1. **Purpose and Scope**
   1. This policy will govern the appointment, authority and duties of the Department Fire Chief.
2. **Policy**
   1. Selection
      1. As authorized by the Constitution and By-Laws of the Chews Landing Volunteer Fire Department, No. 1, the Department Fire Chief is appointed by the Board of Fire Commissioners.
      2. When a vacancy exists, letters of interest and resumes will be solicited from selected members of the Chews Landing Fire Department with the following minimum qualifications:
         1. Active Firefighter with the Chews Landing Fire Department
         2. Meets the training standards set by the New Jersey Division of Fire Safety for Command and General Staff Officers
         3. Meets the training standards for Assistant Fire Chief as per the Chews Landing Fire Department By-Laws
         4. Physically capable of performing the duties of Fire Chief
         5. Demonstrated leadership skills
         6. Supervisory training and experience, particularly in a combination fire department.
         7. Supervisory skills that support individual and team performance in both emergency and non-emergency settings
         8. Strong oral and written communication skills.
         9. Knowledgeable in current firefighting practices and procedures, to include:
            1. National Incident Management System (NIMS)
            2. Building Construction
            3. Modern fire behavior and impact on firefighter safety
         10. Knowledge of current training standards for firefighters
         11. High school diploma, Bachelor’s Degree preferred.
      3. The Board of Fire Commissioners will review the submitted resumes and letters of interest. If necessary, interviews of applicants may be conducted.
      4. The Board Members will then select the applicant they feel is best suited for the position.
   2. Term of Office
      1. The newly appointed Chief will be required to serve a 90 day probationary period, during which time their performance will be evaluated by Board Members.
         1. During the probationary period, the title of “Acting Chief” will be used.
      2. Upon completion of the 90 day probationary period, the performance of the Acting Chief will be evaluated by Board Members.
         1. If the Acting Chief’s performance is found to be deficient, the Board Members will decide whether a replacement is necessary, or if the term of probation should be extended.
            1. If the probation term is extended, the Acting Chief will be provided with an Improvement Plan to assist in correcting the noted deficiencies.
         2. If the Board Members are satisfied with the Acting Chief’s performance, the Acting designation will be removed and a permanent appointment will be made.
            1. A Resolution memorializing the appointment will be adopted by the Board of Fire Commissioners [attachment 16-4(1)].
         3. The Chief will serve in the position until a decision is made to retire or the Board of Fire Commissioners determine that a replacement is necessary.
   3. Compensation
      1. The Department Fire Chief is a volunteer position, however, the Board of Fire Commissioners, at their discretion, may provide an annual stipend to members serving in the position.
   4. Authority
      1. The Department Fire Chief shall have the full authority outlined in N.J.S.A 40A:14-54.1.
      2. The Chief will also have supervisory authority over all members of the Chews Landing Fire Department (career and volunteer staff) during active emergency operations and training activities.
   5. Duties and Responsibilities
      1. See attachment 16-4(2)