

## ORDINANCE 8-2024

### ORDINANCE AMENDING CHAPTER 18, OF THE CODE OF THE BOROUGH OF MADISON ENTITLED "FIRE DEPARTMENT," ESTABLISHING PROMOTION PROCEDURES FOR REVIEW OF THE RANKING OF CANDIDATES FOR THE POSITION OF FIRE CHIEF AND CAPTAIN

**WHEREAS**, the Mayor and Council of the Borough of Madison support and encourage efficiency within the Madison Fire Department; and

**WHEREAS**, the Mayor and Council of the Borough of Madison have determined that it would be in the best interest of the citizens of the Borough to establish a promotion process based upon merit for the positions of Fire Chief and Captain when there is a vacancy in said position.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the Borough of Madison as follows:

Chapter 18 of the Code of the Borough of Madison entitled "Fire Department" is hereby amended as follows:

#### **SECTION 1: Article 18-5 Fire Chief**

Add: Article 18-5(D) entitled "Promotion Testing Review Procedure" is hereby added as follows:

#### **§ 18-5 Fire Chief.**

- D. Promotion to Rank of Fire Chief.
1. The Borough of Madison governing body desires to promote the most qualified candidate to the position of Fire Chief. This Subsection D establishes the eligibility requirements and the process for promotion to Fire Chief. The promotional process shall be on the basis of merit, experience, education, demonstrated ability, competitive examinations and an interview. No person shall be eligible for promotion to Fire Chief unless he or she shall have served as a full-time firefighter in the Borough of Madison Fire Department for a period of 10 years or more. Promotions to the rank of Fire Chief shall be open to members in compliance with the Fire Department Rules and Regulations Section 300-2 (Qualifications), unless the Mayor and Council, in the best interest of the Department, choose to test a wider pool of candidates, in which case they may open testing to the next lower rank and/or reduce the length of time requirement in rank.
  2. The Personnel Director shall announce the promotional process to members of the Department at least 30 days before any written examination is to be given. The announcement shall be posted in common areas of the Department accessible to all members. The announcement shall contain, at a minimum, the rank to be filled, the dates of the exam, source materials or reading lists from which exam questions will be taken or topics from which questions will be

formulated. Candidates who qualify shall notify the Personnel Director of his or her interest in taking the examination by submitting a letter of interest no later than 10 calendar days after the promotion announcement. Failure to do so shall render the firefighter ineligible to participate in the process.

3. Promotional testing procedure. The promotional testing procedure for the Borough of Madison Fire Department shall consist of the following: a written examination, a record review, and an interview with the Mayor and Council. The Mayor and Council reserve the right to waive the written examination and shall so notify any applicant when the initial announcement for the promotional process is posted.
  - a. Written examinations. The written examination shall be supplied by the Borough of Madison. To proceed to the record review, a candidate must achieve a minimum score of 70% on the written examination.
  - b. Record review and interview by the Mayor and Council. Candidates that successfully achieve a minimum score of 70% on the written examination shall proceed to the next steps in the promotional process, the review of service record and interview. The interview shall be conducted by the Mayor and Council. The record review shall be conducted by the Borough Administrator and the Assistant Borough Administrator/CFO.
    1. The interview with the Mayor and Council shall focus on, but not be limited to, leadership and management skills, knowledge of the Borough of Madison's form of government, knowledge of the Fire Department Rules and Regulations, familiarity with the municipal budget process, the Fire Department budget in particular, and staff/resource allocations. The Mayor and Council shall grade each candidate on a forty-point scale and shall ask each candidate the identical questions, and the Borough Clerk will keep written records of each candidate's responses to same.
    2. The Borough Administrator and Assistant Borough Administrator/CFO shall examine the personnel jacket of each candidate and give specific weight to each category and grade each candidate on a thirty-point scale.

Minimum qualification courses:

Fire Official Certification, Firefighter III, EMT Certification.  
A 1/4 point will be awarded for each eight (8) hour seminar.

A 1/2 point will be awarded for each course between 16-24 hours.

A full point will be awarded for each course between 25-40 hours or more.

All courses to be fire related.

- c. The weight or percentage of each portion of the process shall be as follows:

Written Examination	30%
Record Review	30%
Mayor & Council Interview	40%

- 4. The candidate with the highest overall score shall be voted on by the Mayor and Council as the Fire Chief.
- 5. Where two or more candidates are ranked equally pursuant to the promotional procedure set forth herein, preference shall be given to the candidate with the most seniority in service, including time as a Volunteer Firefighter with the Borough of Madison, or a resident over a nonresident. Seniority shall prevail over residency in the case of candidates that are ranked equally.

**SECTION 2: Article 18-5 Captain**

Add: Article 18-6(D) entitled "Promotion Testing Review Procedure" is hereby added as follows:

**§ 18-6 Captain.**

**D. Promotion to Rank of Captain.**

- 1. The Borough of Madison governing body desires to promote the most qualified candidate to the position of Captain. This Subsection D establishes the eligibility requirements and the process for promotion to Captain. The promotional process shall be on the basis of merit, experience, education, demonstrated ability, competitive examinations, record review, and an interview. No person shall be eligible for promotion to Captain unless he or she shall have served as a full-time firefighter in the Borough of Madison Fire Department for a period of 10 years or more. Promotions to the rank of Captain shall be open to members of the next lowest rank who have served at least two years in said rank, unless the Mayor and Council, in the best interest of the Department, choose to test a wider pool of candidates, in which case they may open testing to the next lower rank and/or reduce the length of time requirement in rank.
- 2. The Fire Chief shall announce the promotional process to members of the Department at least 30 days before the written examination is to be given. The announcement shall be posted in common areas of the

Department accessible to all members. The announcement shall contain, at a minimum, the rank to be filled, the dates of the exams, source materials or reading lists from which exam questions will be taken or topics from which questions will be formulated. Candidates who qualify shall notify the Fire Chief of his or her interest in taking the examination by submitting a letter of interest no later than 10 calendar days after the promotion announcement. Failure to do so shall render the firefighter ineligible to participate in the process.

3. Promotion testing procedure. The promotion testing procedure for the Borough of Madison Fire Department shall consist of the following: a written examination, a record review and interview with a committee, comprised of at minimum the Fire Chief and Borough Administrator.
  - a. Written examinations. The written examination shall be supplied by the Borough of Madison. To proceed to the oral examination of the examination procedure, a candidate must achieve a minimum score of 70% on the written examination.
  - b. Record review and interview by the interview committee. Candidates that successfully achieve a minimum score of 70% on the written examination shall proceed to the next step in the promotional process, the review of service record and interview. The interview shall be conducted by the Interview Committee, comprised of at minimum the Fire Chief and Borough Administrator and/or their designees. The record review shall be conducted by the Borough Administrator, Assistant Borough Administrator/CFO and the Fire Chief.
    1. The interview with the interview committee shall focus on, but not be limited to, leadership and management skills, knowledge of the Borough of Madison's form of government, knowledge of the Fire Department Rules and Regulations, familiarity with the municipal budget process, the Fire Department budget in particular, and staff/resource allocations. The interview committee shall grade each candidate on a forty-point scale and shall ask each candidate the identical questions.
    1. The Borough Administrator, Assistant Borough Administrator and Fire Chief shall examine the personnel jacket of each candidate and give specific weight to each category and grade each candidate on a thirty-point scale.

Minimum qualification courses:

Fire Official Certification, Firefighter III, EMT Certification. A 1/4 point will be awarded for each eight (8) hour seminar.

A 1/2 point will be awarded for each course between 16-24 hours.

A full point will be awarded for each course between 25-40 hours or more.

All courses to be fire related.

- c. The weight or percentage of each portion of the process shall be as follows:

Written Examination	30%
Record Review	30%
Interview	40%

4. The candidate with the highest overall score shall be voted on by the Mayor and Council as the Captain.
5. Where two or more candidates are ranked equally pursuant to the promotional procedure set forth herein, preference shall be given to the candidate with the most seniority in service, including time as a Volunteer Firefighter with the Borough of Madison, or a resident over a nonresident. Seniority shall prevail over residency in the case of candidates that are ranked equally.

**SECTION 3:** This Ordinance shall take effect as provided by law.

ADOPTED AND APPROVED  
February 12, 2024

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ROBERT H. CONLEY, Mayor

Attest:

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ELIZABETH OSBORNE, Borough Clerk

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