

NORTH SUMMIT FIRE DISTRICT

JOB ANNOUNCEMENT for FIRE CHIEF

Position/ Title:	Chief
Status/ Class:	Part-time, hours vary based on needs of the District
Salary:	\$30,000/year and negotiable based on qualifications
Benefits:	Flexible schedule, Individual Retirement Plan, Health Insurance (HDHP with HSA)
First Review:	March 20, 2020

The North Summit Fire District, a Special Service District of Summit County Utah, is seeking the right person to lead our organization into the future.

The following is meant to be descriptive and not restrictive of the expectations of the Fire District for their leadership.

The Fire Chief (hereafter referred to as "Chief") exercises oversight of all Fire District functions. These functions include short and long range planning to ensure adequate staffing, proper facilities, equipment and training to effectively answer calls for service. The Chief will also be responsible for ensuring that adequate financial resources are available to accomplish the above mission and is responsible for oversight of financial expenditures. The Chief will act as liaison with neighboring response agencies, county departments, and Emergency Management to coordinate Fire District activities with those agencies to further the mission, to gain efficiencies and reduce redundancies where possible.

The Chief is responsible to see that the Fire District is compliant with applicable policies, regulations and enforces fire codes in an expedient and fair manner.

The Chief is responsible to develop and administer written policy, procedure and guidelines to accomplish the above tasks. The Chief will prepare and deliver reports to the Administrative Control Board, the County Council, and the organization, both orally and in written forms. The Chief will also respond to emergency calls when necessary.

Required Active Certifications:

- Associates Degree in Fire Science
- EMS Certification: EMT
- Structure FF1 and 2
- Wildland Firefighter
- Hazmat Operations
- Valid Driver's License

Desired Certifications:

- Fire Inspector
- Fire Officer
- Bachelor's Degree
- NIMS ICS 100, 200, 300, 400, and 700

Required Competencies:

- Ability to explain and understand complex concepts
- Ability to read and write at a high level
- Ability to pass the Wildland Pack Test
- Ability to use computer software applications such as Word, Excel, Outlook
- Ability to use a Smartphone in the conduct of District business
- Well documented leadership experience
- Strong financial acumen and solid experience in budgeting and long-range financial planning

Other Attributes:

- Ability to pass a background check as required by the County
- Ten years in the Fire Service with a minimum of 5 documented years in structural fire fighting
- Minimum of 5 documented years as a Chief Officer or experience having direct responsibilities for a program that constitutes direct responsibility for personnel, budget, operations and long-term projects
- Must reside within the North Summit Fire District (preferred) or live within 30 minutes of a NSFD station or be willing to relocate.

The Chief will work under the supervision of the Administrative Control Board and the County Council to effectively plan for the future growth and development of programs to further the mission of the Fire District. The Chief will directly supervise the Operations Chief, Financial Officer, Training Officer, and Fire Marshall to ensure the mission objectives and goals of the Fire District are being met. The Chief will coordinate with the EMS Council, Park City and South Summit Fire District Fire Chiefs, County State Fire Warden, County Sheriff and County Emergency Management to ensure efficient and coordinated planning to accomplish overall mission goals.



About the North Summit Fire District:

The North Summit Fire District is a Special Service District that was established in 1977 and is serving 419 square miles of North Eastern Summit County. We are responsible to respond to 55 miles of Interstate highway and we currently have approximately 25 volunteers, both firefighter, and EMS serving the towns of Henefer, Echo, Coalville, Upton, Hoytsville, Wanship, and Tollgate Canyon. We also respond to over 500 square miles of wild land area. The department and its members are committed to providing professional service and we take our mission very seriously. We currently respond from four stations Located in Coalville, Henefer, Wanship, and Tollgate Canyon.

Our volunteers are trained at the Firefighter 1, Firefighter 2, and Hazardous

Materials Operation levels, and Wildland Firefighter 1 levels.



The vast majority of our responses involve highway incidents and wildland fires. We aid the Summit County Ambulance Service as a quick-response EMS agency and many of our firefighters are certified EMTs, and EMRs. We have 6 EMS only volunteers.

**Please see Recruitment Packet below
or contact the Summit County Personnel Department at
lsmith@summitcounty.org or 435-336-3265.**



North Summit Fire District

P.O. Box 187
Coalville, UT 84017
(435) 336-2221
www.northsummitfire.org

Community, Service, Professionalism



February 28, 2020

Greetings Potential Chief!

Thank you for your interest in stepping up to a challenging leadership position. The world of emergency services is changing rapidly and old notions of how things should work are falling rapidly by the wayside. The North Summit Fire District is seeking the right individual to lead the organization into that changing future. We are seeking an individual who can innovate while at the same time preserving that which is good and working from the past.

Please complete the attached application, including the short answer questions. We are looking for content of the answers and not volume. There is also a writing assignment to be completed regarding developing local talent. If you are invited for an interview you will need to deliver a ten minute multimedia presentation to explain your operational plan and its implementation to the hiring committee.

After you have completed the employment application and the required assignments, return the documents prior to March 20, 2020 to Ms. Laura Smith. She may be reached at lsmith@summitcounty.org or 435.336.3265.

The North Summit Fire District is a dependent special service district of Summit County. Summit County is helping the Fire District with this recruitment.

Good luck and thank you again for your interest.

Sincerely,

North Summit Fire District Administrative Control Board



NORTH SUMMIT FIRE DISTRICT EMPLOYMENT APPLICATION: CHIEF

GENERAL INFORMATION

The North Summit Fire District is a special services district providing Emergency Services to the residents of Summit County Utah. Applicants applying as an Emergency Responder must maintain proper certifications for their position. The North Summit Fire District uses law enforcement to verify certain information contained in your application for employment. Information below is necessary to complete proper verification of information. If necessary information is not included in the application, your application will be considered incomplete and may not be subject to further review.

APPLICANT INFORMATION

Date of Application: / /		Position Applying For: Chief	
Last Name:		First:	M.
Address:		Apartment/Unit #:	
City:		State:	ZIP:
Phone:		Email:	
Do you have a current valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you authorized to work in the U.S.		YES <input type="checkbox"/> NO <input type="checkbox"/>	Driver's License #/State/Class:
Current Place of Employment:		Address:	
Phone Number of Employer:		Length of Employment:	
Emergency Contact:		Relationship:	
Address:		Phone Number:	

PERTINENT WORK HISTORY

Agency:		Address:	
Phone Number of Agency:		Title:	Years with agency?
Agency:		Address:	
Phone Number of Agency:		Title:	Years with agency?
Agency:		Address:	
Phone Number of Agency:		Title:	Years with agency?
Will you submit to a background check by Law Enforcement:		YES <input type="checkbox"/>	NO <input type="checkbox"/>



NORTH SUMMIT FIRE DISTRICT EMPLOYMENT APPLICATION: CHIEF

Are we able to contact your previous employers? (If not, are you willing to tell us why? YES NO Reason?

EDUCATION (List all secondary and post-secondary education (ATTACH ADDITIONAL SHEET IF NECESSARY))

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES (List three references that are not related to you by blood or marriage)

1.) Full Name	Phone Number
Address	
2.) Full Name	Phone Number
Address	
3.) Full Name	Phone Number
Address	

PROFESSIONAL CERTIFICATIONS AND LICENSES

EMS License #
Wildland or ICS level certification
Other Certifications

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize the North Summit Fire District or their agent to make such investigations and inquiries of my background, driving record, personal employment, education, and related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in conjunction with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview may result in discharge.

Signature of Applicant:

Date:



NORTH SUMMIT FIRE DISTRICT EMPLOYMENT APPLICATION: CHIEF

APPLICATION PROCESS

The following is how the application process is coordinated and what a candidate can expect during the process:

- o Upon receipt of the application it will be screened by Summit County Human Resources. At the designated time candidates meeting the minimum qualifications will be forwarded to the hiring committee. The hiring committee will select the candidates to be considered further. A background check will be performed on the selected candidates. The hiring committee will select the candidates to be interviewed.
- o The successful candidate will be required to take a pre-employment drug screening.
- o After the results of the pre-employment drug screening have been received and approved, the successful applicant will need to successfully complete an agility test. The agility test is administered by an officer of the department and will be the Wildland Firefighter pack test.

SHORT ANSWER QUESTIONS:

Please answer the following questions in 150 words or less:

The best or worst advice you have gotten in your life?

Tell us about a time when you doubted your abilities?



NORTH SUMMIT FIRE DISTRICT EMPLOYMENT APPLICATION: CHIEF

THIS SECTION IS FOR FIRE DEPARTMENT USE ONLY

Date Application Received (mm/dd/yyyy) / /	Date of Review (mm/dd/yyyy) / /
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BACKGROUND CHECK AUTHORIZATION

I, _____, am applying at North Summit Fire District.

I hereby authorize the Summit County and the Summit County Sheriff's Department to conduct a background investigation and Criminal History Check to procure any and all information, oral and written that may be required in connection with my application for employment. I understand the Summit County Sheriff's Department may require my fingerprints in connection with my criminal history check.

I hereby consent to periodic criminal history checks that may be required and that the Summit County Sheriff's Department will verify my continued employment before running a check on me.

I hereby consent to the release of any and all data, oral or written, regarding me that may be required Summit County and by the Summit County Sheriff's Department and/or their designee and hereby expressly release any party providing said data from any and all liability. I further waive my right to have certain data protected from disclosure under any and all Federal or state statutory provisions to the extent I am authorized to do so.

Dated this _____ day of _____, 20____.

Print Name (first, middle, last)

Signature

North Summit Fire District

P.O. Box 187
Coalville, UT 84017
(435) 336-2221
www.northsummitfire.org

Community, Service, Professionalism



Recruitment Writing Assignment

The following two paragraphs are taken from the North Summit Fire District long range plan:

Development of local talent:

“Create an apprenticeship program for young adults who live in our community with a desire to build a career in emergency services. Beginning with an unpaid internship where candidates can respond with crews and gain an understanding of the physical and emotional demands as well as aptitudes required for the job.

The next phase will be a 2 year paid apprenticeship program where candidates will be assigned to a crew as an extra member. Over this two year period, they will train with their crew and attend outside training to get certifications in EMS, Structure fire, Wildland fire, and Hazmat. At the end of the two year program, they will become variable scheduled employees who can begin to build points towards a fixed schedule position if they desire.”

Please write the Standard Operating Guideline (attached) for the implementation and operation of this program. On a separate page include the job description for the person who will run this program.

If you are invited to be interviewed you will also need to prepare a ten minute multimedia presentation to explain your implementation and operational plan to the hiring committee.



North Summit Fire District Standard Operating Guidelines

Subject:

Topic:

Purpose:

Scope:

Policy:

Procedure:

Adopted: _____ Signed: _____

Reviewed: _____