

AGENDA # G.11
Scio Township Board of Trustees
Authorization for EMPCO to conduct promotional exam for Captain and Lieutenant
positions in the Fire Department.

FOR MEETING DATE OF: March 19, 2024

PREPARED ON: 3/14/2024

PREPARED BY: Andy Houde

SUBMITTED BY: Fire

ITEM TYPE: Possible Action

BACKGROUND:

Captain Burke has provided notice of his intent to retire effective upon completion of his shift on May 3, 2024, at 0700. This will create a vacancy in the Captain position which we are required to fill from the Lieutenant rank, which will then create a Lieutenant position that needs to be filled from the firefighter rank, and require us to hire a firefighter to fill the vacant firefighter position. We have begun the process of interviewing and recommend a firefighter to hire, which will come before you in the near future.

The Firefighters contract provides for a specific process to fill vacancies, which include a written exam and an oral interview, both of which are scheduled. We have chosen EMPCO to provide the written "off the shelf" exams and administer the oral board, as they meet the requirements of the CBA. We have 2 applicants for the pending Captain position and 2 applicants for the pending Lieutenant position. Upon completion of the process, a score will be developed for each candidate and an eligibility list will be created, which shall be used for 3 years or until the list has been exhausted.

Costs for the written exam are available in this fiscal year's budget (\$495) and do not require board action, this exam is scheduled to take place on March 28th. The oral board exam has been budgeted for in the FYE 2025 budget and is scheduled to take place on April 18th. Cost for the oral exam does require board approval, the development fee is \$4,300, the administration fee is \$3,800, and we are receiving a \$1,000 discount by having the oral board exams for both ranks conducted on the same day. Total for the oral board is \$7,100 plus travel for the assessors.

FISCAL IMPACT: \$7,100 plus travel from 206.000.823

RECOMMENDATION: The Fire Chief recommends approval.

MODEL MOTION: To waive the requirement for 3 quotes due to the vendor being a sole source provider, and authorize \$7,100 plus travel expense for EMPCO to conduct oral board exams for Captain and Lieutenant positions.

ATTACHMENTS:

[Burke retirement notification.pdf](#)

[Notice of promotional testing-Spring 2024.pdf](#)

[Scio F LT & CPT Promotional Process Proposal 3-24.pdf](#)

QUESTION: Shall this Motion be APPROVED?