

	Fire District #1	GOG #: 7	ADOPTED
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FIRE OFFICER QUALIFICATIONS

1 Purpose:

The purpose of this GOG is to set standard qualifications for district firefighters to hold the office/rank of Fire Company Officer (Chief Officer (s), Captain (s), and Lieutenant (s)).

2 Scope:

This GOG will outline specific training requirements in order for firefighters to hold the various Fire Company Officer positions. While these requirements will be a minimum qualification to hold an office, all officers are strongly encouraged to take advantage of the numerous training and developmental opportunities available through many classroom and hands-on sources both locally and elsewhere.

3 Prerequisites:

Identified in each section.

NOTE: "Successful Completion" of any required courses is defined as meeting all of the course requirements set forth by the training institution/organization including passing all written and practical tests with a grade set forth by those organizations.

4 Responsibilities:

None

5. Procedure:

- A. Guidelines: The following requirements are title specific and must be met prior to the period the officer is nominated for advancement to the next title. (Example: 1st Lieutenant must have all of the required training for Captain before advancing to Captain as outlined below). Every opportunity will be afforded to officers who may have genuine scheduling conflicts, which may require additional time for the completion of the required courses. The Arbitration Committee must authorize the granting of additional time. It also must be understood that these are minimum requirements and individual fire companies may decide to increase the requirements but may not reduce them. This GOG will be reviewed annually to determine whether modifications are required.

Prior to any member being nominated for any officer position, all prerequisite certificates must be submitted to the Board of Fire Commissioners for proper verification. No fire company will nominate officers without this verification step being completed. All certificates must be submitted to the Board no later than one month prior to company nominations.

B. REQUIREMENT:

1. All officers (Chief through Lieutenant) must be interior qualified and medically cleared for interior operations
2. Officer candidate:
 - a. Any district firefighter wishing to apply for an Officer position must be an active member in good standing of the Hillsborough Fire District or contracted companies. Once the individuals intentions are known, the candidate may apply for the position of Lieutenant, but no higher than Captain. If the candidate is elected in at the Captain position, that Captain must serve as Captain for a minimum of two (2) years before being eligible to run for any higher position. If there is an extraordinary circumstance where a Chief, Deputy Chief or Assistant Chief Position becomes vacant, the Captain may hold the higher position on a temporary basis. This temporarily held position must be rectified at the next regular monthly meeting to insure that all officer qualifications are adhered to as precisely as possible and to maintain uniformity throughout the Fire District as set forth in this document. The minimum qualifications to be considered for an Officer candidate are:

- b. NJ State requirements for Fire Officers at the time of election:
 - 1) Minimum of three (3) years as an active member of a Hillsborough Fire District or contracted companies
 - 2) NJDFS Firefighter 1 certified
 - 3) NJDFS Incident Management Level 1 (IML-1) certified (ICS 100 & ICS 200) in accordance with N.J.A.C. 5:73-1.6 (Successful completion of Firefighter 2 satisfies this requirement)
 - 4) NIMS 700 in accordance with HSPD-5.
- c. 3rd Lieutenant (37), 2nd Lieutenant (36 & 38):
 - 1) Successful completion of “Engine Company Operations” (Successful completion of Firefighter 2 satisfies this requirement)
 - 2) Successful completion of “Pump Operations”.
- d. 2nd Lieutenant (37), 1st Lieutenant (36 & 38):
 - 1) NJDFS Incident Management Level 2 (IML-2) certified (ICS 300) in accordance with N.J.A.C. 5:73-1.6
 - 2) Successful completion of “Truck Company Operations”
 - 3) Successful completion of a Fire Officer course that meets NFPA 1021 (most current edition), “Professional Qualifications for Fire Officers” (i.e. SCESTA “Fire Officer 1”). Successful completion is defined as passing the written and practical tests administered for the class(s). **NJ State certification is optional.**
- e. 1st Lieutenant (37) 2nd Captain (36 & 38):
 - 1) Successful completion of “Strategy and Tactics”
 - 2) Successful completion of “Building Construction for the Fire Service” (Gold Shield Hillsborough specific 8 – 16 hours or National Fire Academy course).

- f. Captain (37) 1st Captain (36 & 38):
 - 1) Minimum of two (2) years prior experience as 1st Lieutenant, 2nd Lieutenant or 3rd Lieutenant within the Fire District
 - 2) **“Instructional Techniques for Company Officers” is NO longer required until there is a more up to date replacement course that develops the officers ability to conduct training drills**
 - 3) Encouraged attendance at national level fire service conferences
 - 4) Qualified to operate all fire company apparatus (not necessarily drive).

- g. Assistant Chief:
 - 1) Minimum of two (2) years prior experience as Captain or above within the Fire District or contract companies
 - 2) NJDFS Incident Management Level 3 (IML-3) certified (ICS 400) in accordance with N.J.A.C. 5:73-1.6
 - 3) Successful completion of “Safety Officer”
 - 4) Encouraged attendance at national level fire service conferences.

- h. Chief and Deputy Chief:
 - 1) Encouraged attendance at national level fire service conferences.

- i. Acting Officer:
 - 1) Members responding to incidents in the officer’s position on the apparatus who are not elected officers shall meet the following minimum qualifications:
 - a) NJDFS Incident Management Level 1 (IML-1) certified (ICS 100 & ICS 200) in accordance with N.J.A.C. 5:73-1.6,

b) NIMS 700 in accordance with HSPD-5.

k. Chief/Ex-Chief Officers from Other Townships:

1) If a Chief or an Ex-Chief moves into the District from another town and desires to become a District Officer they must serve one (1) year as a firefighter before becoming eligible to hold a line position. Once the one (1) year requirement has been met, they may be nominated and elected to a line position no higher than Captain. Once elected, they must conform to the same training requirements as outlined herein to move to any higher positions.

l. Incumbent Officers

1) Officers currently holding positions who do not meet the current qualifications may exercise one of two options:

- Move back to a position they currently meet the qualifications for (if allowed by fire company by-laws) or,
- Request an Arbitration Committee hearing to plead their case as outlined in the next section

C. Arbitration Committee

1. Will act as the arbiter when a conflict or issue arises with regard to this GOG

2. Will consist of the following:

- a. One Chief Officer from Station 36
- b. One Chief Officer from Station 37
- c. One Chief Officer from Station 38
- d. Member from the Hillsborough Board of Fire Commissioners
- e. Hillsborough Township Chief Fire Marshal

3. Process:

- a. The officer/candidate will meet with the Arbitration Committee and plead their case as to why the requirements cannot/have not been obtained.
- b. Once the officer/candidate has plead their case, they will be asked to leave the room.
- c. The committee will evaluate the information given by the officer/candidate and will render a decision as to granting or denying the request.
- d. The ruling by the committee will be based on a simple majority of the committee members.
- e. Once a decision has been made the officer/candidate will rejoin the committee and will be informed of the decision of the committee.
- f. The decision of the committee will be final and not subject to further arbitration.

D. Challenge to the Requirements

1. The Board understands that while these requirements are necessary to attempt to provide a level of competency in the officer ranks, there are officers that may have some of these qualifications attained through formal or professional education (i.e. Presentation Skills, Building Construction, etc.). To be fair to these individual officers, a waiver may be granted based on proof of applicable professional training. The submission of the waiver will be evaluated by the Board and delegated to the Arbitration Committee for consideration.