



FCM 002-2016

FIRE CHIEF MEMORANDUM

DATE: January 6, 2016

TO: Assistant Chiefs

THROUGH: Eric C. Tade, Chief of Department *ECT*
Todd A. Bower, Deputy Chief of Department *TAB*

FROM: Charlie Drennan III, Division Chief, Operations *CD*

SUBJECT: SHIFT COMMANDER

The Denver Fire Department is in the process of implementing a Shift Commander concept with the expectation that these positions will be staffed by March 1, 2016. Shift Commanders will work in the Operations Division, directly supervise the Assistant Chiefs assigned to each shift, and report to the Division Chief of Operations. The current proposal is to staff four (4) Shift Commanders, with one being assigned to each shift and the fourth being the relief factor from the vacation Assistant Chief Rover position.

All Assistant Chiefs are encouraged to apply for the positions. The process for selecting the Shift Commanders will be by the submittal of a resume, a written exercise, and participating in a structured interview. The requirements for each are stated below.

- Written Resume - **This must be submitted by 2359 hours, January 17, 2016** to the Division Chief of Operations.
- Written Exercise - Each candidate will be required to submit a written document detailing five contributions the applicant has made to the City or the Department and how these contributions have enhanced the respective entity. These submittals will be evaluated for their content in addition to written structure. **This must be submitted by 2359 hours, January 17, 2016** to the Division Chief of Operations.
- Interview - Each candidate will be scheduled to attend an interview the week of January 24 - 30. Six predetermined questions will be given to each applicant the week prior to their scheduled interview for review and preparation. Following the presentation of each question, the interview panel may initiate a question and answer session to gain clarification or seek further information.

Upon the conclusion of each of the interviews, the panel will collaboratively select the candidates by evaluating and rating the totality of each requirement. Once the top four (4) candidates have been identified, their names will be submitted through the chain of command to the Chief of the Department for approval.

The announcement of selected individuals will be on February 8, 2016.

Attached is the Shift Commander Job Description for each Assistant Chief to review.

Any questions can be directed to Division Chief Charlie Drennan III.

Thank you.

Attachment: Shift Commander Job Description

CD:kfc/H/FCM/2016/002-2016 Shift Commander

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)