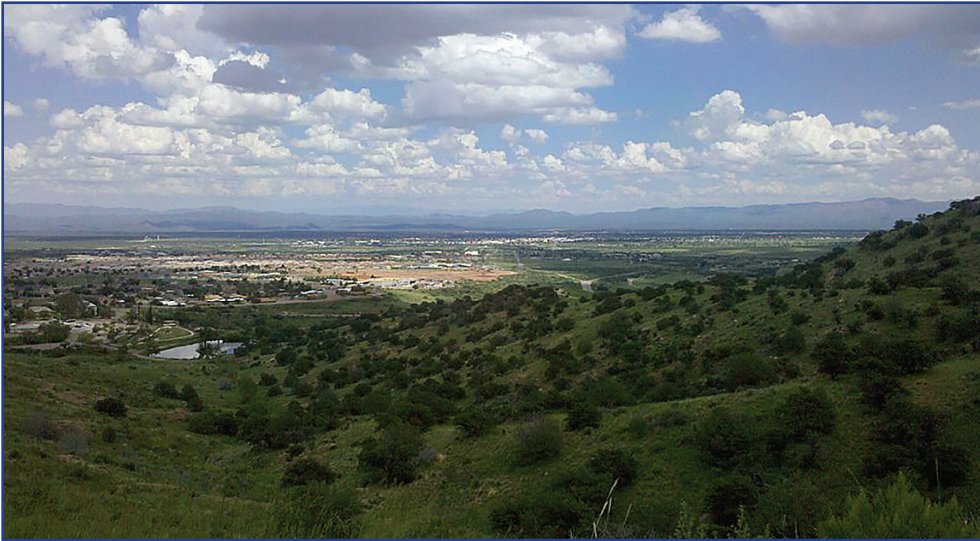




# FRY FIRE DISTRICT

Inviting Applications For  
**Fire Chief**





### SEEKING A VISIONARY LEADER

The Fry Fire District is seeking a visionary leader who is committed to collaborating with the Board, staff and neighboring agencies to provide an exemplary level of Fire and Emergency Medical services. If you are a progressive and highly experienced fire officer with a passion for teamwork, you are encouraged to explore this opportunity.

### THE COMMUNITY

Merely an hour and a half southwest of metropolitan Tucson, Fry Fire District is located in Sierra Vista, in southwestern Cochise County, Arizona. At an elevation of 4263 feet, the area is a delightful getaway from hot summers and icy winters, with an average year round temperature of 74 degrees. Enjoying the small town feel, the 50,000+ residents in the greater Sierra Vista area find it a great place to live, work, and play! Residents and visitors enjoy the multitude of outdoor activities including hiking, camping, fishing, wildlife viewing, and visiting historical landmarks. Sierra Vista is home to Fort Huachuca, a national historic landmark and active U.S. Army military post, and the Department of Defense Intelligence Training Center. Known as the "Hummingbird Capital of the United States," the area is nestled against the Huachuca Mountains, with the San Pedro River flowing just east of the city.

### THE DISTRICT

The Fry Fire District provides fire protection and life safety services to the surrounding areas outside of the city limits of Sierra Vista. Additionally, the District provides ambulance services to the Town of Huachuca, Highway 90 east to the San Pedro River, Highway 92 to the San Pedro River, the Parker Canyon lake area and west to the Mexico border.

Since its humble beginnings as a volunteer fire department in 1965, Fry Fire District has grown to today's career department of 49 full-time employees. Much of the growth and development of the District has been under the tutelage of the retiring Fire Chief, Bill Miller, who will be leaving FFD in late July.

FFD is an all-risk public service agency, with services including fire suppression, emergency medical services, paramedic ambulance transport services, special operations (hazardous materials, technical rescue, swift water rescue, wildland, and SWAT), fire prevention, public education, and a host of non-emergency services.

Currently, the District serves 14,000+ residents and operates out of three fire stations, with a total daily staffing of 13 operations personnel. Averaging 2575 calls per year within the District, personnel also respond via automatic aid with the City of Sierra Vista on an additional

6500 calls annually. With an ISO Class 4 rating, the District's first due response area encompasses 50 square miles; additionally, through the ambulance CON, the District provides paramedic ambulance services to a total of 200 square miles. The FFD provides service with 4 Type I engines, 1 Type III engine, 2 water tenders, 1 light rescue truck, 5 ALS ambulances, 1 hazardous materials/special operations trailer, 1 air trailer, 1 smoke house trailer and 5 staff vehicles.

The operating budget of \$6.45M is financed by property tax assessment, fire district assistance tax, ambulance transport revenues, ambulance billing service contracts, and other revenue received through inter-governmental contracts.

### ORGANIZATIONAL STRUCTURE

The Fry Fire District is a special district recognized as an unincorporated state political subdivision of Arizona. The FFD Board of Directors consists of five non-partisan members elected by the citizens and serving overlapping terms. The Fire District Board is responsible for the hiring and oversight of the Fire Chief to serve as the chief executive officer of the District. The Fire Chief directly manages three Battalion Chiefs, the Administrative Manager, the Fire Marshal, and a Fleet Mechanic.

### MISSION

**ALWAYS WILLING, ALWAYS READY:** Our goal is to provide the citizens of the District with an effective and responsive EMS, Rescue and Fire protection service; to ensure and safeguard life, limb, property, and public welfare through all reasonable means in the most cost effective manner.



## ONGOING STRATEGIC GOALS

The FFD Board of Directors is seeking a Fire Chief who possesses the vision and experience to navigate through the challenging economic times while continuing to meet the ever increasing service demands. Key strategic goals and priorities that will demand the immediate and near-future attention of the Fire Chief include:

- Research salary and benefit packages of similar size fire districts to include the City of Sierra Vista Fire Department. Present ideas and make recommendations to the Fire Board to take the necessary steps to keep our employee benefits equal to or greater than our competitors.
- Continue to seek additional opportunities into the annexation of the areas that are adjacent to the fire district. Seek out additional contracts opportunities for EMS billing, Fire and EMS services.
- Continue to meet or exceed NFPA 1710 standards on minimum staffing for fire districts stations and operations. Research the possibilities to re-develop a Firefighter Reserve program or contract positions if funding sources fall short in addition to helping on staffing issues.
- Establish policy on budget control, debt and fire district tax rates. Continue to work with the Arizona Department of Health Services to increase ambulance rates yearly. Research ways to meet annexation goals and additional service contracts

in order to control tax levy increases to our taxpayers.

- Develop strategies to promote Fry Fire District through our public image team. Research and gather information on how to promote ourselves while serving our citizens. Establish realistic and meaningful ideas to get our business and education messages to the public.

## ORGANIZATIONAL VALUES

- Preserving the integrity, respect and personal honor of its members and the District.
- Maintaining ethical standards of conduct.
- Obeying the law.
- Developing good business relationships with our customers.
- Self development, including the development of one's ability to improve their living and working conditions.
- Increasing the knowledge and enlarging the experience of each member.
- Supporting interests, safety and welfare of our fellow human beings as persons of equal value.
- Providing a fellowship and loyalty which promotes the common good of all; and
- Providing for the economic welfare of the District's employees.

- Continue to research additional training opportunities and educational programs for all employees. Continue to work with the City of Sierra Vista and other fire agencies in the county and state to provide training classes to our employees and surrounding agencies.
- Research and compare information on our current rules, regulations and administrative policies with local, state and federal standards. Gather information from other fire agencies to update our operational guidelines.



- Consult with our technology contractor to implement and completely review district workstations, servers, operational software and replacement schedule. Research additional communication software, computer aided dispatch, mobile data terminals and tracking software.
- Develop strategies to reduce our Insurance Service ratings through our current workforce, stations, employees, communications, training, water supply and apparatus.
- Establish a realistic one to five-year replacement schedule for our apparatus.
- Develop strategies and long term planning for Fry Fire District.
- Implement replacement schedule for stations, equipment, buildings, maintenance shop and administrative headquarters.





## THE IDEAL CANDIDATE PROFILE

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:

- An ambassador for the District
- Honesty and integrity
- Community minded and invested
- Credible
- Accessible and accountable
- Ability and willingness to listen to others
- Team-oriented leader
- Strong project manager
- Politically astute
- Technologically savvy
- Risk manager
- Passion for the fire service



- Loyal to the mission
- Belief and trust in others
- Grounded in his values and ethics
- One who will look beyond himself to find the answers
- A true public servant

## EDUCATION AND EXPERIENCE

The background of the ideal candidate will reflect a balance of progressively responsible operational and administrative Fire/EMS experience, and shall possess the following educational/experience requirements:

- Bachelor's Degree from an accredited university or college in Public Administration, Business Administration, Fire Science, or other related field;
- Fifteen (15) years of Fire/EMS experience, including at least five (5) years in a Chief Officer role, preferably at the level of Assistant Chief or above;
- Demonstrated ability in the development and management of budgets, preferably in a governmental setting
- Current EMT or CEP certification, either Arizona or National Registry, or the ability to obtain within six months of employment.
- Master's Degree, EFO, or CFO preferred

## COMPENSATION PACKAGE

FFD is committed to providing a competitive total compensation and benefits package for this position. **The total salary range is \$95,228 - \$146,558.** Benefits offered include:

- Group health and dental insurance for employees and eligible dependents,
- Arizona Public Safety Personnel Retirement System (may negotiate a 401 or 457 plan if previously retired)
- Life insurance
- Vacation
- Sick Leave
- Holidays

- Uniform/Clothing Allowance
- Educational assistance
- Employee Assistance



## APPLICATION PROCEDURE

Interested applicants shall submit a cover letter, resume, completed application form, and the completed supplemental questionnaire to:

**Brenda Tranchina**  
**Human Resource Strategies**  
**419 W. Dream Weaver Drive**  
**Tucson, AZ 85737**

Applications will not be accepted electronically; the completed application packet must be mailed to the above address. Questions may be directed either by phone (520-297-9351) or email to [brendahrs@aol.com](mailto:brendahrs@aol.com)

Completed application packets must be received no later than 1700 hours on Friday, April 22, 2016. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to participate in a two-day assessment center to be held on May 24-25, 2016. The Fire Board anticipates making a final decision by the end of May with an anticipated starting date of late June 2016.

The successful candidate shall be subject to a pre-employment physical examination and drug screen, fingerprinting, professional and personal reference checks, and criminal and a complete background investigation.



### **JOB TITLE: Fire Chief**

**Salary Range: \$95,228.04 - \$146,558.88**

**FLSA Status: Exempt**

#### **POSITION SUMMARY:**

The Fire Chief serves as the Chief Executive Officer of the Fry Fire District and is responsible, directly or through the supervision of other personnel, for all operations and administration of the District. The Fire Chief represents the District in a variety of positions within the community to promote public understanding and support of Fire/EMS and special operations services throughout the local area. The Fire Chief works at the pleasure of and under the general guidance and direction of the Fry Fire District Governing Board.



#### **JOB SCOPE:**

The Fire Chief is responsible for all operations and activities of the Fire District. The position involves a high degree of regular contact with others both inside and outside the Fire District as the incumbent works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. Requires travel both inside and outside the District as the incumbent represents the District in community, political, and other fire service related activities. Involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

#### **SUPERVISION EXERCISED:**

The Fire Chief is responsible for the direct supervision of the Battalion Chiefs and the Administrative Manager, and the indirect supervision of all other District personnel. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include overseeing and/or participating in interviewing and hiring, training employees, planning, assigning and directing work, appraising performance, rewarding and coaching employees, addressing employee concerns and resolving employee problems.

#### **ESSENTIAL JOB FUNCTIONS:**

Essential job functions and responsibilities, as defined under the Americans With Disabilities Act, may include the following. This list is illustrative only and is not a comprehensive listing of all functions and responsibilities performed by the Fire Chief. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional duties consistent with the position of Fire Chief.

- Directs and oversees all aspects of operations and administration of the District on a day to day basis
- Prepares and presents financial reports to the Fire Board including but not limited to an annual draft of the District's budget in accordance with direction from the Fire Board, with recommendations on staffing, apparatus, capital improvements and other operations and administrative issues.
- Develops, administers, and effectively manages the operating and capital budgets of the District within the tax levy rate as set by the Fire Board.
- Ensures timely and accurate accounting of District finances to the Fire Board at the monthly Board meetings.
- Prepares and presents a verbal monthly report to the Fire Board, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- Coordinates strategic planning and works with the Fire Board to set goals and objectives for the District.
- Develops, in conjunction with the District management team, the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Procures, maintains, and manages fire district assets.



- Coordinates and implements mutual aid agreements with surrounding departments and district.
- Represents the District at local, state and national level governments and professional organizations including establishing and maintaining effective working relationships with elected officials, municipal department heads, and media. Business and professional groups, and the general public.
- Conducts, attends, and interacts in meetings with FFD personnel, public agencies, and the public.
- Delegates assignments to District personnel to effectively conduct the affairs of the District.
- Analyzes grant opportunities and other programs available to the District and oversees the application process for grants and other funding programs from governmental and private sources.
- Hires employees, evaluates employee performance and implements appropriate discipline action in accordance with District policies and applicable laws. Enforces the policies adopted by the Fire Board and formulates and enforces procedures and policies consistent with Board direction for the effective operation and administration of the District.
- Performs the duties of command personnel as required.
- Carries out direction from the Fire Board

### ESSENTIAL KNOWLEDGE AND SKILL:

- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Knowledge of management principles regarding fire and emergency medical services administration and personnel.
- Knowledge of Incident Command Systems and their practical application.
- Knowledge of practices, regulations, methods, and equipment used in Fire Command, Fire Suppression, EMS, and Fire Codes, according to NFPA, regional, state, and federal standards.
- Knowledge of strategies, tactical considerations and financial implications of disaster management on a local, state and regional level.
- Knowledge of public administration principles and practices including but not limited to the principles of budgeting, employee supervision and administration
- Knowledge of math including but not limited to the ability to add, subtract, multiply, divide, and calculate rate, ratio and percentages.
- Knowledge of financial concepts including but not limited to forecasting and reporting trends and needs of the District.
- Ability to lead, motivate, train, coordinate and delegate.
- Ability to analyze data and trends, prepare and interpret graphs and charts, and create/develop strategic goals.
- Ability to collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations.
- Ability to problem solve, including the ability to solve practical problems and disputes internally and/or externally.
- Ability to understand and interpret instructions furnished in written, oral, diagram or schedule form.
- Ability to read and interpret documents, prepare reports and correspondence, and clearly and effectively communicate in person, electronically and over the telephone to individuals or groups of various size.
- Ability to plan, assign, coordinate and evaluate the performance of staff.
- Ability to effectively and safely perform the required duties and to safely operate required equipment and District vehicles as required. Ability to work effectively and efficiently with staff, elected officials, members of the public and representatives of other agencies.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Fire Science, Public Administration, Business Administration, or other closely related field.
- A minimum of 15 years of experience in the fire service with at least five years of experience in a Chief Officer role, preferably at the level of Assistant Chief or above.
- Experience in development and management of budgets, preferably in a governmental setting.
- Valid Arizona Driver's License (or ability to obtain within 30 days) with a driving record acceptable for coverage by the District's liability insurance carrier



- Current Emergency Medical Technician (EMT) or Paramedic (CEP) Certification, either Arizona or National Registry, or the ability to obtain within six months of employment.

### PREFERRED QUALIFICATIONS:

- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Master's degree in Fire Administration, Business Administration, Public Administration or other closely related field.
- Understanding and working knowledge of statutory requirements of special districts.

### PHYSICAL DEMANDS:

The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length, less than 30 times per day. The position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common.

### MENTAL DEMANDS:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district personnel, other organizations and the public.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*





## 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 Fry 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.

# APPLICATION FOR EMPLOYMENT

## FRY FIRE DISTRICT HEADQUARTERS

4817 APACHE STREET  
SIERRA VISTA, AZ 85650

PHONE: (520) 378-3276

FAX: (520) 378-0227

EMAIL: INFO@FRYFIREDISTRICT.COM



### PLEASE TYPE OR PRINT – USE INK ONLY

This form is required for employment and must be filled out completely. A resume is encouraged, however, will not be accepted in lieu of a completed application. Incomplete applications will be rejected.

Name:		Position Desired:
Address:		AVAILABILITY:
Apt. No.:		Immediate
City/State/Zip:		Other (Specify)
Telephone – Home:		Facsimile:
Telephone – Work:		
Message Phone:		E-mail:

### GENERAL INFORMATION

Type of work you will accept (check appropriate boxes):				Full Time:	<input type="checkbox"/> YES	Part-time:	<input type="checkbox"/> YES
Temporary:	<input type="checkbox"/> YES	Seasonal:	<input type="checkbox"/> YES	Shift Work:	<input type="checkbox"/> YES	Weekend Work:	<input type="checkbox"/> YES
Are you legally authorized to work in the USA? NOTE: Proof of authorization will be required on hiring. <input type="checkbox"/> YES <input type="checkbox"/> NO							
Have you worked under any other name? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what name _____							
Do you possess a valid driver's license?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, number: _____			
State of issue:		Commercial driver's license class:					
		Endorsements:					

Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, date of termination: _____		
Have you been convicted of a crime by a court of law within the last 10 years? (A conviction will not necessarily bar you from employment.)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Where:	_____	When: _____
Nature of Charges: _____		
Disposition of Case(s): _____		

## EDUCATION AND TRAINING

	Name of School	Diplomas/degrees/certificates/etc	Dates Attended
High School			
Colleges & Universities			
Colleges & Universities			
Technical or Trade Schools			
Training and/or Certifications			
Have you completed an apprenticeship?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Which craft(s):

## OTHER SKILLS AND QUALIFICATIONS

What office machines do you operate?			
Computer software and/or mainframe?		Typing Speed:	WPM
List any special technical or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:			

## EMPLOYMENT EXPERIENCE

Be sure to complete all sections of this application completely and accurately to the best of your ability. Your application will be used as part of the examination process and therefore, should represent your best effort. **Beginning with your present or most recent employment** and working back, list the last four positions you held. Give us a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. If more space is needed, please attach additional sheet.

**A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION. DO NOT REFERENCE "SEE RESUME". INCOMPLETE APPLICATIONS WILL BE REJECTED.**

May inquiry be made of your present employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Name & address of employing firm:			
Telephone:			
Immediate supervisor:		Dates (month & year):	From To
Your job title:		Reason for leaving:	
Ending salary:		Description of work:	

Name & address of employing firm:				
Telephone:				
Immediate supervisor:		Dates (month & year):	From	To
Your job title:		Reason for leaving:		
Ending salary:		Description of work:		
Name & address of employing firm:				
Telephone:				
Immediate supervisor:		Dates (month & year):	From	To
Your job title:		Reason for leaving:		
Ending salary:		Description of work:		
Name & address of employing firm:				
Telephone:				
Immediate supervisor:		Dates (month & year):	From	To
Your job title:		Reason for leaving:		
Ending salary:		Description of work:		

### PROFESSIONAL REFERENCES

List three persons (non-related) who can speak knowledgeably of your ability to do the job:

NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN

### VETERAN'S INFORMATION

Have you served on active duty in the US military service?

If YES, provide dates of service:

Date of entry:

Date of release:

Date of retirement:

Did you receive the Armed Forces, Marine Corps and Navy Expeditionary Medal or Southeast Asia Service Medal for opposed action of foreign soil?

☐ YES ☐ NO

If YES, where did you serve?

Have you ever used veteran's preference to obtain employment?

☐ YES ☐ NO

**Proof of military service or release from active duty papers (Form DD214) must be submitted with this application.**

### AGREEMENT, CERTIFICATION, AND AUTHORIZATION (Please read carefully)

I authorize my current and former employer(s) to provide Fry Fire District representatives any information regarding my current and former employment. I understand that such information may or may not help my application for employment with the Fry Fire District.

I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability which are written out above are knowing, intelligent, and voluntary acts.

I understand that as a condition of employment, a background check will be conducted and I must pass a **pre-employment physical examination**. The background includes reference checks, a criminal history, and driving record check. Certain positions require drug and alcohol testing, credit checks, fingerprinting, and a psychological examination.

I understand that as a condition of employment, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

Signature of Applicant:

Date of Application:

**Notice: In order to be accepted for consideration, all applications must be completed, signed and dated. Incomplete applications will be rejected.**