

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.15
VOLUNTEER
OFFICERS/PROMOTIONS



Adopted: 10/03/17
Reviewed: 03/21/18
Revised: 03/21/18

Approved:

A handwritten signature in black ink, appearing to read 'Tony Hicken', is written over a horizontal line.

Purpose: To identify the minimum number of volunteer officers per battalion and the process for filling vacancies.

References: N/A

Procedure:

1. Each Battalion shall have a minimum of one Volunteer Captain and one Volunteer Lieutenant officer position established. These positions shall be open to eligible firefighters. Each position shall comply with the job description established by the Fire Chief.
 2. There shall be one Support Services Coordinator. The Support Services Coordinator shall receive the same volunteer point's reimbursement as a Volunteer Lieutenant.
 3. Volunteer Captain Vacancy.
 - a) A vacancy of a Volunteer Captain position shall be filled by the following method:
 - i. A test shall be administered by the Human Resource Chief. Applicants shall comply with the eligibility requirements established by the Fire Chief and or his/her designee.
 - ii. An eligibility list will be created from the testing process and candidates will be interviewed by an oralboard established by the Human Resource Chief. The eligibility list will be effective for two (2) years following its posting.
 - iii. The final selection shall be made by the Fire Chief.
 4. Volunteer Lieutenant Vacancy.
 - a) A vacancy of a Volunteer Lieutenant position shall be filled by the following method:
 - i. A test shall be administered by the Human Resource Chief
 - ii. An eligibility list will be created from the testing process and candidates will be interviewed by an oral board established by the Human Resource Chief.
 - iii. The final selection shall be made by the Fire Chief.
- Eligibility lists for volunteer officers' positions will be effective for two (2) years following posting.

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5. The Support Services Coordinator shall be an appointed position. The Division Chief overseeing Support Services shall make a recommendation to the Fire Chief to fill the Support Services Coordinator position.