

# Fire Chief

## Overview

The Kettle Moraine Fire District (KMFD) (a rural, combination department located in the communities of Eagle WI and North Prairie WI) is seeking candidates for the position of a part-time Fire Chief. (The Kettle Moraine Fire Board (KMFB) is open to discussions with candidates regarding the number of hours needed and the schedule of worked hours.)

The Fire Chief is the executive in charge of overseeing the Kettle Moraine Fire District, as well as an emergency responder who actively responds to EMT and Fire calls. The Fire Chief will be an experienced, innovative, and collaborative leader with demonstrated managerial, interpersonal, departmental planning and organizational skills. Successful candidates will demonstrate a commitment to the department and Municipal organizations – with a major focus on succession planning, mentoring, and staff development. The Fire Chief is expected to build and maintain strong professional relationships within the Fire Department and with the Municipal Boards, and to have a passion for service to the district's residents, businesses, and community organizations. The Fire Chief is responsible for the overall management and leadership of all fire and EMT functions including the strategy development, hiring, promotions, transfers, terminations, and staff recognition. Work involves responsibility for the efficient operation of the Fire Department to assure that firefighting, emergency medical, hazardous material mitigation, extrication, water rescue and other technical rescue services are provided to the residents of the district. Work also involves consulting with Fire Board officials in determining overall plans and policies to be followed in conducting fire operations, administration of the fire and medical response programs, open flame permits, mutual aid participation and drafting and following the district's annual budget. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations; work performance is measured by total results obtained. The fire chief will work closely with the KMFB; give reports to the Municipal Boards; and interact with local, state, and federal fire authorities and regulatory agencies, as necessary. The Fire Chief also participates and assists with the annual financial audit of the district. The Fire Chief reports to the KMFB.

## Minimum Requirements for Application

- Minimum of five years in a leadership role (e.g., Captain, District Chief/Battalion Chief, Division Chief, Assistant Chief or Chief) with demonstrated success within a fire service agency.
- Pattern of progressive achievement throughout his/her career.
- Associate degree in Fire Science or in a related Field or equivalent in experience and training or bachelor's degree preferably with emphasis in Fire Science, Emergency Management, Leadership, Public Administration, or closely related field.
- Effective oral and written communication skills
- Active listening skills
- Ability to assess and evaluate situations effectively
- Ability to identify critical issues quickly and accurately
- Attention to detail

- Ability to mediate conflict with tact, diplomacy
- Subject to a drug screen to the extent permitted by law
- Must be able to work in temperature ranges from moderate to extreme cold and heat; in confined spaces as defined by OSHA, walk, stand, run, and sit
- Demonstrate competency in strategic planning and execution (ensuring mission, vision and values drive the organization), financial planning, and staff development
- Certified or ability to be certified as Fire Officer II as defined in NFPA.
- Possession and maintenance of a valid driver's license.

#### Desired Qualifications

- Master's Degree preferred
- Experience in an accredited Fire Department
- Management/leadership training such as: National Fire Academy Executive Fire Officer Program or Chief Fire Officer designation from the Center for Public Safety Excellence, Commission on Professional Credentialing; FEMA National Incident Management System courses

#### BENEFITS

Benefits included: This position is part time, therefore typical benefits of insurance, vacation and holiday pay do not apply except for the following benefits:

KMFD is a participating employee in the Wisconsin Retirement System (WRS) program, therefore WRS enrollment is a potential benefit. Participation in the Wisconsin Retirement System (WRS) will be dictated by WRS's regulations.

Health insurance may be available if an employee becomes WRS eligible. If an employee is WRS eligible, health insurance will be offered per Wisconsin's Employee Trust Fund's (ETF) guidelines, and at the employee contribution rate approved by the KMFB.

#### HOW TO APPLY

Your application should include the following components:

1. A cover letter that addresses your qualifications
2. A résumé.

Your cover letter and resume must be submitted electronically to Indeed by 11:59 PM on November 3rd, 2023.

The Kettle Moraine Fire District is an equal opportunity employer.