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MEMORANDUM

TO: Municipal Fire Department Appointing Authorities and Fire Chiefs

FROM: Regina Caggiano, Director of Civil Service

DATE: February 17, 2023

RE: Municipal Firefighter Eligible List Maintenance

Please be advised that the existing Municipal Firefighter eligible list is scheduled to change on March 15, 2023. The period of eligibility for those placed on the list in March 2021 will expire. Candidates who took and passed the examination in October 2022, will be merged with those appearing on the current list with an eligible date of March 15, 2022, resulting in a new list on April 1, 2023.

The names of individuals on the current merged list who receive conditional offers of employment must be submitted to the Human Resources Division, Civil Service Unit, on or before March 14, 2023. Pursuant to Massachusetts General Law, Chapter 31, § 25, failure to submit such names on or before said date, shall nullify an appointment of such person. Appointees from a Firefighter certification must pass a medical examination and a Physical Ability Test before their appointments can be finalized.

Pursuant to Personnel Administration Rule .08, any requisition to fill vacancies to the title of Firefighter received by the Human Resources Division, Civil Service Unit, after the issuance of this memorandum will be processed from the eligible list scheduled to be established on April 1, 2023.

If you have any questions or concerns, please do not hesitate to contact our office.