



LITTLE LAKE FIRE PROTECTION DISTRICT



1575 Baechtel Rd. ● Willits, California 95490
(707)459-6271 ●

THE POSITION: Fire Chief (Open and Promotional)

THE DEPARTMENT: Little Lake Fire Protection District is a fire department serving the City of Willits and surrounding rural areas covering 330 square miles. The permanent resident population is approximately 12,350. 10% of the Fire District is protected by fire hydrants. 75% of the jurisdiction is used for wild land, agriculture, or undeveloped properties. 10 % of the land use is commercial/industrial. 15% of the jurisdiction land use is residential.

Little Lake FPD reports to a five person Board of Directors. The Fire Chief supervises a full-time secretary, a full-time Deputy Chief and a full-time Training Chief. The Fire Chief also supervises 40 volunteer firefighters who are represented by the Little Lake Firefighters Association. The Fire District Battalion Chief(s) are elected annually from the ranks of the Association, by the Association membership, and are supervised by the Fire Chief. The Fire Chief, Deputy Chief, and Battalion Chief(s) provide 24-hour duty officer coverage on a rotating basis by working agreed to 7- or 10-day shifts each month and are paid a stipend bi-annually.

Little Lake FPD is located at the intersection of two major highways and covers the District with two volunteer fire stations in the City of Willits. District fire apparatus includes three Type I engines, two Type III engines, one heavy rescue, one 75-foot ladder truck, one 4,000-gallon water tender, a 2,000-gallon tactical water tender, two 4x4 patrols, one hazmat trailer, one urban search and rescue trailer, one utility vehicle, and one 4x4 Fire Chief response vehicle. Average call volume for all types of calls is approximately 950 calls per year.

STARTING SALARY RANGE: \$ 7,500.00-\$9,500.00 per month. Appointment can be made at any step in the salary range, depending upon experience and qualifications. Salaries are renewed annually through negotiations with the Board.

BENEFITS:

Vacation:	1-5 years of service	2 weeks
	6-10 years of service	3 weeks
	11-15 years of service	4 weeks
	Over 15 years of service	5 weeks
Holidays:	12 paid per year	
Sick Leave:	12 days per calendar year, no carry-over stay well plan	
Health Ins:	Fully paid medical, dental, vision, and life	
District Auto:	For business use only	



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Retirement:	CalPERS fully paid, 2%/55 Classic CalPERS PEPRA 2%/57 (Employer and Employee Contribution)
Optional:	CalPERS 457 Plan
On-call Stipend:	\$700 per month
Uniform Allowance:	\$500 per year

RESIDENCY

REQUIREMENT: Live or arrange to live within the 95490 area code within six months of hire date. Residence is preferably within 10 minutes of the Willits city limits

SELECTION

PROCESS: This position is offered open and promotional. Resumes will be evaluated by a committee, and those candidates deemed best qualified will be invited to appear before an oral interview panel. The interview will evaluate the attitude, training, background, verbal communications skills, and experience of the candidates for the position of Fire Chief.

A written examination will also be conducted to evaluate the candidate's ability to solve problems, English and grammar skills, and written communications skills.

Finally, fireground operational proficiency will be assessed by giving the candidate a tactical scenario to solve in a roll-playing simulator exercise.

The top candidates will be presented to the Board of Directors and invited to a final executive interview.

PROBATIONARY

PERIOD: Twelve months per Department standards.



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HOW TO APPLY:

FINAL FILING DATE: Post Mark By December 1, 2021

Submit a LETTER OF INTEREST and RESUME to:

Little Lake Fire Protection District

P. O. Box 1269

Willits, CA 95490

707-459-6271

willitsfiremichelle@yahoo.com

Candidate should be prepared for testing in mid-January. Dates to be determined.

Little Lake Fire Protection District is an equal opportunity employer.



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REQUIREMENTS FOR THE POSITION OF FIRE CHIEF

JOB DESCRIPTION:

Under administrative direction from the Little Lake FPD Board of Directors, the Fire Chief will plan and direct the activities of the Fire Department to protect life, property, and the environment from losses due to fire and other disasters.

The Fire Chief is expected to be exemplary in his/her behavior while dealing with firefighters, the District Board, mutual aid agencies, and the public. The position of Fire Chief requires the ability to discharge assigned tasks conscientiously and to conduct himself/herself in a manner that will bring credit to the District, the Association, the community, and himself/herself.

DUTIES OF THE FIRE CHIEF INCLUDE:

1. Plan, supervise, and participate in all activities and operations of the Fire District including fire suppression, pre-fire planning, fire prevention, fire investigation, emergency medical services, rescue, and volunteer fire service.
2. Supervise, train, and motivate the volunteer firefighters and the paid staff members of the Fire Department.
3. Represent the Fire Department and the Board of Directors legally and effectively concerning all aspects of public and private contact.
4. Act as District Liaison to the City of Willits, the Mendocino County Fire Chiefs Association, CalFire, County Board of Supervisors, and all other professional and governmental organizations.
5. Assume the duties and responsibilities of Fire Department Safety Officer.
6. Maintain all appropriate Fire Department policies, procedures, and records.



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7. Review and uphold all policies and directives of the Board of Directors and the Little Lake Firefighters Association.
8. Ability to perform the duties of, and/or supervise the Fire Marshal in the Fire District and City of Willits. Appropriate actions will be taken regarding violations and unsafe conditions. The Fire Chief is responsible for all mandated State Fire Marshal inspections.
9. Experience in budgeting, grant processes and developing a strategic and capital improvements plan to address the fiscal and physical needs of the district.
10. The ideal candidate will see innovation as a tenet to excellence and embrace the same even when an innovative effort may not go as planned.
11. By May 1 of every year, submit to the Board an annual budget estimate for the District with supporting justification, and a ten-year financial plan updated annually.
12. Carefully review all purchase orders, invoices, and bills for labor, services and supplies, and sign all purchase orders.
13. Recommend to the Board the purchase of new apparatus, equipment, and the sale of equipment not necessary for use in the operation and maintenance of the District, justifying such actions.
14. The Fire Chief shall treat people with respect, show respect and sensitivity for cultural differences, promote a harassment-free environment, work with integrity, and uphold organizational values.
15. Cause all incidents to be mitigated with the least possible danger to life, property, and environment. Incident responses include high and low angle rescue, hazardous materials, swift water rescue, auto extrication and other emergencies and public service calls.
16. Maintain and supervise all required reports and records pertaining to fires and other emergencies, including District and state reports.



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17. Maintain and supervise an accurate inventory of all tools, equipment, buildings, furnishings and apparatus.
18. Manage and assist in the maintenance and housekeeping of equipment, buildings, and apparatus.
19. Be a member in good standing of the Little Lake Firefighter's Association, act as liaison between the District Board and the Association, and give the Chief's Report at Association meetings. Attend Association functions and fund raisers.
20. Attend all meetings of the Board of Directors unless excused by the Chairman of the Board and give the Chief's Report at the monthly Fire District Board Meeting.
21. Serve as a Duty Officer on a rotational basis. Supervise and train the Chief Officers and ensure that 24-hour coverage is maintained providing seamless Duty Officer Services.
22. Fire Chief, board, and staff are responsible for future capital campaigns.
23. Other duties as delegated by the Board of Directors.

QUALIFICATIONS:

1. The ability to apply firefighting principles, practices, methods, and techniques at an advanced level.
2. Knowledge of Fire District funding and the ability to prepare and administer a fire department budget, grant writing, strategic plans, capital improvements, and county assessments.
3. Ten years of broad and extensive experience in all major functions of a fire department, including at least five years in a responsible administrative or supervisory capacity at or above the level of Fire Captain.



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4. Knowledge of federal, state, and local fire codes and regulations.
5. Knowledge of fire investigations and knowledge of fire prevention.
6. Knowledge of disaster planning.
7. Experience in resolving personnel problems and the ability to assign, train, supervise, and evaluate personnel in a manner conducive to full performance and high morals while formulating and enforcing rules and policies of the District and the bylaws of the Firefighters Association.

OTHER REQUIREMENTS:

The successful candidate will be given a thorough medical exam and drug screening at the District's expense. It must be passed to the satisfaction of the attending physician and the Board, considering the requirements of the position. A DMV check, background check, and fingerprinting are required. You must have and maintain a Class B driver's license or Class A driver's license with a firefighter endorsement. High School diploma or a GED is required. A PAC test and respiratory FIT Test may be required by the Department.

CONTINUING EDUCATION/CERTIFICATION REQUIREMENTS:

Pursue a personal career training plan which will include Fire Marshall Certification, HAZMAT Incident Commander Certification, ICS-400, EMT, Special Districts understanding/certification, and FLSA.