

# JEFFERSON COUNTY FIRE DISTRICT #1

EMPLOYMENT OPPORTUNITY



## FIRE CHIEF



CONFIDENTIAL RECRUITMENT SERVICES PROVIDED BY  
WESTERN FIRE CHIEFS ASSOCIATION





# THE COMMUNITY

Jefferson County is located in Central Oregon, conveniently situated approximately 40 miles north of Bend and 120 miles south of Portland. Jefferson County Fire District #1 (JCFD #1) serves the communities of Culver, Madras, Metolius, and the surrounding rural areas.

Jefferson County is a thriving and growing area with highly engaged and active residents. The communities within the District are a blend of industry, agriculture and recreation. Farming and ranching sparked the community's growth in the early 20th century and continues to be an important part of the local economy.

Nestled alongside the Cascade Mountain Range, the area offers panoramic views at every turn. Culver, Madras, and Metolius are high desert communities that boast a multitude of year-round recreational activities. Residents and visitors of the area enjoy numerous outdoor activities including skiing, camping, hiking, boating, fishing, golfing, and biking.

Traveling is made easy via the Redmond Municipal Airport (RDM), located just 28 miles south of Madras. It is the main commercial airport in Central Oregon and offers several nonstop airline flights to various hubs in the western U.S.

# THE AGENCY

Jefferson County Fire District #1 (JCFD #1), formed in 1952, is a combination fire department of paid and volunteer staff serving the communities of Culver, Madras, Metolius, and the surrounding rural areas. JCFD #1's service area covers approximately 200 square miles, and serves approximately 15,000 residents.

JCFD #1 is governed by a Board of five elected officials. The Board of Directors is responsible for defining the agency's long-term vision and for adopting the budget and policies to be implemented by administrative staff.

The District provides fire protection, rescue, suppression services, and partners with Jefferson County Emergency Medical Services (JCEMS) to provide prehospital medical care. JCFD #1 and JCEMS have taken part in a multi-year feasibility study to analyze the potential of a more streamlined, single entity, combined service. As of August 2021, both agencies adopted a joint resolution establishing a joint fire and EMS consolidation working group. This group shall act in an advisory capacity to both Boards and work together to facilitate a smooth transition to one District, working cooperatively to build a unified delivery system for both fire and ambulance services.

JCFD #1's Volunteer Program is a vital part of the District's operations. JCFD #1 is a proud partner of the community and also offers a student program that provides selected applicants with training, on-the-job experience, tuition reimbursement, and residence at their stations.

The District operates 2 stations on a 2021 budget of \$1,100,000 with 6-7 career positions, approximately 40 volunteers, and 6 student interns. JCFD #1 has an average of 900 calls per year.

[Click here](#) to access JCFD #1's 2020 Annual Report.



PROTECTING LIFE,  
PROPERTY, AND  
PRESERVING THE  
QUALITY OF LIFE FOR  
THE CITIZENS WHOM  
WE PROTECT.



# THE POSITION

This is a highly responsible administrative and management position involved in the direction of all employees, activities, and programs of the Jefferson County Fire District #1, under the direction of the Board of Directors.

The work involves responsibility for planning and developing Fire District programs, policies and activities, and as approved by the Board of Directors, responsibility for their implementation and management. The work includes supervision of all District career staff, supervision of all volunteer activities and liaison between the District and the Board of Directors. The job includes the establishment of operating guidelines to administrate the policies established by the Board of Directors. Work requires the exercise of extensive skill in management at the executive level and entails representing the District to the public in administrative and operational areas often under adverse conditions of significance. The work is conducted with wide latitude for the exercise of independent judgment and initiative.

The work includes emergency responses of both a medical and firefighting nature. This includes the ability to perform firefighting and medical response activities when the need arises.

The following list of “examples of work performed” is intended to describe the principal function of the job description. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental, or substantively similar duties which may be assigned during normal operation of the Fire District.

- Within broad guidelines and policies established by the Board of Directors, and under their direction, establishes and enforces policy, coordinates activities of a significant nature between and among the various staff, officers, career, and volunteers.
- Develops the annual budget; presents, explains, justifies, and defends proposals to the Board of Directors.
- Makes final decisions of hiring, disciplinary action and firing after consultation with Special Districts and Fire District Legal Counsel.
- Directs the activities of the career and volunteer personnel; creates work schedules and special assignments, provides evaluations and handles grievances.
- Provides overall direction and, as part of the management team, assists in formation of District goals and objectives. Directs the developing of programs to meet those goals and objectives and of programs through consultation and supervision of subordinate officers.
- Advocates for the District in dealing with the public, volunteers, and government officials. Serves as spokesperson for the District in situations of mutual interest and concerns on a local, county, and state-wide basis.
- Insure continued professional development and keep abreast of new techniques, as directed, attends administrative and management level conferences which may include ; the International Association of Fire Chiefs’ Conference, Oregon Fire District Directors’ Association Conference, BOLI and other Employment Law Conferences, FLSA conferences and the Oregon Fire Chiefs’ Association Conference.

# THE IDEAL CANDIDATE

Jefferson County Fire District #1 (JCFD #1) is seeking a well-rounded, skilled leader with superior interpersonal skills 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 incoming Fire Chief will be leading a team of highly trained, motivated and dedicated paid and volunteer professionals who take immense pride in the agency and the citizens they serve. The Fire Chief must maintain and build upon the environment of mutual respect and credibility at all levels of the agency and one which embraces the critical importance of training, mentorship, and continuous improvement throughout the organization.

The next Fire Chief will maintain JCFD #1's commitment to regional cooperation, including the management of contracted services. This executive will exhibit strong relationship-building skills and have a proven track record in effectively working with community partners. The ideal candidate will actively solicit input and ideas from stakeholders and be able to provide them with options and meaningful solutions.

In order to meet the needs of a growing community, the next Fire Chief will need to be resourceful, strategic, and innovative when seeking out and considering new opportunities. The ideal candidate will possess a comprehensive understanding of budgets, funding sources, financial analysis, and long-range financial planning.



# THE IDEAL CANDIDATE *CONT.*

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

## **KNOWLEDGE OF**

- Modern theories, principles, practices, methods and equipment of modern firefighting.
- Fire hazards, fire prevention techniques and building codes.
- Use of fire records and their application for fire prevention and fire protection administration.
- Principles and practices of modern fire district financial management and budgetary control.
- Emergency medical services programs; equipment and training needed for their successful conduct, and legal requirements for their operation.
- Modern public relations principles and practices.
- The various functions and dynamics of modern fire district government.
- Applicable federal, state, and local laws and regulations regarding local government operations, services, and programs.
- Principles and practices of leadership, management, and supervision.

## **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.

## **ABILITY TO**

- Set and effectuate operational priorities based on current and projected importance; District rules and regulations, vested interest groups and short and long range District priorities.
- Analyze the effectiveness of the District and to correlate its development with changing conditions.
- Direct effectively and with good judgment, firefighting and EMS operations with personnel and equipment under emergency conditions.
- Express ideas clearly and concisely, orally and in writing.
- Command the respect of officers and personnel; maintain discipline and high morale.
- Effectively manage fire ground and other emergency scene operations, using NIMS.
- Provide leadership in recruiting, retaining, training, and motivating Fire District Members.
- Present findings, recommendations, and information to individuals and groups in an understandable and persuasive manner.
- Allocate limited resources in a cost-effective manner.
- 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.

# QUALIFICATIONS

This position requires significant leadership experience in Fire Service, Public Administration or a related field, and a minimum of ten (10) years extensive progressive responsibility of positions in the fire service, or any combination of education and experience sufficient to demonstrate the knowledge, skills, and abilities to perform the identified job duties and responsibilities. Additionally, candidates must meet the following requirements:

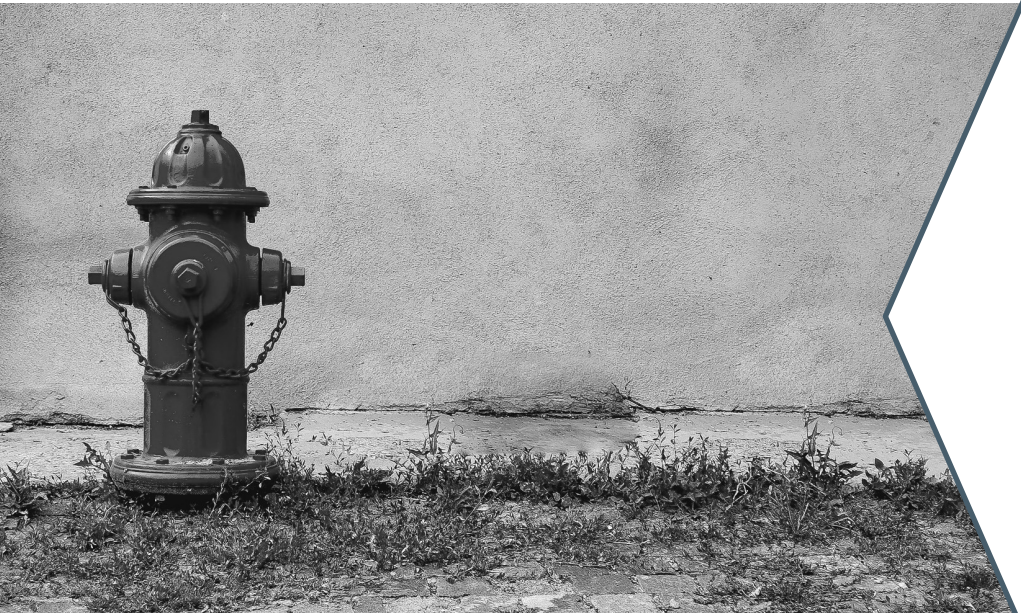
- Must pass a criminal background investigation.
- Must possess or obtain a valid State of Oregon driver's license.
- Must establish permanent residency within the geographical boundaries of the Fire District within six (6) months from the date of employment.
- Must maintain a level of mental and physical fitness required to perform the examples of work performed of this classification.
- Must possess or obtain (within 24 months) a State of Oregon license as an Emergency Medical Technician (EMT).
- An Associate's Degree from an accredited college is preferred.
- NFPA Fire Officer I or equivalent.
- NFPA Instructor I or equivalent.
- NFPA Hazards Materials Operations Level or equivalent.
- National Incident Management System ICS 100, 200, 300, 400.



# COMPENSATION

- Annual Salary: \$100,000 - \$130,000 (depending on qualifications)
- PERS
- Medical, Prescription, Dental, and Vision coverage  
or a Healthcare Reimbursement Account
- Basic Life Insurance
- Flexible Spending Account
- Staff Vehicle
- PTO





# HOW TO EXPRESS INTEREST

## CONFIDENTIAL RECRUITMENT

Confidential recruitment services for this position are provided by Western Fire Chiefs Association (WFCAs). 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 submit your resume and contact information through [our website](#) by Monday, September 6, 2021.

2

### *WFCAs Screening Process*

WFCAs will conduct a multi-phased screening process that may include leadership assessments, telephone or Zoom interviews, and/or site visits to JCFD #1. This process will give you the opportunity to learn more about the agency, its culture, and the community it serves. WFCAs will present your information as a “blind” summary (i.e., all identification details withheld) to JCFD #1, 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 JCFD #1.

Recruitment Director, Anne Razo, is available to answer your questions about this position at [anne@wfca.com](mailto:anne@wfca.com) or (800) 785-3473.