The Transition From Volunteer to Combination Hiring your first full-time firefighter
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What are the signs and symptoms that tell us it may be time to hire a full-time person?
What are the advantages of hiring a full-time employee?
What are the disadvantages of hiring a full-time employee?
What barriers do we need to overcome?
How do we ensure we hire the right person?

The Psychological Agreement
How do we prevent alienation of the current volunteers?
Involve the organization in the process right from the beginning.
Conduct A Job Analysis

What do you need a full-time person to do for the organization?
Title, Rank & Authority

Where will they fit into the organizational chart?
Job Description

Defines (in writing) what the job duties are.
Minimum Qualifications

v.

Desired Qualifications

Experience, Education
Knowledge, Skills & Abilities (KSAs)
Salary
v.
Hourly
Pay and Benefits

• How to price the position in a way that’s fair to everyone?
• What benefits do you offer?
• What are the pension options?
Internal Candidates

v.

External Candidates
Designing your own selection process v. Hiring a consultant to design your selection process
Selection Process

How do you determine if a candidate can do the job you want done?

Testing, Interviews, Physical Exam, Psychological Exam, background check, driving record check, criminal history check
Interview Panel

Who can sit on the panel that will provide an unbiased evaluation of the candidates (internal and external)?
Who makes the final hiring decision?
Employee v. Independent Contractor
Worker’s Compensation
Employment At Will
Health Insurance
Affirmative Action
It’s a complex labor world.

The cost of professional advice is worth the price.
Use the services of a Human Resources Department or Consultant

There are things you must do (and cannot do) when hiring an employee. The laws in each state may vary and may be more or less restrictive than federal law.
Resources

http://employment-law.freeadvice.com/
http://www.dol.gov/compliance/
http://www.lectlaw.com/temp.html