

# ***Desert Hills Fire District***

## ***FIRE CHIEF***

**October 2018**

### **DESERT HILLS FIRE DISTRICT SEEKS NEW FIRE CHIEF**

The Desert Hills Fire District located just north of beautiful Lake Havasu City Arizona is seeking a visionary leader who is committed to collaborating with the board of directors, staff, and neighboring agencies to provide an exemplary level of Fire and Emergency Medical Services. If you are progressive and a highly experienced fire officer with a passion for teamwork, you are encouraged to apply for this unique opportunity.

The ideal candidate for the position of fire chief will be an experienced fire officer and shall have demonstrated abilities as an exceptional leader, a strong communicator, and a highly engaged manager. He/she will be politically astute, focused on high standards of customer service, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate must have a proven track record of sound fiscal, operational, and management skills. In addition to these traits, the district seeks the following attributes in the desired candidate;

- \* District Ambassador
- \* Community Minded
- \* Accessible
- \* Team Player
- \* Passion for the fire service
- \* Project Manager
- \* Emergency Responder
- \*Honesty/Integrity
- \*Credible
- \*Accountable
- \* Risk Manager
- \* Ability to listen
- \*Politically Astute

### **ABOUT THE DISTRICT**

The Desert Hills Fire District was created through an election in 1971 when the majority of voters elected to create a taxpayer supported fire district. The original fire district included the communities of Desert Hills and Crystal Beach. Later, the district expanded to include the communities of Havasu Heights, the Highway 95 corridor and parts of Interstate 40 east and west from Highway 95. Over the years, numerous annexations have occurred which have reduced the size of the district and it's potential for financial growth. In the 46 years since the district was formed, there have been seven (7) fire chiefs. In the beginning, fire chiefs and administrators were elected by popular vote but in 2012, legislation was enacted to establish a board-governed fire district.

The district operates from two full time staffed fire stations with ALS staffing. Our headquarters fire station is located in the heart of Desert Hills and Station 2 is in the community of Havasu Heights. Desert Hills FD has four Type 1 engines, a water tender, one Type 6 brush patrol, one utility pick-up truck, one 4x4 desert rescue vehicle, and one fire chief's vehicle. We are an all risk fire and EMS agency. Our personnel are Red Card certified wildland firefighters and respond to fires throughout the United States. The Desert Hills FD has 21 full time firefighter positions, 8 POC's and 2 part-time administrative positions, operating from an approved budget of \$2,622,362.

The Desert Hills Fire District is recruiting a highly motivated leader for the position of Fire Chief. This is a salaried position that works under the direction of a five person Board of Directors. This position is both administrative and operational in its capacity and responsibilities. Applicants will have ten years of experience with sound administrative and supervisory skills, including a minimum of 5 years command experience in multidisciplinary emergency services agency. The fire chief will also be responsible for direct oversight of the administrative specialist and staff in budget management and preparation as well as being responsible for all correspondence, reports and updates supplied at the monthly board meetings.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Public Fire Administration / Leadership, Business Administration, Fire Science or other related fields from a regionally accredited college or university; an equivalent combination of experience and education will be considered.
- Minimum of ten (10) years of progressively responsible Fire/EMS experience, including at least five (5) years in Fire/EMS operational management and supervisory experience
- Experience in fire district and Arizona Revised Statutes
- Experience in Incident Command System (ICS) and National Incident Management Systems (NIMS)
- AZ Firefighter I & II Certification or NFPA 1001 Equivalent
- Knowledge of Wildland firefighting and deployment methods and agreements
- Knowledge of Fire Ground Command Tactics and Strategies
- Demonstrated ability of effectiveness in labor/management relations
- Demonstrated experience in managing civilian staff members in addition to sworn members
- Proven ability to work well with civilian/community volunteer organizations in support of fund raising events hosted at the fire station
- Must be EMT and CPR Certified
- Must have AZ driver's license within 30 days of employment.

### **COMPENSATION**

The salary range for the Fire Chief is \$70,000 - \$75,000, DOE. The District offers a comprehensive benefit package, some of which may be negotiable with the selected individual. Basic features of the benefit package include:

- Retirement: Arizona Public Safety Personnel Retirement System (if eligible)
- Group Health Care Insurance Plan
- Holiday: 8 paid holidays off
- Vacation/Sick Time (PTO): based on tenure
- Tuition reimbursement opportunities
- District Vehicle

### **HOW TO APPLY**

Persons interested in applying for the fire chiefs' position with the Desert Hills Fire District shall submit a detailed resume including your current work status and resident address, city and state. You must also complete a district application and supplemental questionnaire which can be found on the home page of our website at [www.deserthillsfire.org](http://www.deserthillsfire.org) along with three personal/professional references. Upon completion of your resume, district application, supplemental questionnaire, and references, please mail them to 3983 London Bridge Rd, Lake Havasu City, AZ 86404 ATTN. FIRE CHIEF.

Application Deadline is December 15, 2018.



## THE SELECTION PROCESS

All applications and resumes will be screened to ensure all job qualifications have been met. Only the top candidates will be invited to the first structured oral interview that will be held at the district conference room at Station 1 in Desert Hills. The top candidates will then be invited back to another structured interview panel that could include any combination of fire chiefs, district employees, members of the public and/or other community members. The final candidates will then be asked to make a final presentation to the Desert Hills Fire District Board of Directors in open-session on February 6, 2019. A tentative job offer will be made to the most successful candidate (subject to board approval) no later than February 11, 2019. It is anticipated that the new fire chief will begin employment April 1, 2019. The Board of Directors has sole discretion to authorize a job offer, or to not offer employment to any or all of the candidates.



## **DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES**

- The fire chief and his/her designates shall be thoroughly familiar with Arizona Revised Statutes, rules and regulations pertaining to fire districts, district bylaws and other directions from the DHFD board of directors.
- Certain duties and responsibilities are delegated hereafter to the fire chief and it shall be his/her duty through appropriate records and reports to keep the board of directors and its committees informed as to the status of the operations of the fire district at all times.
- The fire chief must demonstrate the ability to create and adhere to a fiscally responsible budget. At no time shall the fire chief cause expenditures to be made that will exceed the budgetary limitation set forth in each fiscal budget, nor will he/she cause an increase in personnel or the wages and benefits of said personnel except as provided in the preparation of the fiscal budget which must be thereafter approved by the DHFD board of directors.
- The fire chief shall keep the board and all standing committees informed of the necessary and needed information and actions.
- The fire chief may authorize emergency repairs to apparatus, buildings and equipment in order to preclude further damage or interruption of emergency operations.
- The fire chief and/or his/her designee shall meet with the board and its committees as necessary to give advice on matters pertaining to the operations of the district.
- The fire chief prepares detailed and technical reports regarding fire protection requirements and recommendations for improvements.
- The fire chief shall maintain and update as needed procedures and practices for staffing the fire district.
- The fire chief shall ensure all management of records and reports are maintained in accordance with DHFD policies and Arizona Revised Statute.
- The fire chief must develop and present to the board of directors, an annual budget for approval including all of the required elements outlined in Arizona Revised State Statute.
- The fire chief must ensure all procurement of equipment and supplies are done according to existing DHFD policy and Arizona Revised State Statute.

- The fire chief is responsible for all fire prevention and related activities pertaining to fire prevention.
- The fire chief is responsible for any and all intergovernmental relations and must keep the board of directors up to date on any and all dealings with such relations.
- Public Relations and Information; the fire chief and the chairman of the board of directors are the only designated spokespersons for the district. It is imperative that the fire chief and the chairman be willing to speak to any and all issues in a politically correct manner and observe all district policies if/when addressing the media.
- Communications; the fire chief must keep employees up to date by communicating regularly and efficiently with staff members. The fire chief must have open lines of communications with the board of directors, the community and its affiliated associations, other agencies, and the media.
- Repairs and maintenance; the fire chief is responsible to keep all equipment maintained in good working condition for the safety of our employees and be mission ready at all times.
- The fire chief addresses community, civic and other groups regarding the activities and programs of the fire district to explain and promote public understanding of the districts activities.
- The fire chief shall have the political, ethical, operational, fiscal, and personnel management experience required to operate the DHFD in a professional, efficient and politically outstanding manner.
- The fire chief shall have full responsibility and authority to hire, discipline and terminate employees ensuring compliance with DHFD policies, Arizona State Law, and Arizona Revised State Statute. The fire chief shall inform the board chairman of any significant personnel issues as they arise.
- The fire chief shall establish the qualifications for employment of all staff positions within the district. The fire chief shall maintain a complete list of staff positions coupled with the job description/job qualifications and salary range for each position for board approval.
- The fire chief shall from time to time, update DHFD policies and set additional rules, policies or regulations for employees of the district. The fire chief will work with the board of directors for approval of all such policies.
- It is imperative that the fire chief always conduct himself/herself in a manner which gains respect from our employees as well as the community. The fire chief shall always strive to work closely with and have a positive relationship with the board of directors.

- Extensive knowledge of good management techniques and the ability to apply these techniques in a positive labor management relationship.
- Ability to plan, initiate and carry out long term programs in the district's administration, employee training, fire prevention, fire control, emergency medical care and major incident mitigation.
- Extensive knowledge of Arizona Revised State Statute, rules and regulations relating to fire district operations, employment law, and ability to create and manage a fiscally responsible budget.
- The fire chief is considered an emergency responder, and shall respond to emergency incidents when appropriate.
- Preference given to applicants living within the fire district or the greater Lake Havasu City region.
- Employment as fire chief is FLSA exempt.

## **FIRE CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE**

Please supplement your application packet with responses to the following questions.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Please explain why you are interested in this position and why you are looking to move on from your current position.
3. The Desert Hills Fire District continues to face significant budget constraints due to increasing costs associated with providing service, increasing legislative mandates, and decreasing revenues. Please describe your experience in cost containment efforts, alternative revenue generation, and long term budget planning.
4. Please share your thoughts on what direction you foresee the fire service going in the coming years.
5. Please describe your knowledge of and experience in the strategic planning process, including an explanation of your specific role in past strategic planning initiatives.
6. Please describe your leadership style, experience, and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
7. Please describe your involvement in sharing of resources and services with neighboring agencies in order to provide more cost effective service delivery, to achieve economies of scale, and/or to improve overall operations.
8. Please give an overview of your personal involvement in professional and community organizations and/or activities.
9. Please give an overview of your background in developing and maintaining budgets within your department, including the size and scope of the budget for which you had responsibility.