



Hauser Lake Fire Protection District

10728 N Hauser Lake Rd

Hauser, ID 83854

(208) 773-1174

hauserfire.org



Hauser Lake Fire Protection District Employment Opportunity

Position: Fire Chief

Salary (FMLA Exempt): \$45,000 to \$50,000 DOE

Application Deadline: June 1, 2020

Employment to Begin: August 10, 2020

District Introduction

Mission Statement: The Hauser Lake Fire Protection District (HLFPD) is a dedicated volunteer organization serving our community through fire suppression and prevention, emergency medical response, and excellent community service.

Vision: We are committed to providing a superior level of emergency service that continually improves the quality of life, health and safety of the people who live and work in our community.

The Hauser Lake Fire Protection District (HLFPD) is a rural community in North Idaho, surrounded by scenic mountains and pristine lakes. The area offers numerous recreational activities including hunting, fishing, boating, hiking and biking trails, golf, and skiing. The county's physical beauty and livability are partially responsible for an unprecedented population expansion in recent years.

HLFPD is located within Kootenai County and serves the wildland-urban interface in the southern foothills of the Selkirk Mountain Range. Under the direction of a Board of Fire Commissioners, the District has approximately 20 trained volunteer personnel who are dedicated to the citizens and visitors of our District, and to the protection of life and property. We provide quality service and believe strongly in professionalism, collaboration, and accountability. Key to the District's strategy is to be prepared and trained for the wide variety of emergencies that are possible in our community.

HLFPD was created in 1952 as a non-taxing volunteer fire company; today it is a taxing district servicing approximately 2300 residents over an area of eighteen square miles. The District is responsible for fire suppression, rescue, emergency medical response, and limited transport, hazmat, technical rescue, emergency management, and public safety education. In 2019 the District answered 211 calls and 193 calls in 2018. We have responded to approximately 200 calls each year for several years.

HLFPD is contracted with Kootenai County Emergency Medical Services System (KCEMSS) to provide EMS service. KCEMSS is a county-wide ambulance district that provides funding, from both taxes and user fees, to fire districts for staffing ambulances. HLFPD volunteers support a first response non-transport ambulance which is available to respond to any location served by KCEMSS, 24 hours a day, seven days a week. The ambulances are owned and equipped by KCEMSS; fire districts, including HLFPD, provide the personnel.

HLFPD is governed by a board of three Fire Commissioners elected to serve four-year terms. These community members have the discretionary powers to manage and conduct the business and affairs of the Fire District. HLFPD has an annual operating budget of approximately \$200,000. The District has been well managed financially and is in excellent financial condition with no debt, excellent reserves, and newer apparatus. The District has been awarded several grants in recent years to fund safety and communications equipment.

Reporting to the Board of Commissioners, the Fire Chief is responsible for the management and administration of all of the District's fire and emergency medical services and resources. The Fire Chief works closely with the Board in setting goals and objectives for the District and makes recommendations regarding long range planning, emerging issues, and the District's general needs.

The Ideal Candidate

HLFPD is seeking an experienced Fire Chief who will be responsible for preparing and managing the District's budget. The Fire Chief will supervise all department personnel and will be responsible for recruitment, training, and retention.

The ideal candidate will live within the Hauser Lake Fire Protection District and should be able to respond to emergency calls.

The ideal candidate will exemplify integrity, have exceptional verbal and interpersonal communication skills, and have experience in leadership and with volunteer personnel.

The ideal candidate is an experienced senior level combination fire service professional with excellent executive management and leadership skills. The ideal candidate will have broad technical knowledge, as well as a comprehensive knowledge of all facets of the fire service and EMS.

The ideal candidate will possess strong leadership skills with the ability to mentor and foster leadership roles within the staff. Succession planning and a global vision of our community's needs are critical. The new Chief will also need to communicate a sense of vision, backed by specific goals and objectives, and have the ability to measure success. This position requires the willingness and ability to build and maintain partnerships with external fire safety-related organizations, a variety of governmental agencies, and the local community. The new Chief will value community involvement and be comfortable participating in community activities.

The ideal candidate will exhibit an open, direct and straightforward communication style and have strong and effective interpersonal skills. They should have advanced negotiation, public relations, presentation, and communication skills (both verbal and written) and be able to comprehend, interpret, and explain rules, regulations, legal requirements, and policies to wide-ranging audiences.

The next Chief will also have a demonstrated record of personal and professional integrity. They will have a proven track record of fairness, transparency, and consistency in the administration of District policies and procedures and the willingness to address issues in a positive and timely manner. They will have a confident presence and must be open and approachable. The preferred candidate will be team-oriented, have a flexible "can-do" attitude, and an appropriate sense of humor.

Compensation and Benefits

Total compensation: depends on experience.

Pay schedule: The Fire Chief is paid twice per month for a total of 24 pay periods per year.

Health insurance: a stipend for health insurance will be paid every month.

Other benefits: Paid time off; PERSI (Public Employee Retirement System of Idaho)

Job Description

Primarily, the HLFPD Fire Chief protects life, property, and our community with honor, integrity, and pride. They will uphold public trust through accountability to ourselves, our peers, and those we serve.

The Fire Chief develops and administers policies and procedures to ensure that firefighting, fire prevention, emergency medical services (EMS), emergency management programs, and other related public safety services are appropriate for the community. They will exercise a high

degree of professionalism, discretion, and independent judgment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Maintain and ensure District compliance with federal, state, and local laws and regulations.
- Understand and interpret the principles, practices, and techniques involved in the management of the District; fire suppression, inspection, prevention, EMS, and hazardous materials.
- Understand and interpret complex codes, laws, rules, and regulations governing all areas of fire and emergency response, prevention, inspection, investigation, and hazardous materials.
- Develop and direct the implementation of goals, objectives, policies, procedures, training, and work standards for the District.
- Possess and apply a thorough knowledge of risk management procedures as applied to fire safety and prevention programs.
- Prepare and present an annual budget for approval by the Board.
- Direct the implementation of the District's budget; provide direction for cost containment/efficiencies; plan for personnel, equipment, and capital needs of the District.
- Compose recommendations to the Board regarding direction, policy, changes in facilities and equipment, and personnel to fulfill the obligations of the District.
- Represent the District in contract negotiations; maintain and implement all approved contracts with other jurisdictions or entities.
- Serve as the District Liaison to the community and outside agencies; prepare, direct, and formulate public presentations and lead public discussions and/or inquiries when necessary.
- Attend conferences and meetings to keep abreast of current trends and changes.
- Plan, coordinate, supervise, and evaluate District efficiency and effectiveness; formulate programs or policies to alleviate deficiencies.
- Provide vision, guidance, and supervision to District personnel.
- Plan and provide for personnel development and succession planning.
- Be responsible for staffing decisions, including but not limited to; recruiting, hiring, assignments, promotion, evaluation, progressive discipline, and termination.
- Prepare and direct the preparation of a variety of written correspondence, reports, contracts, procedures, grant applications and other written materials.
- Maintain fitness and skills to fulfill emergency response duties.
- Possess exceptional organizational and time management skills; have the ability to multitask and prioritize work assignments.
- Delegate responsibility and accountability as necessary.
- Maintain proficiency in the use of PC's, laptops, computer programs and software, and office equipment.
- Ensure that the District is adequately staffed at all times, including scheduling officers and crews for minimum District personnel responses to emergencies.
- Perform other such duties as assigned by the Board of Commissioners.

This is not to be construed as an exhaustive list of all responsibilities, duties, and demands required of the position.

Education, Training, and Professional Development

The Fire Chief must possess a high school diploma or equivalent and have and maintain a valid driver's license.

The ideal candidate will possess a minimum of 10 years of experience in a comparable or larger agency with extensive experience in a senior management role, such as Fire Chief, Deputy/Assistant Fire Chief, Operations Chief or Battalion Chief. ALTERNATE: Minimum of five (5) years of extensive experience in firefighting work of a progressively responsible nature, serving at least 2 years as an officer.

Ideally, they will have completed Fire Officers Training, Incident Command, Fire Service Management, and Incident Command (IS700, 800 and ICS 100, 200, 300, 400) and will possess Hazardous Materials First Responder, CPR, and Idaho EMT certification/licenses. Fire Marshal experience is highly desirable. Certification as an Idaho Fire Service Instructor and Fire Inspector will be required within one year of hire.

Competitive candidates will also have an ongoing record of training and professional development. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Characteristics

- Effective interpersonal skills
- Communicates clearly and concisely, orally and in writing
- Accountable with high ethical standards
- Business acumen
- Critical and strategic thinking
- Relationship management
- Stress management/composure
- Problem solving/analysis
- Teamwork orientation
- Diversity and inclusion
- Health and wellness
- Ability to work well under pressure

Work Environment and Physical Demands

Items described here are representative of those that must be met by an employee to successfully perform the primary elements (essential functions) of this job.

While performing the duties of this job, the HLFPD Fire Chief will regularly work in an office environment. The noise level is normally low to moderate, but will be elevated occasionally from radios, pagers, and telephones. During the course of their duties, the Fire Chief is continuously required to see, sit, talk, walk, hear, stand, lift, reach, and use hands to operate keyboards, telephones, tools, devices, and other controls. This position requires sustained sitting with forward flexion of the lower back. The Chief may frequently reach for and lift objects averaging ten or fewer pounds and may carry them for short distances; minimal lifting up to 100 pounds is also required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Fire Chief intermittently has responsibilities that include emergency response activities where personal protective equipment (PPE) is occasionally required during response operations. They may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. During emergency response operations, when not in a position of command and control, they may occasionally work near moving mechanical parts, in confined spaces, in high, precarious places and will occasionally be exposed to wet or humid conditions, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of response duties.

Application Process

Hauser Lake Fire Protection District is an Equal Opportunity Employer which supports workforce diversity.

If you are interested in pursuing this exciting career opportunity, please submit the following items as your application packet:

1. Application for Employment
2. Cover letter outlining your interest, qualifications (education), and experience
3. Curriculum vitae or resumé
4. Copy of educational degree(s) or applicable credits
5. Two written questions about what you consider most important, directed to the Board

Applications for Employment may be downloaded from hauserfire.org or by email or written request to the address below. For first review, applications must be received no later than June 1, 2020. You may submit your application package by mail, email, or in-person to:

HAUSER LAKE FIRE PROTECTION DISTRICT
Attn: Chief and Secretary
10728 N Hauser Lake Rd
Hauser, ID 83854
Emails: chief@hauserfire.org and admin@hauserfire.org

Failure to complete and submit a complete application packet will disqualify your application. This position is open until filled. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. All candidates will be notified via email of their eligibility upon first review. All final offers of employment are contingent upon the successful completion of a background check, criminal records check, credit check, medical evaluation including stress testing, and drug screen, at HLFDP expense. You are responsible for any accommodations you may need during the interview process.

Testing Process

Application Packet Review. An initial review will determine if the documentation submitted validates the candidate's minimum qualifications required of the position. Applicants should be certain to fully document their knowledge, skills, and experiences that make them suitable and qualified for the Fire Chief position. qualify you for the position.

Interview(s). This phase of the process will be an interview with the Board of Fire Commissioners to aid in the determination of a candidate's job-fit, communication skills, and motivation for the position.

Background Investigation. A thorough background and character investigation will be conducted. A release of personal information authorization will be requested of eligible candidates, including but not limited to: educational, financial/credit agencies and institutions, employment history, legal complaints, arrests or convictions, and motor vehicle history. HLFDP reserves the right to reject any eligible candidate who, on the basis of background and character investigation, does not appear to be the most suitable, qualified candidate for the position.

Drug Screening: Upon a contingent offer of employment, the successful candidate must take and pass a pre-employment drug screen.



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APPLICATION FOR EMPLOYMENT

Must be 18 years of age to apply

Date: _____ **Position Applied For:** _____

Last Name: _____ First: _____ Middle: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Other Contact Number: _____

Email Address: _____

Have you ever worked under a different name from that which appears on this application? Yes ___ No ___

If yes, list the different name (s): _____

PERSONAL HISTORY

Do you have a valid driver's license? Yes ___ No ___

Driver's License No.: _____ State: _____ Endorsement: _____

Social Security Number: _____

Have you ever applied with HLFDP before? Yes ___ No ___ When: _____ What Position: _____

If hired, can you prove that you may legally work without restrictions in the United States? Yes ___ No ___

Military Status: Have you served in the U.S. Armed Forces? Yes ___ No ___

When: _____ Branch: _____

Are you presently a member of a U.S. Reserve or National Guard Organization: Yes ___ No ___

If yes, complete present grade and Service: _____

Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain: _____

Education:

High School: _____ Location: _____ Years Completed: _____

Graduated? Yes ___ No ___ or did you receive a GED? Yes ___ No ___

College or University: _____ Location: _____ Credits: _____

Did you obtain a college degree or vocational certificate? Yes _____ No _____

Type of degree or certificate: _____

What discipline was your degree or certificate in? _____

Which college or university did you obtain your degree or certificate from? _____

Please *list and attach a copy* of any professional or vocational licenses and/or certifications, which you have obtained: _____

Please list any special qualifications or skills, which you possess: _____

Are you available to be on call 24/7? Yes ___ No ___

WORK HISTORY

Present or Most Recent Employer: _____

Supervisor Name & Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Hours per week: _____ Start Date: _____ End Date: _____ Job Title: _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ___ No ___

PAST THREE EMPLOYERS

Employer: _____

Supervisor Name & Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Hours per week: _____ Start Date: _____ End Date: _____ Job Title: _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ___ No ___

Employer: _____

Supervisor Name & Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Hours per week: _____ Start Date: _____ End Date: _____ Job Title: _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ___ No ___

Employer: _____

Supervisor Name & Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Hours per week: _____ Start Date: _____ End Date: _____ Job Title: _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ___ No ___

REFERENCES

Give the information requested below of three (3) persons not related to you whom you have know for at least one (1) year.

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip** _____

Have you ever applied for a position of employment or volunteer service with any other fire protection agency?

Yes _____ No _____ If yes, list name, location and dates you applied: _____

If you are offered a position with HLFPD would you be willing to submit to any job related medical exams, physical ability testing and/or drug tests that may be required of the position to which you have applied?

Yes _____ No _____

Have you read the essential functions for the position to which you have applied? Yes _____ No _____

Can you perform the essential functions of the position to which you have applied? Yes _____ No _____

Do you require reasonable accommodations to perform the essential functions for the position to which you have applied? Yes _____ No _____

**Hauser Lake Fire Protection District
EQUAL EMPLOYMENT OPPORTUNITY FORM**



Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our Fire District.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Web Site
 Other _____