

SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners
Policy for Employment of Deputy Chief Officers and Director Level Positions #024

Purpose:

To establish a policy for employment of Chief Officers and Director Level positions.

Authority:

Revised Code of Washington Title 52 Fire Protection Districts
RCW 52.14

Policy:

The Board of Fire Commissioners has the responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the Fire Chief or his/her designee. Prior to the hiring of all new staff members, a prospective staff member shall present all necessary documents, successfully pass the Department's physical exam and physical agility tests for positions that require such an exam, and successfully pass background checks and all applicable Civil Service requirements. All staff members selected for employment shall be recommended by the Fire Chief.

Prior to the hiring of Deputy Chief Officers and Director Level Positions, the Board of Fire Commissioners shall be provided a copy of the proposed contract for their review in executive session. Approval of the employment contract requires a majority vote by the Board of Fire Commissioners. .

In the event an authorized position must be filled before the Board of Fire Commissioners can take action, the Fire Chief has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent staff member. The Board of Fire Commissioners will act on the Fire Chief's recommendation to fill the vacancy at its next regular meeting.

Adopted: April 27, 2015
Spokane Valley Board of Fire Commissioners

Reviewed:
Spokane Valley Board of Fire Commissioners
October 14, 2019

Amended:
Spokane Valley Board of Fire Commissioners:
February 8, 2021