



## **FOUR MILE FIRE PROTECTION DISTRICT**

### **FIRE CHIEF JOB DESCRIPTION 2025**

Four Mile Fire Protection District (FMFPD) is seeking a dynamic and experienced individual to serve as Fire Chief. This part-time position offers a compensation package of \$55,000 to \$70,000, with an expected average commitment of 24 to 30 hours per week. The role includes the flexibility to adjust hours as needed on a weekly basis, which may include evenings and weekends for training and emergency response. Also, low occurrence/high impact events would require a short-term increase in hours. The role of Chief is supported by a strong team of volunteers and paid career employees. This team includes volunteer officers, Fire Crew Captain, Administrative Assistant, Fire Marshal, and volunteer and career firefighters. This role is anticipated to have growth opportunities as the selected individual creates a vision of the department over time.

Located in the foothills west of Boulder, FMFPD is a combination district served by both volunteers and paid career employees. In addition to responding in district, our department provides auto-aid and mutual-aid with neighboring districts, responding to an average of 125 calls per year. Our Fire Crew specializes in forest management as a fire mitigation tool, as well as wildland fire dispatch outside the district. We prioritize building and maintaining a strong combination of paid and volunteer staff, focusing on wildland fire mitigation, community preparedness, and emergency response. As a community-oriented organization inclusivity is an important value.

The Fire Chief will oversee fire department operations, emergency response, and in concert with the Fire Marshal be a department representative to the community.

#### **Manage Fire Department Operations**

- Assist the Board in the review and implementation of the district's strategic plan
- Have familiarity with the Four Mile Community Wildfire Protection Plan (CWPP) (also known as the Boulder West Fire Authority) and support team completing and updating projects and goals
  - Support enhancement and expansion of wildfire mitigation and homeowner mitigation practices that are managed and implemented by the Fire Crew.
- Ensure the fire department's policies, rules, and regulations are followed
- Help develop and solidify the organizational structure of the department, assigning roles and responsibilities
  - Monitor and support Volunteer Officers' activities
  - Career staff monitoring and administration
    - Ensure seasonal capacity of fire crew in coordination with Crew Captain
    - Support the wildland programs (fire dispatch) by creating opportunities for employees and volunteers to gain experience as wildland firefighters

- Recruit, train, and retain both paid staff and volunteers, maintaining a positive and productive work environment
- Foster a collaborative and inclusive environment for firefighters that have a diverse set of skills
- Manage the fire department's budget and approve expenditures
- Long-term planning with Board and membership including budget planning
- Assure station, apparatus and vehicle, landing zone, and water sources are kept in good condition
  - Maintain awareness and direction of asset status, maintenance, inventories, and procurement that is managed by the Fire Marshal

### **Emergency Response**

- Oversee emergency response operations, providing leadership during and after incidents while ensuring effective command and control
  - Delegate duties as necessary
  - Includes wildland fires, structure fire suppression, Haz Mat, MVA, medical, and other calls from dispatch
  - Maintain awareness of events (weather-related, recreational, public, etc.) that create higher risk for emergency response; prepare and communicate accordingly

### **Community Representation**

- Maintain and strengthen relationships with county and state partners
- Address Four Mile community questions and concerns (typically emails)
- Represent department at BCFFA meetings, other County or State level meetings
- Be aware of planned and ongoing changes from Boulder County Communications Center and the Emergency Operations Center
  - Advise department responders of changing conditions

### **Required Experience**

Candidates for the Chief position must have a minimum of 7 years of experience as a volunteer or career firefighter in good standing with their former employer. During this service they must have served as an incident commander (Type 4) or at high level of leadership on a larger event. Be certified Wildland Firefighter (FFT 2 with higher qualification desired). Additionally, candidates currently certified as a Structure Firefighter (I or II) or an EMT-B will be given additional consideration.

### **Other Desired Experience and Qualities**

- Proven experience in leading and developing volunteer programs
- Familiarity with wildfire mitigation practices and grant acquisition
- Candidates that reside in a location such that they can respond to emergency calls in the district within 20 minutes (40-mile marker of Boulder Canyon)

- Serve as a qualified engine boss, leading engine operations and ensuring the training and certification of engine boss qualifications for both volunteer and paid staff
  - Dispatch 1 to 3 times nationally to support our seasonal wildland program

### **Compensation**

A compensation package of \$55,000 to \$70,000 will be considered for the selected candidate. This package will include salary, health insurance, and pension contributions. The package will be negotiated with the selected candidate upon offer.

### **Application Process**

Interested candidates should submit a resume and cover letter detailing their relevant experience and vision for the role. The Four Mile Fire Protection District is committed to accommodating candidates' lifestyle needs while fostering a culture of dedicated service.

Join us in making a difference in our community and leading our fire protection efforts!

Send resumes, cover letter, and inquiries to: [districtadmin@fourmilefire.org](mailto:districtadmin@fourmilefire.org) and [assistantchief@fourmilefire.org](mailto:assistantchief@fourmilefire.org)

Application Deadline: April 1, 2025, by 17:00.