



## **LAKE VALLEY FIRE PROTECTION DISTRICT FIRE CHIEF**

The Fire Chief shall assume the role of Chief Executive Officer and as such provide responsible and technical support to the citizens, visitors, Board of Directors, and personnel of the District.

The Fire Chief, through separate employment agreement with the Lake Valley Fire Protection District, shall work directly for the Board of Directors and represent the best interests of the organization to any person, group or agency having business with the District.

The Fire Chief shall ensure the mission and values of the Lake Valley Fire Protection District are maintained along with all current Board of Directors Policies, Standard Operating Guidelines, Memorandums of Understanding, grant agreements and interagency operating plans and agreements.

The primary function of this position is to plan, direct, coordinate, organize and supervise the activities of the Lake Valley Fire Protection District, while providing leadership and a safe, rewarding workplace.

The Fire Chief responds to incidents as deemed necessary to ensure effective and efficient delivery of emergency services to the District.

### **DISTINGUISHING CHARACTERISTICS**

The Fire Chief exercises the highest degree of authority and administrative responsibility via the Lake Valley Fire Protection District Board of Directors' Policies.

The Fire Chief develops and maintains open channels of communication with the Board of Directors, personnel, outside agencies, community groups, elected officials and other individuals who may interact with the District.

### **SUPERVISION RECEIVED AND EXERCISED**

The Fire Chief receives direction and annual evaluation from the Board of Directors.

The Fire Chief has specific supervisory responsibility over the positions of Battalion Chief and Administrative Manager. The Fire Chief has general supervisory responsibility over all other full and part-time employees

The Fire Chief evaluates the performance of the Battalion Chiefs and Administrative Manager with annual performance review. The Fire Chief reviews performance evaluations of all personnel.

## **ESSENTIAL DUTIES**

### **ADMINISTRATION**

Develop and recommend an annual expenditure plan to the Board of Directors. This plan shall account for salaries and benefits, services and supplies, and capital costs for apparatus, facilities and equipment. The Fire Chief shall recommend a reserve fund for capital and operating contingencies. The plan shall account for anticipated revenues both forecast by El Dorado County, State of California and historical revenue analysis.

Monitor the annual budget and report to the Board at least monthly on any findings of deviation between projected versus actual revenues and expenditures.

Ensure compliance with District policies, rules and regulations by all employees.

Make recommendations to the Board of Directors on changes or revisions to the rules and regulations or any other Board directed policy and procedure.

Continually evaluate the scope and level of service provided by the District, making recommendations to the Board of Directors for purposes of long-term planning.

Act as appointing authority with full responsibility for appointment, promotion, demotion, discipline, discharge, reclassification and reinstatement in accordance with the District Policy and Procedures.

Ensure the District operations are consistent with the legal authorities set forth in Fire District laws of the State of California.

Ensure aggressive fire prevention, forestry and public education programs, within the District to reduce community risk to fire and hazardous materials release.

Ensure the District is properly represented in judicial proceedings resulting from fire investigations.

Oversee and update Strategic Plan.

### **EMERGENCY INCIDENT RESPONSE**

Respond to emergencies and other incidents as necessary, assisting as needed.

Ensure Incident Command System is established per District Standard Operating Procedures.

Ensure all appropriate incident safety practices are followed.

Ensure determination of cause and origin at all fire scenes per state law.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Emergency incident scene management and the Incident Command System.

Principles of supervision, training and performance evaluations.

Principles and practices of personnel management and employment laws.

Fire service-related organizations within the Lake Tahoe Basin, El Dorado County, Northern California and Northern Nevada.

State requirements for hazardous materials and Emergency Medical Services.

District contractual agreements and commitments.

The Injury & Illness Prevention Programs approved by the District.

LVFPD Board of Directors Policies and Procedures, LVFPD Standard Operating Guidelines, LVFPD Strategic Plan, and LVFPD Operations Manual.

All current Board Resolutions and Board Ordinances.

### **Ability to:**

Maintain a "customer service oriented" organization that is proactive in dealing with internal and external forces. Demonstrate compassion with the fire family and citizens.

Physically perform the necessary tasks of fire suppression as required.

Communicate clearly and concisely, both orally and in writing.

Work cooperatively with all personnel, our citizens, visitors and outside agencies.

Maintain confidential information.

## **EXPERIENCE AND TRAINING MINIMUMS**

Requires ten (10) years of increasingly responsible municipal or public fire service experience, including one (1) year of management and administrative responsibilities and command level experience at the rank of Battalion Chief higher. Incident management team experience preferred. Lake Valley Fire District knowledge and experience will be considered.

Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, public administration, or related field or the ability to obtain within one year a bachelor's Degree emphasizing public agency administration, or related field, from an accredited college or university or ability to obtain within one year.

California State Certified Chief Officer or equivalent

National Fire Academy Fire Executive Fire Officer Certification -Preferred

### **LICENSES AND CERTIFICATIONS**

Current EMT-1 or Paramedic certification required with the ability to obtain State of California and El Dorado County EMS certification within three (3) months

California or Nevada Class B driver's license or ability to obtain with three (3) months of appointment.

Current CPR certification.

Hazardous Material Incident Command certification.

### **DISTRICT EXPECTATIONS**

Respond to emergency incidents of any nature as necessary.

Supervise suppression and EMS activities and personnel as necessary.

Assume command and direct overall delivery of emergency services as necessary.

Monitor District fund balances to ensure appropriate financial transactions. In this regard, the Fire Chief shall recommend and, once adopted by the Board of Directors, implement a District Investment Policy.

Display a positive and professional attitude in all contacts with the public and other agencies.

Carry out all lawful policies of the District and the Board of Directors.

Obey all District policies, rules and regulations.

Support and follow chain of command.

Communicate with the District Board members individually, in committee, and as a whole, within the constraints of the Brown Act.

Consult with designated District Counsel on legal matters affecting the District.

Provide leadership to District personnel.

Assess situations and make independent judgments.

Ensure personnel evaluations as set forth in the policies, rules and regulations.

Act as designated District representative in all contracts and agreements that are binding to the District.

Represent the District in professional organizations and associations having affiliation with the business and operation of the District.

Participate in professional training, workshops and conferences to keep current with changing trends, new advances and technologies of fire and EMS.

Immediately investigate any instance of known or perceived workplace harassment.

Recommend programs in fire prevention, forest fuels and public education to the Board of Directors.

Ensure District accounting records are audited, and appropriate State Controller reports are submitted in a timely manner.

Schedule regular meetings of the Board of Directors and when necessary, with the approval of the Board, call for special and/or emergency meetings

Ensure that all meetings will be publicly noticed as required by law.

Ensure that a meeting agenda package is distributed to board members in advance of any meeting, per the Brown Act.

Adhere to Conflict of Interest Statement with the Fair Political Practices Commission as required by law (Form 700).

Act as liaison between the District and internal organizations; Lake Valley Professional Firefighters Association, the Lake Valley Firefighters Foundation, the Lake Valley Battalion Chiefs, and the Non-Safety Members of the Lake Valley Fire Protection District.

Participate with other organizations in District disaster preparedness and evacuation planning.

Live within a 45 minute commute of the District.

Work schedule to be determined by the Board of Directors.