



Department Officers - Selection

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Revisions & Effective Date			
Letter	Description	Date	Prepared
A	Complete redesign of procedure	01/01/2005	TAB
6	Revised	06/12/2000	TAB
5	Revised	01/22/1997	TAB
4	Revised	05/01/1994	TAB
3	Revised	12/12/1990	TAB

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Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



1.0 Purpose

- 1.1. To describe a set procedure for the recommendation of officers by the members of the Taylors Bridge Fire Department.

2.0 Definitions

- 2.1. None

3.0 Requirement

- 3.1. Requirements for each officer position are detail for each office in other Standard Operating Guidelines.
- 3.2. It is extremely important for the Fire Chief, Assistant Chief(s), Captains, Lieutenants and Safety Officer(s) have Firefighter I and II certification completed prior to the election. However, this may be altered to accommodate staffing as required.
- 3.3. Chaplain, Training, Secretary and Traffic Officers do not have to meet the above criteria but, if the certification is present, they will have first priority. Otherwise, a minimum of one-year active service with the Taylors Bridge Fire Department must apply.

4.0 Officers

- 4.1. Listed below is the officer structure and minimum/maximum set by the Taylors Bridge Fire Department Inc. Board of Directors:

	<u>Officer</u>	<u>Min</u>	<u>Max</u>
4.1.1.	Fire Chief	One	One
4.1.2.	Assistant Chief	One	Two
4.1.3.	Captain	Two	Four
4.1.4.	Lieutenant	Two	Four
4.1.5.	Safety	One	Two
4.1.6.	Training	Is now a captain or lieutenant position	
4.1.7.	Secretary	One	One



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4.1.8. Chaplain If appointed by the Fire Chief

- 4.2. The Taylors Bridge Fire Department, Inc. Board of Directors shall appoint the Fire Chief and Assistant Chief(s). They may accept the recommendation of the fire department members on the selection or may chose of their own accord.
- 4.3. The Fire Chief and Assistant Chief shall appoint the remaining officer positions. They may choose to approve these offices as recommended by the firefighters or chose on their own. However, final approval of these officers will be the Board of Directors.
- 4.4. The Fire Chief shall appoint additional officers during the fiscal year for no longer than the next election.

5.0 Officer Term

- 5.1. Annual elections shall be conducted by the third Tuesday night in January. Officers will assume their duties on the night of the Board of Directors meeting held in January and/or when determined by the Fire Chief Elect.
- 5.2. If elections cannot be held on the third Tuesday night, then the Fire Chief must notify the Taylors Bridge Fire Department Board of Directors of the earliest date possible.

6.0 Voting Procedure

- 6.1. Recommendation for Chief, Assistant Chief, Training and Secretary
 - 6.1.1. Nominations are by secret ballot.
 - 6.1.2. Each active member shall cast one vote. The top two nominees receiving the most votes will be put on view.
 - 6.1.3. Members will cast ballots again only choosing one of these two names for the office. The individual receiving the most votes shall be recommended to fill the office.



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6.2. Recommendation for Assistant Chief *, Captain, Lieutenant and Safety

- Only if there are (2) Assistant Chief's required

6.2.1. Nominations are by secret ballot.

6.2.2. Each active member shall cast their vote based on the total number of officers required. The top nominees found using a multiplier of two, receiving the most votes will be put on view.

6.2.3. Members will cast ballots again only choosing these names for the total number of officers required. The individuals receiving the most votes shall be recommended to fill the office.

6.3. Chaplain and Traffic Offices

6.3.1. The Fire Chief will fill these positions after the Board of Directors chooses the Fire Chief.

6.4. "Tie Breaker"

6.4.1. The new "Fire Chief Elect" will be the determining vote if ballots are equal. This decision must be professional and to the best interest of the department. Seniority, training, certification and attendance are recommended requirements to determine the individual and not friendships or favoritisms.