

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYMENT OPPORTUNITY



FIRE CHIEF

Confidential Recruitment Services Provided by
Western Fire Chiefs Association

ABOUT NLCFPD

The North Lyon County Fire Protection District (NLCFPD), formed in 1952, is a combination fire department of paid and volunteer staff serving the City of Fernley and the surrounding area. NLCFPD's service area covers approximately 162 square miles, and serves approximately 20,000 residents. The District provides "all risk" emergency services, including ambulance transport.

NLCFPD's service area is unique and poses potential risks including a large industrial park, major highway thoroughfare, and a railroad system. In response to Fernley's growing commercial development, NLCFPD has implemented programs to reduce the impact of fire; resulting in a decrease of industrial incidents.

NLCFPD is a proud partner of the community of Fernley. The District developed a Community Outreach Program that brings the citizens of Fernley together through various events such as the Relay for Life, Pancake Breakfasts, Christmas for Kids, and more.





ABOUT FERNLEY

The City of Fernley was established in 1904, and was primarily developed as an agricultural and ranching community. Today, the City's largest industry employer is transport, storage, and distribution.

Fernley is a high desert community that offers various nearby outdoor activities such as hunting, camping, fishing, rafting, and skiing. Pyramid Lake, a world-class fishing destination, is only 35 miles away. Lake Tahoe, 70 miles southwest of Fernley, is an ideal weekend getaway.

The City offers an attractive, friendly, small-town lifestyle with many new housing developments, new markets, numerous churches and civic groups.



THE IDEAL CANDIDATE

The North Lyon County Fire Protection District (NLCFPD) is seeking a well-rounded, skilled leader to serve as its Fire Chief. The candidate should be a dedicated, self-motivated, strategic manager who is committed to serving the public while demonstrating a high level of personal and professional accountability. The Fire Chief will report to the Fire District Board of Directors.

The next Fire Chief will be tasked with maintaining NLCFPD's reputation as a pre-eminent fire service agency within both the region and the state. The candidate will need to demonstrate the ability to maximize efficiencies within available resources, and work successfully with the community and the media to carry out the goals of the Fire District. This leadership challenge will require an emphasis on a culture that values teamwork, communication, and partnership.

The next Fire Chief must be operationally proficient and be willing and able to engage in operations activities when necessary. Effective communication, strong collaboration, negotiation, and team-building skills are necessary for this individual to be successful. The ability to make organizational changes that improve the operational effectiveness of the agency is desired. The next Fire Chief must be able to exhibit consistent and ethical decision-making, inclusiveness, and diversity awareness in all Fire District practices.

THE IDEAL CANDIDATE CONT.

Additionally, the ideal candidate will be an individual who has:

ABILITY TO

- provide leadership in recruiting, retaining, training, and motivating Fire District Members;
- develop, implement, and administer policies, goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, and emergency medical services;
- prepare, administer, and monitor large and complex budgets;
- allocate limited resources in a cost-effective manner;
- work effectively under the pressure of deadlines and conflicting demands;
- present findings, recommendations, and information to individuals and groups in an understandable and persuasive manner;
- define and analyze problems, collect data, establish facts, draw valid conclusions, identify alternative solutions, project consequences of proposed actions, and adopt and implement an effective course of action;
- research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- understand, interpret, and apply federal, state, and local policies, procedures, laws, and regulations;
- communicate clearly and concisely in both oral and written mediums;
- use and apply firefighting, emergency medical services, and disaster preparedness techniques and procedures;
- think and act effectively in emergencies;
- establish and maintain effective working relationships with those contacted in the course of work including the Fire District Board, Fire District Members, cities, counties, and other governmental officials and agencies, community groups, private businesses, and the public;
- identify and respond to community and Fire District Board issues, concerns, and needs.
- and modifying administrative and operational policies and procedures;
- applicable federal, state, and local laws and regulations regarding local government operations, services, and programs;
- basic techniques of hazardous materials identification and incident management;
- principles and procedures of fire scene investigation and arson detection;
- basic operation and mechanics of firefighting equipment, use of emergency medical aid, rescue equipment, and other emergency equipment;
- geography, fire hazards, and fire protection resources within the Fire District and neighboring agencies.

KNOWLEDGE OF

- principles, practices, methods, and techniques of modern fire protection, emergency medical service, and disaster preparedness;
- principles and practices of public administration, budgeting, training, personnel management, and organizational techniques;
- principles and practices of leadership, management, and supervision;
- methods of analyzing, evaluating,

SKILLS IN

- providing leadership;
- delegating authority and responsibility;
- planning, organizing, directing, and coordinating the work of Fire District Members;
- selecting, supervising, training, motivating, and evaluating staff.

EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Plans, directs, coordinates, supervises and evaluates fire protection including suppression and prevention, emergency medical services, and disaster preparedness programs and activities for the Fire District.
- Selects, assigns, trains, motivates, and evaluates Fire District Members; provides or coordinates staff training; listens to, responds to, and resolves employee problems, concerns, and grievances.
- Develops an annual budget that coincides with the goals set forth in the Fire District's strategic plan; monitors expenditures to ensure compliance with the budget; initiates remedial action and reports significant variances to the Fire District Board; actively pursues new and existing revenue sources for the Fire District.
- Administers the preparation of the Fire District Board meeting agendas; attends Fire District Board meetings, City of Fernley Council meetings, and other current or future committee, advisory, or agency meetings, as directed by the Fire District Board; gives oral and written presentations to the Fire District Board and to other public and private groups; provides information to the media and the public regarding Fire District operations.
- Establishes a strategic plan for the overall development and progression of the Fire District; works with the Fire District Board and manages the implementation of Fire District goals, objectives, policies, and priorities for each assigned service area.
- Develops, evaluates, recommends, and administers operational and administrative policies, procedures, and guidelines to meet the goals and objectives of the Fire District while ensuring timely, efficient, and effective delivery of programs and services.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.
- Plans, directs, and coordinates, through subordinate level managers, the implementation of the Fire District's work plan; meets with management staff to identify and resolve problems.
- Provides direction and support to Fire District Members and the Board including advice, education, and consultation; receives, investigates, and resolves inquiries, complaints, and concerns regarding Fire District programs, services, and facilities.
- Acts as a liaison and represents the Fire District to cities, counties, regional State and Federal agencies, and outside organizations on a broad range of matters; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of fire suppression and prevention, emergency medical services, and disaster preparedness programs.
- Represents the Fire District in matters pertaining to Local Union negotiations, grievances, and labor-management relations; maintains a positive, courteous, and collaborative attitude with Local Union leadership and members.
- Represents the Fire District with dignity, integrity, and a spirit of cooperation in all relationships with the many and varied public, as well as interaction with community and professional organizations, and in dealing internally with Fire District Members.
- Responds to incidents, performs emergency activities, and provides direct supervision as deemed necessary to ensure effective and efficient delivery of emergency services.
- Fights fires inside and outside of structures and in the wildland and urban interface settings; provides emergency medical assistance to level of training, certification, and licensure.

QUALIFICATIONS

Education & Experience

Any combination of training, education, and experience that would provide the required knowledge and abilities. Typical ways to gain the required knowledge, skills, and ability are, but not limited to:

- Bachelor's Degree in Fire Science or Technology, Public Administration or Management,
- NFPA 1021 Fire Officer IV,
- Ten (10) years of consecutive service in public fire protection and emergency medical service. This experience should include at least three (3) years in a supervisory capacity or performing duties commensurate with being in a supervisory capacity,
- Graduate of or current enrollment in the National Fire Academy's Executive Fire Officer Program.

Licenses

Must possess a valid State of Nevada class 'B' driver's license with 'F' endorsement or equivalent at time of application and maintain class and endorsement throughout employment. Must maintain EMS licensure with the State of Nevada during employment.

Other Requirements

Employee must establish permanent residency within the geographical boundaries of the Fire District, within six (6) months from the date of employment.

For more information, [click here](#) to view the full job description.

COMPENSATION & BENEFITS

The North Lyon County Fire Protection District offers an attractive salary and benefits package which includes:

- \$120,000—\$140,000 annual salary
- 100% contribution paid by District into the Nevada Public Employees Retirement System
- 100% of employee's medical, dental, and vision insurance coverage
- 80% of dependent's medical, dental and vision insurance coverage
- Eleven paid holidays
- Annual and Sick Leave
- Annual performance increases
- FLSA Exempt Status





HOW TO EXPRESS INTEREST

CONFIDENTIAL RECRUITMENT

Confidential recruitment services for this position are provided by Western Fire Chiefs Association (WFCFA). The process allows you to consider an opportunity before submitting a formal and public application.

1 

Submit Your Materials in Confidence

To express your interest in this position confidentially, please email your resume and contact information to chief@wfca.com by Wednesday, April 3, 2019.

2 

WFCFA Screening Process

WFCFA will conduct a multi-phased screening process that may include leadership assessments, telephone or Skype interviews, and/or site visits to NLCFPD. This process will give you the opportunity to learn more about the agency, its culture, and the community it serves. WFCFA will present your information as a “blind” summary (i.e., all identification details withheld) to NLCFPD, and will follow-up with an assessment of alignment between your skills, experience, and the requirements of the position.

3 

Submit a Formal Application

Upon completion of the screening process, qualified candidates will be invited to submit a formal and public application to NLCFPD.

Recruitment Coordinator, Anne Razo, is available to answer your questions about this position at chief@wfca.com or (800) 785-3473.

