

ORDINANCE NO. 2017-21

AN ORDINANCE TO AMEND ORDINANCE NO. 2016-11 ESTABLISHING PROMOTIONAL PROCEDURES FOR THE VALDOSTA FIRE DEPARTMENT; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH AND; ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED by the Mayor and Council of the City of Valdosta, Georgia, and it is hereby ordained by authority of same, as follows:

Section 1.

1) Purpose

The purpose is to establish promotional procedures and a succession planning matrix for various ranks within the Valdosta Fire Department (VFD). These procedures shall be consistent with the employment guidelines of the City of Valdosta and all applicable federal and state laws.

2) Scope

The Valdosta Fire Department seeks to promote the most qualified and best fit for the organization based on individual merits without regard to gender, ethnicity, religion, or any other status protected under Title VII.

3) Definitions

A) Accredited Institution - Organizations that establish operating standards for educational professional institutions that determine the extent to which the standards are met. The Valdosta Fire Department will recognize the following regional and national institutional accrediting agencies (<http://ope.ed.gov/accreditation/>)

- Accrediting Commission of Career Schools and Colleges
- Accrediting Council for Continuing Education and Training
- Accrediting Council for Independent Colleges and Schools
- Council on Occupational Education
- Distance Education and Training Council, Accrediting Commission
- Middle State Commission on Higher Education
- Middle State Commission on Secondary Schools
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New York State Board of Regents, and the Commissioner of Education
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Transnational Association of Christian Colleges and Schools, Accreditation Commission

- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
 - Western Association of Schools and Colleges, Senior Colleges and University Commission
- B) Application Process - The process when applications are submitted for the promotional process. Candidates have until the established deadline on the closing date of the application process to meet all the eligibility requirements. Once the application process has closed, candidates will not be allowed to submit an application.
- C) Assessment Center - This includes job related exercises to assess a level of proficiency for a promotional position.
- D) Assessment Center Orientation - An information session to receive a brief overview of the Assessment Center.
- E) Assessment Center Reviews - A review of the candidates' outcome during the Assessment Center.
- F) Career Fire Department - A department where all members receive financial compensation for their services on a full-time basis. Compensation on an intermittent basis, such as paid on-call is not considered full-time compensation.
- G) Chief Fire Officer (CFO) Designation - Professional credentialing from the Center of Public Safety Excellence <http://www.cpse.org/>.
- H) Disqualification - Candidates will automatically be disqualified, and/or no longer eligible for the promotional process, if they received disciplinary action(s) above a written reprimand under either of the following circumstances:
- (1) One year (12 months) prior to the effective start day of the promotional process
 - (2) During the promotional process
 - (3) While on the current Promotional List
- I) Effective Date - The effective date is the date established for a candidate to obtain the required certifications and/or degree to meet the eligibility requirements. Candidates promoted prior to the effective date are not required to obtain the required certifications and/or degree unless otherwise noted; however, they are strongly encouraged to pursue the requirements.
- J) Eligibility Requirement - The minimum criteria established for personnel to participate in the promotional process. Candidates must meet all the eligibility requirements to participate in the promotional process. The promotional process is not a mandatory process for Valdosta Fire Department employees; therefore, it will be the responsibility of each individual to obtain the necessary eligibility requirements. External candidates will be responsible for submitting the necessary documentation to verify their eligibility.

- K) Equivalent Position - A position that is equal to or corresponds to another in function and/or authority, meets the same job description, or is in the same pay band.
- L) Evaluation Process - Level Two of the promotional process.
- M) Fire Officer Certification Exemptions - In the event that an applicant has not received their Fire Officer III or Fire Officer IV Certification, or the certification is not available in the current State of employment, the department will make the following exemptions if an applicant has completed and received their certification in one of the following programs:
- National Fire Academy - Managing Officers Program (MOP) - Fire Officer III exemption
 - National Fire Academy - Executive Fire Officer Program (EFO) - Fire Officer IV exemption
- N) IFASC - International Fire Service Accreditation Congress
- O) NPQ - National Professional Qualification
- P) Oral interviewers - A panel(s) of internal and external individuals
- Q) Probation Period - Level Four of the promotional process that identifies a specified timeframe in which the candidate has to obtain and reflect the knowledge, skills, and abilities that are necessary to successfully perform the duties and responsibilities associated with the position to which they have been promoted.
- R) Promotional List - An alphabetical list of successful candidates, upon completion of the evaluation process, from which promotions may be made. The promotional list will consist of two (2) bands, based on the average tabulation of the total evaluation process.
- o **Band A** - will consist of the top 50%
 - o **Band B** - will consist of the bottom 50%
- S) Related Fields - Any degree or major that enhances a firefighter's knowledge, skills, and abilities to provide the highest quality of service(s). The following list of degrees and majors included but not limited to:
- English
 - Mathematics
 - Science (Chemistry, Physics, Biology)
 - Computer Science
 - Medical Emergencies

- T) Reference List - A list of books that will assist the candidate in properly preparing for the written examination. A reference list will be available approximately **45 to 60 - calendar days** prior to the written examination. ***The Valdosta Fire Department is not responsible for providing study guides, reading materials, etc., for external candidates.***
- U) Residential Requirements – The candidate must live within a 60-mile radius of Fire Station 1 (106 South Oak Street, Valdosta, Georgia) within one (1) year of the appointment date. If hired within a classification/position that is assigned a take-home vehicle, the employee must reside within a 20-mile radius of Fire Station 1 (106 South Oak Street, Valdosta Georgia) within one (1) year of employment/appointment date. **(See Appendix A)**
- V) Written Examination - A job related examination to assess a level of proficiency for a promotional position.
- W) VFD Professional Development Program - A professional development program designed to enhance newly promoted personnel's knowledge, skills, and abilities.

4) Eligibility Requirements

A) Firefighter

- 1) 18 years of age prior to the established closing date.
- 2) Possess a High School Diploma or a General Education Development equivalency (GED) from an accredited educational institution.
- 3) Possess a valid Driver's License.
- 4) No felony convictions within 10-years prior to employment date.
- 5) Sign and agree to the guidelines of the Valdosta Fire Department Training Agreement *upon employment*.

B) Corporal

- 1) NPQ Firefighter II
- 2) Completion of the VFD Fire Apparatus Driver/Operator Program
- 3) National Registry EMT Certification (Effective Date - December 31, 2019)

C) Sergeant

- 1) Three (3) years of continuous service as a career Firefighter
- 2) Internal candidates must have achieved the minimum ranking of a Corporal or Relief Driver with the Valdosta Fire Department. External candidates must have a minimum of four (4) years of experience as a Fire Apparatus Driver with a career Fire Department.
- 3) NPQ or IFSAC Firefighter II Certification
- 4) NPQ or IFSAC Fire Instructor I Certification (must have or completed by December 31, 2018)

- 5) Company Officer Development Series (must have or completed by December 31, 2018):
 - Preparation for Initial Company Officer (PICO)
 - Strategy and Tactics for Initial Company Operations (STICO)
 - Decision Making for Initial Company Operations (DMICO)
- 6) NPQ or IFSAC Fire Officer I Certification (must have or completed by December 31, 2018)
- 7) National Registry EMT Certification (Effective Date - December 31, 2019)
- 8) NPQ or IFSAC Fire Officer II Certification (Effective Date - December 31, 2020)

D) Fire Lieutenant

Operations Division

- 1) Internal candidates must have a minimum of two (2) years of experience as a Sergeant or equivalent rank in the Operations Division. External candidates must have a minimum of seven (7) years of experience as a career Firefighter, and two (2) years must have been served at a rank equivalent to a Sergeant in the Operations Division in a career Fire Department.
- 2) NPQ or IFSAC NPQ Firefighter II Certification
- 3) Incident Safety Officer
- 4) NPQ or IFSAC Fire Officer II Certification (Effective Date - December 31, 2017)
- 5) NPQ or IFSAC Fire Instructor II Certification (must have or completed by December 31, 2018)
- 6) Company Officer Development Series (must have or completed by December 31, 2018):
 - Preparation for Initial Company Officer (PICO)
 - Strategy and Tactics for Initial Company Operations (STICO)
 - Decision Making for Initial Company Operations (DMICO)
- 7) National Registry EMT Certification (Effective Date - December 31, 2019)
- 8) NPQ or IFSAC Fire Officer III Certification (Effective Date - December 31, 2020)

Prevention Division

- 1) Internal candidates must have a minimum of two (2) years of experience as a Sergeant or equivalent rank and a minimum of two (2) years working in the Fire Prevention Division. External candidates must have a minimum of seven (7) years of experience as a career Firefighter and two (2) years working at the rank equivalent to a Sergeant in the Fire Prevention Bureau or similar capacity in a career Fire Department.
- 2) NPQ or IFSAC Fire Inspector Certification
- 3) NPQ or IFSAC NPQ Firefighter II Certification
- 4) NPQ or IFSAC Fire & Life Safety Educator I Certification
- 5) NPQ or IFSAC Arson Investigator (Fire Investigator Only)
- 6) Incident Safety Officer

- 7) NPQ or IFSAC Fire Officer II (Effective Date - December 31, 2017)
- 8) National Registry EMT Certification (Effective Date - December 31, 2019)
- 9) NPQ or IFSAC Fire Officer III Certification (Effective Date - December 31, 2020)

Training Division

- 1) Internal candidates must have a minimum of two (2) years of experience as a Sergeant. External candidates must have a minimum of seven (7) years of experience as a career Firefighter, including two (2) years serving at a rank equivalent to a Sergeant or two (2) years of experience working in a Training Division or similar capacity with a career Fire Department.
- 2) NPQ or IFSAC Firefighter II Certification
- 3) NPQ or IFSAC Fire Officer II Certification
- 4) NPQ or IFSAC Fire Instructor II Certification
- 5) Incident Safety Officer
- 6) Live Burn Instructor Certification (Effective Date - December 31, 2018)
- 7) Company Officer Development Series (must have or completed by December 31, 2018):
 - Preparation for Initial Company Officer (PICO)
 - Strategy and Tactics for Initial Company Operations (STICO)
 - Decision Making for Initial Company Operations (DMICO)
- 8) NPQ or IFSAC Fire Officer III (Effective Date - December 31, 2018)
- 9) National Registry EMT Certification (Effective Date - December 31, 2018)
- 10) NPQ or IFSAC Fire Officer IV Certification (Effective Date - December 31, 2019)

E) Lead Training Officer

- 1) Internal candidates must have a minimum of two (2) years of experience as a Lieutenant or equivalent rank or three (3) years of experience working in a Training Division. External candidates must have a minimum of seven (7) years of experience as a career Firefighter, including two (2) years serving at a rank equivalent to a Lieutenant or four (4) years of experience working in a Training Division or similar capacity with a career Fire Department.
- 2) NPQ or IFSAC Firefighter II Certification
- 3) Incident Safety Officer
- 4) NPQ or IFSAC Fire Instructor II Certification
- 5) Live Burn Instructor Certification
- 6) NPQ or IFSAC Fire Officer III Certification (Effective Date - December 31, 2017)
- 7) NPQ or IFSAC Fire Officer IV Certification (Effective Date - December 31, 2018)
- 8) National Registry EMT Certification (Effective Date - December 31, 2018)

F) Captain

Training Division

- 1) Internal candidates must have a minimum of three (3) years of experience as a Lieutenant or equivalent rank and a minimum of three (3) years of experience working in a Training Division. External candidates must have a minimum of eight (8) years of experience as a career Firefighter and three (3) years working at the rank equivalent to a Lieutenant in the Training Division or similar capacity with a career Fire Department.
- 2) Live Burn Instructor Certification
- 3) NPQ or IFSAC Firefighter II Certification
- 4) Incident Safety Officer
- 5) NPQ or IFSAC Fire Instructor II Certification
- 6) NPQ or IFSAC Fire Officer III Certification
- 7) NPQ or IFSAC Fire Officer IV Certification (Effective Date - December 17, 2017)
- 8) National Registry EMT Certification (Effective Date - December 31, 2017)
- 9) Associate's Degree in Fire Science/Administration/Protection or related field from an accredited institution (Effective Date - December 31, 2019)

Special Operations

- 1) Internal candidates must have a minimum of three (3) years of experience as a Lieutenant or equivalent rank. External candidates must have a minimum of eight (8) years of experience as a career Firefighter, including three (3) years serving at a rank equivalent to a Lieutenant or similar capacity with a career Fire Department.
- 2) NPQ or IFSAC Firefighter II Certification
- 3) Incident Safety Officer
- 4) Health and Safety Officer
- 5) NPQ or IFSAC Hazardous Materials Technician Certification
- 6) NPQ or IFSAC Fire Instructor II Certification
- 7) NPQ or IFSAC Fire Officer III (Effective Date - December 31, 2017)
- 8) NPQ or IFSAC Technical Rescue: (Technician or Specialists) (Effective Date - December 31, 2017)
- 9) National Registry EMT Certification (Effective Date - December 31, 2017)
- 10) Associate's Degree in Fire Science/Administration/Protection or related field from an accredited institution (Effective Date - December 31, 2019)
- 11) NPQ or IFSAC Fire Officer IV Certification (Effective Date - December 31, 2019)

G) Battalion Chief (Operations/Administration)

- 1) Internal candidates must have two (2) years of service as a Captain or five years of service as a Lieutenant with VFD or equivalent rank or a combination of both equivalent to five (5) years of supervisory experience at the rank of Lieutenant or equivalent within VFD. External candidates must have ten (10) years of experience in a career Fire Department, including five (5) years serving at the rank of Lieutenant or equivalent.

- 2) NIMS 300 Certification
- 3) NIMS 400 Certification
- 4) NPQ or IFSAC Firefighter II Certification
- 5) Basic Public Information Officer
- 6) Incident Safety Officer
- 7) Health and Safety Officer
- 8) NPQ or IFSAC Fire Officer III Certification
- 9) NPQ or IFSAC Fire Instructor II Certification
- 10) NPQ or IFSAC Fire Officer IV (must have or completed by December 31, 2018)
- 11) National Registry EMT Certification (Effective Date - December 31, 2019)
- 12) A Bachelor's Degree in Fire Science/Administration/Protection, Business Administration, Public Administration or related field from an accredited institution (Effective Date - December 31, 2020)

H) Fire Prevention (Fire Marshal)

- 1) Internal candidates must have a minimum of two (2) years of experience as a Lieutenant or equivalent rank and three (3) years working in the Fire Prevention Bureau or a minimum of seven (7) years of experience working in the Fire Prevention Bureau. External candidates must have a minimum of ten (10) years of experience as a career Firefighter and five (5) years working in the Fire Prevention Bureau with a career Fire Department.
- 2) NPQ or IFSAC Life Safety Educator Certification
- 3) NPQ or IFSAC Fire Inspector Certification
- 4) NPQ or IFSAC Arson Investigator Certification
- 5) Basic Public Information Officer
- 6) NPQ or IFSAC Firefighter II Certification
- 7) NPQ or IFSAC Fire Instructor II Certification
- 8) NIMS 300 Certification
- 9) NIMS 400 Certification
- 10) NPQ or IFSAC Fire Officer III (Effective Date - December 31, 2017)
- 11) NPQ or IFSAC Fire Officer IV (Effective Date - December 31, 2018)
- 12) National Registry EMT Certification (Effective Date - December 31, 2019)
- 13) A Bachelor's Degree in Fire Science/Administration/Protection, Business Administration, Public Administration or related field from an accredited institution (Effective Date - December 31, 2020)

I) Assistant Chief

- 1) Internal candidates will have two (2) years of service as a Battalion Chief or five years (5) years of service as a Captain or equivalent rank. External candidates must have a minimum of twelve (12) years of experience at a career Fire Department, including three (3) years serving at a rank equivalent to a Battalion Chief.
- 2) A Bachelor's Degree in Fire Science/Administration/Protection, Business Administration, Public Administration, or related field from an accredited institution
- 3) NPQ or IFSAC Fire Officer IV Certification
- 4) NPQ or IFSAC Fire Instructor II Certification

- 5) NIMS 300 Certification
- 6) NIMS 400 Certification
- 7) NPQ or IFSAC Firefighter II
- 8) Basic Public Information Officer
- 9) Incident Safety Officer
- 10) Health and Safety Officer
- 11) National Registry EMT Certification (Effective Date - December 31, 2019)
- 12) Chief Fire Officer (CFO) Designation (Effective Date - December 31, 2010)

5) Promotional Process

The promotional process will consist of four levels: Human Resources, Evaluation Process, Selection Process, and Probation Period.

Level One - (Human Resources)

When a vacancy occurs, The Fire Chief has two options:

Option 1: Utilize the current active pool, if valid, within the past six (6) months of selection. (Hiring process only)

Option 2: The Fire Chief must notify the City of Valdosta Human Resources Department to initiate the promotional process. Depending on the vacant position, the position may be posted both internally and externally for a period not to exceed sixty (60) calendar days, unless otherwise noted by the Fire Chief or Human Resources. The following guidelines shall apply:

1. At the closing of the application process, the Human Resources Department will submit the names/applications of all personnel that meet the eligibility requirements for the posted position.
2. The Administration Division will validate all the candidates' certification requirements.
3. All eligible candidates will be notified of their eligibility to participate in the promotional process and any additional information pertaining to the process:
 - Written Examination Date(s)
 - Reference List
 - Evaluation Process Dates (Level Two)
 - Assessment Center Orientation Date(s)
 - Assessment Center Review Date(s)

Level Two - (Evaluation Process)

A) Firefighters

- (1) Participate in the VFD Fire Recruit School

(2) Must successfully pass and/or possess the following certifications within thirty (30) calendar days of completion of VFD Fire Recruit School:

- (a) NPQ Firefighter I
- (b) NPQ Firefighter II
- (c) EMR (Emergency Medical Responder) or EMT (Emergency Medical Technician)
- (d) Haz-Mat Operations

B) Corporal

(1) Participate in a Written Examination ----- 100 percent

C) Sergeant

(2) Participate in the following three evaluations processes:

Participate in a Written Examination -----	40 percent
Participate in an Assessment Center -----	40 percent
Participate in an Oral interview -----	20 percent

D) Lieutenant

(3) Participate in the following three evaluations processes:

Participate in a Written Examination -----	30 percent
Participate in an Assessment Center -----	40 percent
Participate in an Oral interview -----	30 percent

E) Training Officer

(4) Participate in the following two evaluations processes:

Participate in an Assessment Center -----	60 percent
Participate in an Oral interview -----	40 percent

F) Captain

(5) Participate in the following two evaluations processes:

Participate in an Assessment Center -----	60 percent
Participate in an Oral interview -----	40 percent

G) Battalion Chief

(6) Participate in the following two evaluations processes:

Participate in an Assessment Center -----	50 percent
Participate in an Oral interview -----	50 percent

H) Assistant Chief

(7) Participate in the following two evaluations processes:

Participate in an Assessment Center -----	50 percent
Participate in an Oral interview -----	50 percent

At the completion of the **evaluation process**, a final promotional list will be available and effective for 1 (one) year. In the event, that the current promotional list is depleted, the VFD will initiate a new promotional process to accommodate any current and/or foreseeable vacancies.

A copy of the eligibility list will be provided to the Human Resources Department.

Level Three - (Selection Process)

The Fire Chief shall make the final promotional decision and recommend the candidate(s) who has/have demonstrated they are the best fit for the department's mission, visions, and goals. Candidates in **Band-A** will be considered first; however, at the Fire Chief's discretion candidates can be considered in **Band-B** after reviewing and considering the relevant factors.

Relevant factors may include but not limited to the following when making the final recommendation(s):

- Overview of the Evaluation Process
- Consultation with the Command Staff
- Letters of Recommendations
- Work History/Performance/Absenteeism

The final name(s) will be submitted to Human Resources for the necessary documentation completion and background checks.

Level Four - (Probation Period)

Once the candidate is promoted, they are required to be in a probationary status for a minimum of 12-months.

All newly promoted personnel are required to participate in the VFD Professional Development program while on probation.

The probation period may be extended for any employee that has not successfully completed the VFD Professional Development Program.

A) Special Provision (Unforeseen Circumstance)

In the event of unforeseen circumstances, with recommendation by the Fire Chief and final approval of the Human Resources Director and City Manager, a temporary amendment can be made to this Standard Operational Guideline (SOG). For an approved specified period, the approved amended language shall override the specified language of the original Standard Operational Guideline (SOG).

A temporary amendment may only be recommended when the department experiences unforeseen events that may adversely affect the daily operations of the department and/or organization to the point wherein it may cause detriment.

Once a temporary amendment is approved, the Fire Chief will distribute, and maintain on file, an Administrative Memorandum identifying the approved changes and the specified validity period of the amendment.

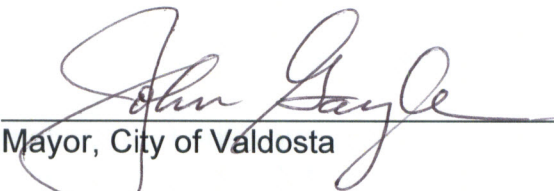
Section 2.

All Ordinances in conflict with this Ordinance are hereby repealed.

Section 3.

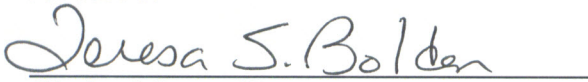
This Ordinance shall become effective upon its passage by Mayor and Council.

SO ORDAINED, this 5th day of October, 2017.



Mayor, City of Valdosta

ATTEST:



Clerk of Council



Residential Requirement 60-mile Buffer Map

Station 1



Legend

- City
- Station 1
- 45 mile buffer
- 60 mile buffer
- County

Appendix A



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Miles



Visit VALOR on the web at: WWW.VALORGIS.COM

NOTICE: The information contained on this map represents the best available data at the time of creation of this map. This map was compiled from multiple sources and field inspections. Although every effort has been made to eliminate errors, this map cannot be held responsible for errors or omissions. The map is a graphical representation of the VALOR GIS database. Therefore, VALOR, Valdosta County and included municipalities cannot be held responsible for misinterpretation and/or misuse of this map. Errors brought to the attention of Southern Georgia RC - GIS Department may be corrected in future versions after graphic consideration and verification. ©2016-2017 Southern Georgia RC - GIS Department may be held responsible for errors or omissions. 229-333-5277 ext. 142