meeting attendance? \_\_\_\_\_ **(15pts)**

6) What is the applicants run status? \_\_\_\_\_ **(25pts)**

7) Officer's Choice: \_\_\_\_\_ **(30pts)**

For Officer filling out sheet notes:

**Good or Strong points for applicant:**

**Concerns:**

**Applicants over all score total:** \_\_\_\_\_

Chief and Asst Chief have met on this date: \_\_\_\_\_ and **recommend** or **do not recommend** this applicant for appointment at this time.

Chief: \_\_\_\_\_

Asst. Chief: \_\_\_\_\_