

Josephine County Rural Fire Protection District

Recruitment and Hiring Procedure Policy

Policy #: 2025-004

Adopted: 08/18/2025

Revised: n/a

1. Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for recruiting, selecting, and appointing personnel for the Josephine County Rural Fire Protection District (“the District”) compliance with Oregon Revised Statutes (ORS) 478.280, which authorizes the Board of Directors to employ assistants and fix their compensation.

2. Scope

This policy applies to all positions within the District, including:

- Career Personnel – Firefighters, Officers, Administrative Staff
- Part-Time/Temporary Personnel – Seasonal Firefighters, Contract Staff
- Volunteer Personnel – Firefighters, EMS Responders, Support Staff

3. Authority Under Oregon Law

Per ORS 478.280:

The board of directors may employ assistants as necessary or convenient to carry out the business of the district and may fix the compensation of those assistants.

This policy is adopted under the authority of that statute, along with applicable state and federal employment laws, Oregon public records requirements (ORS Chapter 192), and equal opportunity provisions under Oregon employment statutes (ORS Title 51).

4. Recruitment Process

4.1 Identifying the Need

- The Fire Chief will assess staffing needs and obtain Board approval before initiating recruitment for a paid position.
- Volunteer recruitment may be conducted on an ongoing basis to meet operational needs.

4.2 Position Description

- A current and accurate job description will be prepared or reviewed before posting the position.
- Job descriptions will include title, duties, qualifications, physical requirements, schedule, and pay/benefits (if applicable).

4.3 Board Authorization

- For paid positions, the Fire Chief will present the job description and proposed compensation to the Board for approval in accordance with ORS 478.280.

4.4 Posting and Advertising

- Positions will be posted internally and externally, as appropriate, through:
 - District website and bulletin boards
 - Local newspapers and community boards
 - Social media and Oregon fire service networks
 - Community outreach events for volunteer recruitment

5. Application Process

- All applicants must submit a completed District employment or volunteer application form by the deadline.
- Incomplete applications will not be considered.

6. Selection Process

6.1 Screening

- The Fire Chief or designated hiring committee will review applications to ensure minimum qualifications are met.

6.2 Evaluation Methods

May include:

- Written examinations
- Practical skills testing
- Physical ability assessments
- Oral interviews
- Background checks (including driving record and criminal history as allowed by law)
- Reference checks
- Medical evaluations when appropriate (e.g., NFPA 1582-compliant firefighter exams)

6.3 Interview Panels

- Panels may include the Fire Chief, officers, Board members (for key leadership roles), and/or community representatives.
- Interview questions will be standardized to ensure fairness.

6.4 Final Selection

- Career positions: Fire Chief recommends a finalist to the Board for approval.
- Volunteer positions: Fire Chief may approve appointments directly unless Board involvement is requested.

7. Appointment and Onboarding

- Selected candidates will receive a written offer contingent upon successful completion of required evaluations.
- Upon acceptance, new members will complete District orientation, safety training, and any applicable probationary period.

8. Recordkeeping

- All recruitment and hiring records will be retained in accordance with Oregon public records laws (ORS Chapter 192).
- Applicant information will be kept confidential to the extent allowed by law.

9. Equal Opportunity

The District is an Equal Opportunity Employer. Discrimination, harassment, or bias in the recruitment and selection process is prohibited under Oregon law (ORS Title 51) and federal regulations.

10. Policy Review

This policy will be reviewed at least every three years or sooner if Oregon law changes, particularly ORS 478, ORS Title 51, or ORS Chapter 192.

Board President: Mark Jones Signed: _____ Date: _____

Vice President: Vincent Ownbey Signed: _____ Date: _____

Secretary/Treasurer: Ralph Weidling Signed: _____ Date: _____

Director: Tom McGowan Signed: _____ Date: _____

Director: Roy Hauser Signed: _____ Date: _____