



GUAM FIRE DEPARTMENT
DIPATTAMENTON GUAFI GUAHAN
*Professionalism * Respect * Integrity * Dedication * Empathy*



Eddie Baza Calvo
Governor

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DEPARTMENT OF ADMINISTRATION

March 13, 2017

Vivian Perez-Quichocne
Personnel Officer
Guam Fire Department
3/13/17

MAR 15 2017

DIRECTOR'S OFFICE

Memorandum

To: Director, Department of Administration
 ATTN: Manager, Human Resources Division
 From: Fire Chief
 Subject: Request for Above-Step Recruitment
 Re: Deputy Fire Chief

Department of Administration
 Human Resources Division
 MAR 16 2017
 Administrative Office

The Guam Fire Department respectfully requests your approval on an Above-Step recruitment for the vacant position of Deputy Fire Chief.

Chapter 6, Section 6.001 A states "The appointing authority may, with the approval of the Civil Service Commission, authorize initial employment in a position at a higher step not to exceed Step 10 of the pay grade, if such action is warranted by recruitment difficulties or exceptional qualifications....." As such, GFD hereby provides the following justification.

RECRUITMENT DIFFICULTIES

GFD's current manning has been at a critical level for the past six (6) years. This has resulted in an increase in overtime expenditures for the last two (2) fiscal years. The extreme shortage of personnel will soon force the department to reduce its response capabilities or worse, shutting down a Fire Station. We have mitigated as much as we can to the extent of increasing duties and responsibilities of Chief Officers, including the Fire Chief, to conduct operations above normal assignments and rotation. We are currently requiring personnel to perform duties and responsibilities above their current position. This action however, may soon result in requests for desk audits and compensatory claims in the near future.

In order for GFD to increase its manpower level to meet minimum manning standards and to cease the practice of rotating personnel to supervisory positions that are currently above their current job specifications, recruitment and promotions must occur. This will require filling vacant positions

starting from the top, the Deputy Fire Chief vacant position, which is the highest classified position within the Firefighter series.

With that said, on March 9, 2017, GFD, upon request, received the Certification of Eligibles for the position of Deputy Fire Chief. Upon reviewing the certification, it was discovered that there was only one (1) candidate on the list. This in itself, is a clear indication of the difficulty in recruiting personnel for this position. One reason is due to the lack of interests for the position due to complexity of the duties and responsibilities of the position which is to plan and administer the operations and activities of the Guam Fire Department, inclusive of fire suppression, prevention, rescue, hazardous materials and emergency medical service programs. The most important reason however, is potential applicants lacking the required experience/expertise and qualifications for the job.

EXCEPTIONAL QUALIFICATIONS

The lone candidate on the Certification of Eligibles for the Deputy Fire Chief position, possesses special and exceptional qualifications for the position he is aspiring for. Throughout his (22) years of service with the Guam Fire Department, the individual has been assigned to various duties and responsibilities that were above and beyond his required job specifications and pay grade. He has served as the Fire Chief's Aide, Chief of Staff for GFD, Public Information Officer and Coordinator for numerous Special Projects. He is proficient in all aspects of the functions within the Guam Fire Department. He possesses a Bachelors of Business Administration with emphasis in Public Administration and will soon be completing his Master of Business Administration. He currently holds the rank of Captain in the Guam Army National Guard and has been assigned as Operations Officer, Company Commander, Executive Officer and Platoon Leader.

Further, the employee has attained certification from the National Board on Fire Service Professional Qualifications (ProBoard) for Fire Instructor II, Fire Inspector II, Hazardous Materials Incident Commander and Fire Officer IV.

In addition to the above certifications, what exemplifies the individual's exceptional qualifications, is, being granted the designation of Chief Fire Officer (CFO) from the Commission on Professional Credentialing (CPC) of the Center for Public Safety Excellence. The CPC recognizes professional accomplishments and competence in fire and emergency services. Achieving the designation requires strong educational background, diverse participation in emergency services at the local, state and national level and demonstrated involvement in the broader community, all validated by emergency services peers. Some of the benefits of the designation of CFO, is it highlights a fire/emergency service officer's professional growth; demonstrates a commitment to life-long training, skill development, education and community service; affirms an officer's dedication to proficiency and delivery of all-hazard services to the community; and, improves the hiring and promotion process by enabling authorities to identify individuals who possess superior skills, knowledge and leadership abilities. It is most significant to note, that this individual is one (1) of only (2) individuals from the island of Guam designated as CFO and amongst the (1,210) personnel within the United States, including Qatar, Canada and Australia.

Based on the above, the Guam Fire Department solicits your approval for Above-Step Recruitment for the position of Deputy Fire Chief as a result of difficulties in recruitment and exceptional qualifications.



MICHAEL F. UNCANGCO
Acting