

**Finance HR Sub Committee Recommendation:**

The RFA continue with Enduris Insurance through the end of 2024 to reduce risk of coverage issues.

We believe there would be benefit in the Operations Sub Committee and the Finance/HR Committee have a joint meeting to discuss specifically HR Procedure/Policy.

**Recommendation 3: Create hiring criteria and position duties for support staff.**

The OSC recommendation: **Finance/HR Subcommittee recommendation in red**

1. Effective January 1, 2025 begin announcement period for hiring of:
  - a. Training Officer (confirming that the training officer job description will include Firefighter and EMT certification)
  - b. Firefighter/EMT in charge of recruitment
2. The hiring process should consist of:
  - a. Announcement Period
    - i. Recommended 2 weeks minimum advertisement for all positions; best practice would be 6 weeks
  - b. Resume Scoring
    - i. Have a standard form for evaluation that can be modified based on job description.
  - c. Assessment Center
    - i. Recommend in Job Descriptions there is a list of "Assessment Skills" that need to be included in this portion of the hiring process.
    - ii. Recommend creating a standard written stakeholder list that includes desired entities to be included in this process. Note: Stakeholders should be relevant to the job.
  - d. Oral board by volunteer/citizen/partner agency leadership.
    - i. Recommend creating a standard written stakeholder list that includes desired entities to be included in this process. Note: Stakeholders should be relevant to the job.
  - e. Create a confidential hiring list posted by score that shall be active for 1 year.
  - f. New hires are subject to a 1-year probationary period with performance reviews at 6 months, 1-year, and every year thereafter.
    - i. Recommendation that the Volunteer Fire Fighters are allowed to provide feedback to the chief for inclusion in the review process.

**Notes:**

Recommend that a standard procedure be created that can be modified to the job being hired.

Budget for and utilize an impartial 3<sup>rd</sup> party HR consultant for the hiring of the first 2 employees utilizing the outlined process.

Creation and documentation of a standard stakeholder list to be offered to participate in the hiring process.

Exit Interviews should be performed for all employees/volunteers leaving service. Best practice recommendation would be to have an impartial 3<sup>rd</sup> party facilitate the exit interviews.

WKRFA Finance/HR Sub Committee  
June 18, 2024 Sub Meeting

***Recommendation 4: Development programs to support and promote volunteer coverage.***

All volunteers will complete new hire paperwork as of January 1, 2025 for the new entity.

Establishing a baseline to build could warrant additional need in this area. However, the OSC recommendations as written are agreeable.