

**WESTERN COVENTRY FIRE DISTRICT**  
**Standard Administrative Procedure**

**#1110.01 Hiring Policy and Procedure**

Effective Date: 3/21/2019

Review Date (3years): 3/2022

No. of pages: 6

*Previous effective Date: 7/12/2018*

1. Purpose:

- 1.1. To set forth the application and selection process for the position of Chief, Deputy Chief and any full time position of the Western Coventry Fire and Rescue Department.

2. Scope:

- 2.1. This SAP applies to all applicants for the positions set forth above.

3. Overview:

- 3.1. The current SAP outlining the duties and responsibilities for the open position must be reviewed and updated if necessary prior to advertising for such positions. If no current SAP exists for the open position than one must be established and approved by the Board of Directors.

4. Procedures with respect to the Chief:

- 4.1. The open position shall be posted internally for a period of at least two (2) weeks to solicit candidates for the position of Chief.
- 4.2. The open position shall also be advertised electronically in or on three job or trade posting venues/or at least once in a newspaper with statewide circulation and posted in at least three (3) public locations within the District. The frequency of the advertisements as well as use of other advertising channels will be at the discretion of the Board of Directors.
- 4.3. Two (2) members of the Board of Directors shall review applicant's resumes, select those candidates that meet the qualifications listed in section 3 above and forward those approved applicant resumes to an Interview Committee for review and subsequent action.
- 4.4. The Interview Committee shall be comprised of at least one (1) experienced Fire/EMS or emergency service provider (not a member of any Town of Coventry Fire Department), one member of the Board of Directors and one resident of the District (not affiliated with

the Board or the Fire Department). Appointment of an odd number of members to this committee is encouraged to avoid tie votes. The Interview Committee shall attempt to determine the suitability of each applicant to meet the District's needs for fire department leadership, fire and emergency service competencies (including operational and/or incident command), administrative capabilities, management and interpersonal skills. The Interview Committee shall develop a standard list of questions which is to be asked of each candidate and shall be subsequently reviewed and evaluated. If desired by the Interview Committee, the Interview Committee shall arrange via a third party, for the administration of a contracted professional and WCFD compatible written examination for the position of Chief. The interview committee will then recommend one or more appropriate candidate(s) to the Board of Directors for consideration in the final selection. (The Board may request a ranking of the finalists on a case by case basis). (Note: At its discretion, the Board of Directors may outsource all or some of the services of the Interview Committee to a professionally recognized fire service personnel selection agency.)

4.5. The Board of Directors shall conduct final interviews of those applicants recommended for consideration by the Interview Committee and shall select the individual deemed best qualified to the position of Chief. If the Board determines there are no suitable candidates from the current field, the Board of Directors may re-advertise the position and repeat the process described above.

4.5.1. Interviews of candidates by the Interview Committee and/or the Board of Directors will generally be held in executive (closed) session in accordance with procedures required by the RI Open Meetings act. Individual candidates shall be notified of this procedure in writing (via email or regular mail) and may opt to conduct such interviews in Open Session. A recommended email/letter is attached to this SAP. (Exhibit (A))

4.5.2. Selection or Interview Committee meetings are all considered to be public meetings and must publish an appropriate agenda and keep minutes in accordance with the RI Open Meetings Act. If convening into executive (closed) session, Exhibit B is provided for appropriate language to be read into the record to enter into and exiting from executive sessions.

4.6. The Chairperson of the Board of Directors shall notify the selected candidate.

4.7. Once final arrangements have been made with the selected candidate all other applicants will be notified of the outcome.

4.8. The Chief shall be appointed by the Board of Directors and shall serve at the pleasure of the Board of Directors. At the discretion of the Board of Directors, an employment agreement between the district and the Chief may be entered into.

5. Procedures with respect to all other Positions (Deputy Chief and full time positions):

- 5.1. The open position shall be posted internally at the Summit and Greene stations for a period of two (2) weeks to solicit internal candidates for the open position. The posting will include required qualifications.
- 5.2. The Chief will review all applications. If no suitable candidate applies for the position, then the position shall be advertised at least once in a newspaper with statewide circulation and posted in at least three (3) public locations within the District. The frequency of the advertisements as well as the use of other advertising channels will be at the discretion of the Board of Directors.
- 5.3. The Chief upon reviewing the credentials of the candidates shall select the most qualified candidate for the position. The recommended applicant will be presented to the Board of Directors for final approval and appointment.
- 5.4. Once final arrangements have been made with the selected candidate all other applicants will be notified of the outcome.
6. Procedures (and Policy) with respect to all Fulltime Positions:
  - 6.1. If administered, the candidate must score a passing grade on a professionally administered written test of the Board's choosing. This test will be conducted at the discretion of the Board of Directors.
  - 6.2. Prior to selection, the candidate must satisfactorily complete a physical examination and a health screening conducted by a health care provider of the Board of Director's choosing.
  - 6.3. The candidate must show satisfactorily completion the R. I. Firefighter's physical agility test or a comparable physical performance assessment approved by the Board of Directors.
  - 6.4. Never have been convicted of a felony crime or conviction of criminal misdemeanor involving arson, moral offenses or other criminal misdemeanors deemed inappropriate for membership by the Chief. Exceptions to the above sentence can be made on a case-by-case basis where it was not a serious offense, occurred only once and it occurred a long time ago. All exceptions must be supported by the Chief and approved by the Board of Directors.
  - 6.5. The candidate must possess working knowledge of basic computer skills, word processing, typing and filing and other related administrative office functions.
  - 6.6. The candidate must have high ethical standards.
  - 6.7. The candidate must have a driving record without any serious driving infractions (no convictions for DWI, reckless driving, etc.).

6.8. Candidates who are qualified voters and residents of Western Coventry Fire District shall be given preference in the selection process; however residency within the District is not a requirement. The Chief and or the Board of Directors shall use discretion in this matter when evaluating the candidates for a particular position.

RELATED SAPs: SAP 1110.00 Membership, SAP 5354.10 EEO Policy

(EXHIBIT A)

CANDIDATE INTERVIEW CORRESPONDENCE (EMAIL OR FORMAL LETTER)

Candidate Name: \_\_\_\_\_

The Western Coventry Fire District has scheduled an interview with you at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) to review your qualifications and interest in the position of Chief of the Department. This interview will generally be held in Executive (closed) Session in accordance with the Rhode Island Open Meetings Act (RI OMA) (RIGL 42-46-5-a ). Minutes will be taken and will routinely be sealed at the completion of the interview(s).

Under RI OMA, you have the right to have this interview conducted in an open session and are requested to voice that desire in advance of or prior to commencing the interview.

Please confirm you are aware of the scheduled interview and acknowledge your understanding of your rights to a public meeting as provided in RI OMA.

Sincerely,

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(EXHIBIT B)

To be read into the minutes of the public meeting prior to going into the closed session:

I move that this public body go into a closed session in accordance with RI General Laws 42-46-5-a to discuss the job performance, character and physical and mental health of an applicant or applicants for the position of Chief (or other position if applicable). The applicant or applicants have been informed in writing of their right to conduct this session in an open session.

(Vote to move to closed session)

Once convened in closed session:

Addressing the candidate (must be done for each candidate):

This meeting has been convened in executive or closed session in accordance with the RI Open Meetings Act. (RIGL 42-46-5-a). You were informed in writing that this body would review your prior and existing performance and that you have the right to conduct this interview in a public session. Do you acknowledge such notice and agree to have this interview in closed session?

(Note for the record/minutes that the candidate responded in the affirmative)

NOTE: When the closed session has been adjourned, the group must re-convene in open session to report the results of any votes taken and to seal the minutes of the closed session.

To be read into the minutes of the public meeting immediately after reconvening into Open Session and following the announcement of any votes taken:

I move that the minutes of the Executive Session be sealed in accordance with RI Open Meetings Act.

(Vote to seal the minutes)