



Department: Administration  
Policy No: 38  
Policy Title: District Fire Chief Selection Process  
Resolution No: 271/18  
Date: October 17, 2018  
Review Date: 2023

**Policy Statement:**

The Village of Alix recognizes the importance of maintaining meaningful collaboration and communication with the Alix Fire Department.

This Policy is to be used in conjunction with Lacombe County Fire Services Policy Manual, Policy 102.1 – Job Description: District Fire Chief which states;

*“The District Chief is appointed by the municipality and the County Fire Chief through an application process and endorsed by department membership with an annual vote of confidence if they so choose.”*

**Guidelines/Procedures:**

In the event of a personnel change to the position of District Fire Chief, a selection panel will be convened to review all District Fire Chief applications. The panel shall consist of;

- Village of Alix Chief Administrative Officer
- Representative from the Alix Fire Department holding the position of Captain or higher
- Lacombe County Fire Services District Chief

Upon selection of the successful candidate, the selection panel will forward the candidate’s name to Village of Alix Council and the Alix Fire Department for final appointment on behalf of the Village.

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Mayor

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CAO

\_\_\_\_\_  
Date