



# Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: [HATP@hamburg.mi.us](mailto:HATP@hamburg.mi.us)

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



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**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** October 30, 2024  
**RE:** Agenda Item Topic: **Fire Lieutenant Promotions**  
General Ledger #: N/A  
Number of Supporting Documents: 1  
NEW/OLD BUSINESS: **XXX** New Business

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## **Requested Action**

- Motion to approve the promotions of Jess Stewart, Timothy Begnoche, Timothy Mackenzie, Derrick Hill, Jared Kaminski and Joseph Acuff to the position of full-time Fire Lieutenant effective immediately.

## **Background**

On September 3, 2024, the Township Board approved the establishment of a Fire Lieutenant Eligibility list with the intent of promoting 6 current part-time firefighters to the rank of full-time Lieutenant. This was the result of the passage of the Fire millage on August 6, 2024.

A promotional examination process was posted within the department on September 3, 2024 (attached) with a deadline of submitting a letter of interest of September 16, 2024. We received 9 letters of interest from eligible candidates. At the conclusion of the promotional process, the top 6 candidates were as follows:

- Jess Stewart
- Timothy Begnoche
- Timothy Mackenzie
- Derrick Hill
- Jared Kaminski
- Joseph Acuff

I respectfully request that the Township Board approve the promotion of these 6 candidates to the rank of full-time Lieutenant.



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## **Budget Impact**

These 6 positions were part of the calculations of the requested Fire millage rate passed by the voters of Hamburg Township. As such, there is no adverse impact on the budget.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety



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## **JOB POSTING**

The Hamburg Township Public Safety Department is hereby posting the following position:

### **FIRE LIEUTENANT (Full Time)**

**Posted: September 4, 2024.**

#### **Overview**

The purpose of the Lieutenant position is to provide operational and administrative command support to the department as directed. The primary job responsibility of the Lieutenant is to respond to all emergencies occurring during their shift and to assume scene command on all incidents unless relieved of that responsibility by a higher authority. Secondary job responsibilities will include coordinating and executing daily training needs, mentoring and developing job skills of part-time officers and firefighters, and ensuring the operational readiness of all department apparatus and equipment. Lieutenants shall be required to maintain membership on a Special Response Team.

#### **Job Description**

Please see attached *Fire Lieutenant Job Description* (SOP #400-09) for a complete description of all job duties and responsibilities for this position.

#### **Work Schedule**

This is a full-time position that will be assigned to work 24-hour shifts with a fixed rotation of work/leave days.

#### **Compensation**

Starting Salary: \$58,576.36 per year.

Benefits: This position will receive all benefits provided to full-time Hamburg Township employees as determined by the Hamburg Township Board of Trustees.



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## **Minimum Qualifications**

Interested candidates must possess the following minimum qualifications to be eligible to apply for the position of Lieutenant:

1. Graduation from high school or GED equivalent.
2. Current member in good standing with Hamburg Township Fire.
3. Five (5) or more years of fire service experience.
4. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
5. State of Michigan Fire Fighter I & II with Hazmat Operations.
6. EMT-Basic, or higher, license in the State of Michigan.
7. Pre-Hospital Trauma Life Support (PHTLS) Certificate

### **Lieutenants must also obtain the following certifications:**

1. Fire Instructor I within one year of appointment.
2. Fire Officer I and Fire Officer II within one year of appointment.
3. Blue Card certification within one year of appointment.

## **Application and Selection**

The selection process for the position of Lieutenant shall be as follows:

1. **External Oral Interview – 50%**  
This will consist of three Fire Command Officers from outside of the department who will present questions to the candidate to evaluate their knowledge, experience, operational skill level and overall suitability for the position.  
External interviews will be conducted on September 25, 2024 and September 26, 2024.
2. **Internal Oral Interview – 50%**  
This will consist of the Director of Public Safety, Deputy Director and Deputy Chief who will present questions to the candidate to evaluate their management, leadership and organizational skill level and potential.  
Internal interviews will be conducted on October 8, 2024 and October 9, 2024.



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Please note the following regarding interviews:

1. Both interviews will be held in the Sgt. Sanderson Multipurpose Room located in the Hamburg Township Police Station.
2. Attire for both interviews shall be long-sleeve Class B uniforms with tie.

At the conclusion of the selection process, an eligibility list will be established ranking in order those candidates who are eligible for promotion to the position of Lieutenant. This eligibility list shall remain valid for 2 years from the date it is established. The Director of Public Safety shall then recommend to the Hamburg Township Board of Trustees the candidates with the highest cumulative scores in rank order be appointed to the position of Lieutenant.

### **Application**

Any qualified candidate interested in this position should submit a letter of interest via department email to the Director of Public Safety **no later than 1600 hours on Monday, September 16, 2024.**

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety