POLICY CSD-07: Volunteer Firefighter Promotion Policy

Community Services

Approval Date: **October 14, 2003**
Approval Authority: **Council Resolution No. 15**
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Revision Date/s:

Purpose:

The purpose of this policy is to set out guidelines regarding the promotion of Volunteer Firefighters through the Fire Service Division's rank structure.

Description of Volunteer Firefighter Ranks

Probationary Firefighter:	A new firefighter in his/her first year with limited duties as assigned.
Firefighter:	The operational working rank with duties as assigned. There are various defined skill levels within the rank of firefighter such as class, operator, driver, rescue technician, etc.
Trainer Facilitator:	Authorized to investigate and certify a firefighter's knowledge, skills and experience as conforming to Provincial and Divisional standards of competency.
Fire Safety Educator:	Authorized to develop and apply public fire safety programs in accordance with Provincial and Divisional policies.
Fire Investigator:	Authorized to assist in official post-fire and post-explosion origin and cause investigations in accordance with Provincial and Divisional policies and guidelines.
Captain:	First level of supervision of other firefighters, and with specific station and incident responsibilities as assigned.
Deputy District Chief:	Second level of supervision and direct assistant to a District Chief, with specific station and incident responsibilities as assigned.
District Chief:	Highest level of fire district/station administration and management, with general and specific District and Divisional responsibilities.

With respect to the above Volunteer Firefighter ranks, more complete descriptions of required qualifications, skills, experience, and responsibilities are contained in the respective job descriptions for each rank.

The Probationary Firefighter promotion policy is contained in policy CSD-03, Volunteer Firefighter Recruitment and Selection and is not included in this policy.

Implementation Procedure:

Selection Criteria

The evaluation of candidates for promotion from one rank to another rank or from one level to another level within the same rank shall generally be on the basis of the candidate's knowledge, skills, experience and suitability, where the following is intended:

1. **Knowledge:**

   Knowledge assessment shall be on the basis of formal and successful study and acquisition of general and/or specialized firefighting, rescue, public education, teaching, supervisory, management, or other relevant knowledge. This acquisition shall generally be represented by marks, certificates, or documented attendance.

2. **Skills:**

   Skills assessment shall be on the basis of a practical demonstration of ability appropriate to the position being sought.

3. **Experience:**

   Experience assessment shall include an evaluation of past performance and success in performing the duties of the rank being sought, or as might be appropriate in another position where similar skills and knowledge are exercised.

4. **Suitability/Competency:**

   Suitability/Competency assessment shall include an evaluation of the candidate's attitude, judgement, leadership, commitment, and integrity. Past performance and attendance will be part of this assessment.

Any candidate wishing to be considered for promotion or transfer to another rank shall apply in writing by submitting an application letter and resume outlining his/her qualifications within the allowed time period in the position posting. The minimum requirements for the position shall be clearly stated in the position posting. Position openings shall be posted within the applicable fire station(s). Applications shall be directed to the Fire Chief or as otherwise indicated in the posting.

Available positions may be filled by the Fire Chief on a temporary basis by the appointment of a firefighter in an "acting" role until such time as the available position may be permanently filled through this selection Policy.

Senior firefighters may be appointed by a District Chief with the Fire Chief's approval and on a temporary and rotating basis to the position of an Acting Captain when a Captain is absent for a period of time. This procedure will provide an opportunity for senior firefighters to gain officer experience as well as ensuring that there are sufficient officers available in the station.

Selection Process

A selection panel appointed by the Fire Chief shall conduct the evaluation of all eligible candidates. Any applicant who meets minimum criteria will pass into the selection process and become a Candidate under consideration. All Candidates who pass the selection process shall be placed in order of ranking. The selection panel shall recommend to the Fire Chief the successful Candidate to fill the position.

Persons appointed shall be placed on probation for a period of one calendar year from the effective date of the appointment. During that year, the appointed person's performance in the position shall be evaluated quarterly. If, in the opinion of the Fire Chief, the appointed person is not fulfilling the requirements of the position he/she may be returned back to his/her original position without prejudice. Likewise the appointed person may resign his/her position within the same year and resume his/her former position if at that time there exists a vacancy in that position.