

Storey County Fire Protection District Job Description
Fire Chief

Class Title: Fire Chief
Reports to: Storey County Board of Fire Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: 05/06/08
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02/04/20

JOB SUMMARY

Under administrative direction of the Storey County Board of Fire Commissioners (fire board), the incumbent serves as the Storey County Fire Protection District (district) Fire Chief (chief) and performs the duties and responsibilities outlined within NRS 474 all-inclusive. In addition to those statutory responsibilities, the chief shall ensure that the district runs as a modern and progressive all-risk/hazard response system through the utilization of a combination staffing pattern.

DISTINGUISHING CHARACTERISTICS

This position is appointed by the fire board and reports to and serves at the pleasure of the fire board in an at-will capacity. This position manages all activities of the district and is accountable for accomplishing district goals and objectives and for furthering the goals and objectives of the fire board within general policy guidelines.

The district, as a combination fire district, is comprised of volunteer, seasonal/intermittent wildland, and permanent full-time staff. All-risk responses include all aspects of fire suppression, fire prevention, fire investigation, emergency medical service, hazardous materials response, technical rescue, motor vehicle accident and rescue, fire pre-planning, mapping and all other response areas. Programs within the all-risk district may include, but are not limited to, public education, community CPR, community fire education, first-aid training and public fire prevention. The chief oversees the inter-local agreement for fire investigation, code adoption and enforcement.

The position is also a critical component of furthering the county's goals and efforts toward economic development and vitality.

EVALUATION OF JOB PERFORMANCE

The chief will be given a yearly evaluation by the fire board on the chief's annual anniversary. The fire board may evaluate the chief at other times as deemed appropriate. The fire board may consider an increase in salary, including a merit increase consistent

with the amount given unclassified personnel, and a possible performance based bonus. The administrative officer and/or personnel director is responsible for placing the review on the fire board's agenda, providing any legal notice, and providing material for the agenda package including salary comparisons and any material requested by the fire board. In accordance with Storey County (district) personnel policy, if a performance evaluation is not completed within 30 days of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the administrative officer and/or personnel director shall authorize a step advancement retroactive to the employee's anniversary date.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. All duties as listed within NRS 474 are inherently part of the essential functions of this position.

1. Develops, coordinates, and oversees all standard operating procedures, rules and regulations, policies and procedures, and general guidelines involved with a modern and progressive full service fire district; develops and implements goals, objectives, policies, procedures, and work standards for the district.
2. Develops and maintains the district budget; estimates costs and budget needs for maintenance operations, construction, purchases, and repairs; prepares funding justification requests; monitors expenditures for budget conformance; accounts for budget expenditures and variances; prepares and presents information in oral and written form to the fire board; state, county and agency officials; and the public. Special areas of concern include planning for and the purchase of appropriate and sufficient equipment necessary, including redundant equipment to combat a fire at any given structure, wildland, vehicle or hazardous materials fire and incidents including, but not limited to, fire hose, rolling stock, appropriate PPE, nozzles, and everything required by the Insurance Services Organization (ISO), local government, and by state and federal mandates.
3. Manages and directs the activities of district staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet district goals, objectives, and policies; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage; trains staff and provides for their professional development.
4. Confers with the fire board, advisory boards and commissions, citizen groups, county manager, departments, and agencies to formulate policies and plans related to the district's functions, community development, facilities, and other areas where needed.

5. Directs the procurement of professional contract services; negotiates professional services contracts; reviews the performance of contract professionals; takes and recommends corrective action to the fire board as appropriate.
6. Represents the district in local, state, and national forums; makes presentations before various advisory committees, legislative, regulatory, and community groups; confers with departments and agencies regarding departmental or county-wide operational matters; facilitates problem resolutions and coordinated policies.
7. Directs and develops analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
8. Drafts changes to laws and ordinance; lobbies and assists in lobbying efforts at the Nevada State Legislature and other bodies, provides supporting testimony as required.
9. Provides advice and consultation to the fire board, county manager, other departments and agencies, and contractors in district program areas and otherwise as needed; investigates and resolves complaints and concerns regarding services and facilities; acts as liaison with other counties and regional, state, and federal agencies regarding district facilities and services.
10. Prepares requests for proposals and bid requests for a wide variety of projects, equipment, and other purchases and expenditures; administers projects and purchase agreements; monitors projects and purchases for conformance with specifications; and authorizes payments.
11. Acts on behalf of the district in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies proposing to build or locate in Storey County; maintains active involvement and coordination with the county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.
12. Stays abreast of all local, state, and federal laws, guidelines, trends, regulations, and any external or internal county policy and procedure that may have a direct impact to the district; uses this information to meet the district goals and objectives as well as to protect the county and district against being non-compliant with any one of these external agencies laws.
13. Oversees and assures that appropriate training programs are developed, implemented, and managed to meet all standards, policies/procedures, standing orders, rules and regulations, county and district policy, county ordinances, local laws, state laws, and federal laws.

14. Develops, implements, and manages progressive training systems and quality assurance programs to meet the highest performance levels in accordance with district goals, objectives, and policies.
15. Determines staffing requirements, including number of required firefighters, paramedics, captains, battalion chiefs, division chiefs, and other personnel to assure the appropriate levels of response; considers public safety needs and economics in determining staffing levels.
16. Develops and implements a recruitment program, completing security background review, testing procedures for each position, and hiring processes; establishes and administers written tests, oral examinations, drug tests, physical examinations, physical fitness tests; interviews, and other screening programs.
17. Acts as a liaison with other districts, agencies, departments, associations, groups, and committees and the public in developing mutual-aid agreements and other inter-local programs that meet the goals, objectives, and policies of the district; maintains automatic-aid agreements, mutual-aid agreements, quad-county hazardous materials response agreements, and all other agreements that benefit the district and Storey County.
18. Plans, develops, administers, and directs programs pertaining to all-hazard responses including, but not limited to, structure, wildland, vehicle, hazardous material, and other fire incidents; hazardous material spill incidents; fire prevention and protection systems; fire investigations; building construction; potential medical hazards; and other related matters.
19. Ensures that the district knows, understands, and strives to meet and exceed the ISO structure and community rating systems; strives to reduce the county's ISO rating when making administrative, operational, and other decisions.
20. Oversees the inter-local agreement for: annual, new construction, and alterations to existing structure inspections, reports, and corrective actions in accordance with the county code, International Fire Code as adopted by the fire board (inclusive of any amendments), Nevada Revised Statutes, Nevada Administrative Codes, and the National Fire Protection Association; proper storage and retention of fire and building plans, and inspection reports; coordination of inspection reports, plans, special use permits, variances, and other correspondence necessary to ensure the safe construction, use, and occupancy of commercial and non-commercial structures.
21. Oversees the inter-local agreement for: district commercial plan review for fire, grading, underground workings, life-safety, suppression systems, alarms, monitoring systems, and tenant improvements; technical guidance and code questions from contractors, project managers, developers, engineers, architects, owners, prospective private companies before, during, and after the project.

22. Oversee and ensures that there are sufficient staff, equipment, a medical director, policies and procedures, standing orders, protocols, hospital support, communications, training and supplies to operate a full service advanced life support ambulance and engine company, intermediate life support ambulance and engine company and basic life support ambulance/engine company; works closely with the base station hospital, medical advisory board, department of health (EMS division) medical director, and adjoining ambulance series to ensure that citizens and visitors receive the highest level of treatment possible; oversees the functions of ambulance billing and quality assurance reporting.
23. Develops and administers the district ambulance subscription program; ensures that citizens within the county are given the ability to pay an annual subscription and in turn not be responsible for any co-payments to their private health care provider; coordinates with other agencies in the region to assure that all possibilities of reciprocal agreements are obtained with other non Storey County district ambulance providers.
24. Identifies, publishes, and directs levels of response to technical rescue efforts including, but not limited to, rope rescue, motor vehicle rescue and extrication, water rescue, mine rescue, confined space rescue, and hazardous materials rescue; establishes whether or not the district will respond to the awareness level, operations level, or technical rescue; enters into mutual agreements with surrounding jurisdictions to facilitate the identified level of response; identifies and manages these agreements as required to fulfill its identified level of response.
25. Oversees all emergency planning within the county relative to fire; actively participates as a member of the Local Emergency Planning Committee.
26. Ensures that all equipment is well maintained and in a state of readiness at all times; ensures that redundant equipment is in place as needed; coordinates the maintenance of district fleets.
27. Purchases, write specifications for, and schedules replacement of apparatus; evaluates existing equipment to determine usable lifespan; determines appropriate type of equipment needed; estimates cost-to-benefit for new apparatus; maintains five to twenty year equipment replacement plan and presents findings and recommendations to the fire board.
28. Maintains and oversees public education outreach programs including, but not limited to, CPR training, fire awareness and prevention courses, EMS education courses, hazardous materials facility information, and all other public education of the district. These courses may include, but are not limited to, water safety, car seat programs, baby-sitting clinics, school safety training, drug/alcohol awareness, and other such courses.
29. Oversees the inter-local agreement regarding the investigation, inspection, and other duties of the fire marshal and fire prevention officers to include determining

origin and cause; reviewing findings and recommendations of fire prevention and investigation; and working with law enforcement to assist in the apprehension of individuals suspected of committing crimes associated with violations of fire codes and laws.

30. Ensures the acquisition, maintenance, and repair of facilities including, but not limited to, records of equipment, fire hydrants, self-contained breathing apparatus, hoses, ladders, equipment, and other such items.
31. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.
32. Demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with limited supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

1. Operations, services, and activities of a comprehensive fire district including fire suppression, fire prevention, fire investigation, emergency medical service including advanced life support services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
2. Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
3. Policies, procedures, laws and regulations governing fire control, prevention, and investigation.
4. Principles and practices of public sector budget preparation and administration in accordance with applicable laws, policies, and generally accepted principles.
5. Administrative principles and practices including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
6. Advanced methods and techniques of emergency medical response.
7. Operational characteristics of fire apparatus and equipment; current safety practices as they related to equipment and procedures involved in the fire service.
8. Hazardous materials and chemical spill response techniques.
9. Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

10. Principles of building construction and fire protection systems.
11. Emergency medical care and basic life support techniques.
12. Occupational Safety and Health Administration (OSHA) regulations applicable to the workplace.
13. Applicable laws, codes, and regulations; legal, ethical, and professional rules of conduct for public-sector employees.
14. Correct English usage including spelling, grammar, punctuation, and vocabulary.

Abilities to

1. Manage and direct a comprehensive fire program including fire suppression, fire prevention, fire investigation, emergency medical service, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
2. Administer specific programs and staff through direct and subordinate supervision, including developing effective work teams and motivating individuals to meet goals and objectives and provide effective and efficient service.
3. Read, interpret, and apply laws, regulations, and procedures; define problems, collect data, establish facts, draw valid conclusions, and provide recommendations based on findings of fact; interpret, apply, and explain complex federal, state, and local regulations and organizational policies.
4. Prepare clear and concise technical reports and correspondence; communicate findings clearly orally and in writing.
5. Effectively use specialized fire suppression tools and equipment including safety equipment.
6. Use initiative and independent judgment within general policy guidelines.
7. Retain presence of mind and act quickly and calmly in emergency situations.
8. Effectively administer operations consistent with district policies and goals.
9. Work effectively under pressure for deadlines, conflicting demands, and emergencies.
10. Operate all fire and emergency equipment and apparatus; operate telecommunications equipment; administer medical care and life support procedures; establish and maintain effective working relationships.
11. Evaluate narrative and statistical data pertaining to policy, fiscal, and district operation matters; analyze policies, regulations, projects, activities, and methods; implement administrative policies and work programs consistent with regulations of county policies and goals.
12. Understand, interpret, and apply laws and regulations; present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; communicate effectively in writing and orally on matters related to district policies, funding, and operations.

13. Effectively use basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; and other applicable programs and software; type at a rate sufficient to perform assigned duties.
14. Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with limited supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
15. Continue education and training and remain current on latest policies and practices and required certifications.
16. Represent the district in the court of law and testify on matters pertaining to the district.
17. Pass a criminal history background check.

LICENSING, EDUCATION & OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - High school diploma or equivalent (A Bachelor's Degree in fire science, business administration, or public administration, or other closely related field may be preferred); and
 - Graduation from an approved EMT or higher training program; and
 - At least six (6) years of progressively responsible experience in fire-fighting and emergency medical services, three (3) of which must have been served as a chief officer such as a Battalion Chief level; and
 - At least two (2) years as a company officer such as line Fire Captain.
- Firefighter I and II, and Company Officer, required.
- Leadership I and Leadership II required within 1 year of hire.
- Completion of ICS 100, 200, 300, 400, 700 and 800, required. Up to two of the required certifications, except 100 and 200, may be obtained within 6 months of hire.
- Hazardous Materials Incident Commander, required.
- Must possess and maintain a Nevada Driver License with F Endorsement or a Nevada Class A or B Commercial Driver License.
- Must demonstrate the ability to instruct emergency services.
- Must be certified as an NFPA Incident Safety Officer; ICT 4 minimum.
- Must demonstrate current or past certification as a Nevada Emergency Medical Technician, and current knowledge of ALS system.

- Must be a resident of and reside within Storey County.
- Military experience applicable to the duties of this position may be preferred.
- Must pass a criminal background investigation.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

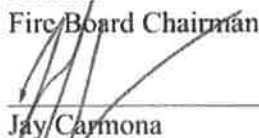
The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

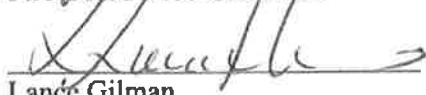
- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicle operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; repeatedly bend, stand or sit; occasional lifting of items weighing up to 50 pounds; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Possible exposure to excessive smoke, water, hazardous materials, and hazardous structure conditions. Work is typically performed independently. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.


This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective this 4th day of February 2020.


Marshall McBride
Fire Board Chairman


Jay Carmona
Fire Board Vice-Chairman


Lance Gilman
Fire Board Commissioner


Jen Chapman
Administrative Officer

CERTIFIED COPY

The document to which this certificate is attached is a full, true, and correct copy of the original on file and of record in this office.

Date 02-05-2020

Storey County Clerk and Ex-Officio Clerk of the First Judicial District of the State of Nevada,

in and for Storey County
By Van Stephens Deputy