

# TOWN OF BUCKFIELD FIRE CHIEF SELECTION ORDINANCE

**1. PURPOSE**

To provide a clearly defined and fair process to select a Fire Chief for the Town of Buckfield Fire Department (hereinafter referred to as the Department).

**2. PROCESS**

The selection of a Fire Chief shall consist of an election and appointment as follows:

- a. Nominations:** Nominations, with no second necessary, shall be accepted by the Fire Chief from any Department member who has served for at least the previous six (6) months from the date of nominations and taken from the floor at the Departments' regularly scheduled April monthly meeting. All firefighters eligible to submit a nomination shall be notified by the Chief or his/her designee by mail at least fourteen (14) but no more than thirty (30) days prior to this meeting informing them of the date, time and location of nominations. A list of the nominees shall be given to the Town Clerk within three (3) business days from the date of nominations.
- b. Written Ballot:** Ballots of uniform size, color and containing an alphabetical list of persons nominated for Chief by the process outlined above shall be provided by the Town Clerk. Written ballots may only be cast by Department members who have served for at least the previous six (6) months from the date of nominations. Ballots shall be distributed and cast at the Departments' regularly scheduled May monthly meeting. All firefighters eligible to cast a ballot shall be notified by the Chief or his/her designee by mail at least fourteen (14) but no more than thirty (30) days prior to this meeting informing them of the date, time and location of balloting.
- c. Counting of Ballots:** The ballots shall be counted by the Town Manager and Town Clerk or their designees immediately following the balloting.
- d. Appointment:** The name of the person elected by the Departments' members shall be the Departments' recommendation for Fire Chief and presented as such by the Town Manager to the Board of Selectmen (hereinafter referred to as the Board) at their next regular meeting following the date of balloting. The Board shall take action on the recommendation as presented until a majority vote is obtained. If, for any reason, the majority vote of the Board is to not accept the recommendation as presented, the Department shall again conduct the nomination and balloting process outlined above with the exception that said process shall take place in two month intervals beginning at the Departments' regularly scheduled monthly meeting following the Board's meeting at which the recommendation was not accepted.

e. **Term:** The length of a term shall be four (4) years or until a replacement is appointed. All terms shall commence on the July 1<sup>st</sup> following the previous Chief's term. Terms to fill a vacancy shall be for the duration of the original term.

**3. VACANCY**

In the event the Chief vacates his/her position or is otherwise unable to fulfill his/her duties as Chief, one of the Assistant Chiefs will assume the position of Chief. The chain of command shall prevail. The Assistant shall hold the position until a new Chief is appointed through the process as outline in 2 above. A meeting to commence the process as outlined in 2 above shall be called by the acting Chief within thirty (30) days of the date of vacancy.

**4. OTHER OFFICERS**

The Chief, at his/her discretion, shall have complete authority to appoint and/or remove officers of the Department at any time during their term of office.

**5. EFFECTIVE DATE**

This Ordinance shall be effective June 20, 2009 upon Town Meeting approval.