

Falmouth Fire-EMS Operating Guideline

Officer Appointments

Objective:

To provide the process for selecting and appointing officers for Falmouth Fire-EMS.

General Information:

The Fire Chief is appointed by the Town Manager. All other officers at Falmouth Fire-EMS are appointed by the Fire Chief.

Guidelines:

A. Fire Chief

- a. The Fire Chief is appointed by the Town Manager.
- b. The selection process will include an application period, 1st and possibly 2nd round interviews, and a background check.
- c. The Fire Chief is appointed without an end to the term.

B. Assistant Chief

- a. The Assistant Chief is a full-time position appointed by the Fire Chief with consultation from the Assistant Town Manager and current Senior Officers of the department.
- b. The selection process will include an application period, 1st and possibly 2nd round interviews, and a background check.
- c. The Assistant Chief is appointed without an end to the term.

C. Deputy Chief

- a. The Deputy Chief positions are on-call positions.
- b. The Deputy Chief position is appointed by the Fire Chief with consultation the Assistant Chief and other current senior officers.
- c. The selection process will include an application period, 1st and possibly 2nd round interviews, and a background check.
- d. The Deputy Chief is appointed without an end to the term.

D. EMS Captain

- a. The EMS Captain is a full-time position appointed by the Fire Chief with consultation from the Assistant Town Manager and current Senior Officers of the department.
- b. The selection process will include an application period, 1st and possibly 2nd round interviews, and a background check.
- c. The Captain is appointed without an end to the term.

E. Captain

- a. The Captain positions are on-call positions.

- b. The Captain positions are appointed by the Fire Chief with consultation with the Assistant Chief and Deputy Chiefs.
- c. The selection process will include an application period which is generally in May of each year. Interested applicants must submit a request in writing to the Fire Chief and may be asked to answer various written questions as part of the notification.
- d. The interested applicants may be asked to come in for interviews in June.
- e. Firefighters and EMS providers may be asked to serve on interview or review panels.
- f. The process may include a background check.
- g. The Captains are appointed to a 1-year term, beginning on July 1st and ending on the following June 30th.
- h. Each year Captains who are interested in remaining as Captains must re-apply following the process identified by the Fire Chief.

F. Lieutenant

- a. The Lieutenant positions are on-call positions.
- b. The Lieutenant positions are appointed by the Fire Chief with consultation the Assistant Chief, Deputy Chiefs, and Captains.
- c. The selection process will include an application period which is generally in May of each year. Interested applicants must submit a request in writing to the Fire Chief and may be asked to answer various written questions as part of the notification. The interested applicants may be asked to come in for interviews In June. Firefighters and EMS providers may be asked to serve on interview or review panels.
- d. The process may include a background check.
- e. The Lieutenant are appointed to a 1-year term, beginning on July 1st and ending on the following June 30th.
- f. Each year Lieutenant who are interested in remaining as Captains must re-apply following the process identified by the Fire Chief.

These guidelines may be changed or altered by the Fire-EMS Chief at any time.