

East Fork Fire Protection District



Revised April 9, 2024, to clarify position minimum Qualifications and Requirements and extend deadline to May 2, 2024.

DEPUTY FIRE CHIEF – OPERATIONS

The East Fork Fire Protection District of Douglas County, Nevada is seeking a highly motivated, experienced, and visionary fire service professional to serve in the capacity of Deputy Fire Chief in charge of Operations.



"Serving the fire and life safety needs of our community."

[Click Here to Apply](#)

East Fork Fire Protection District Office

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Minden, Nevada 89423

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www.eastforkfire.org



About Douglas County and the Area

On November 25, 1861, Douglas County became one of the first of nine counties to be established by the Nevada Territorial Legislature, with the county seat located in the town of Genoa. The county was retained when the territory became a state on October 31, 1864. Douglas County is named for Stephen A. Douglas, a former United States Senator from Illinois, who opposed Lincoln in the 1860 election for President.

Douglas County is the site of some of Nevada's earliest settlements. Many small communities are scattered along the base of the Sierra Nevada Mountain Range, remnants of some of the first towns in the state. A good number of these communities were established in the 1850's as trading posts and centers of ranching and farming. Genoa, originally known as Mormon Station, is the oldest of these and was settled in 1851.

In 1910, the Douglas County Courthouse in Genoa was badly damaged by fire. This disaster, along with a population decline within the town of Genoa and subsequent growth in the town of Minden, prompted the Nevada Legislature to change the location of the county seat during the 1915 session. Today, the county seat is in the town of Minden.

Geography



The East Fork Fire Protection District is situated in the heart of Douglas County, Nevada (Carson Valley) and extends to the California state line in the southern portion of the county. Included within the County's boundaries are portions of the Sierra Nevada Mountain Range, Lake Tahoe, Topaz Lake, and the Carson and Walker Rivers.

“The East Fork Fire Protection District is a team of compassionate, honest, dedicated professionals committed to serving the fire and life safety needs of our community.”

Community Profile

With over 8,000 in population, the Minden/Gardnerville town core is reminiscent of *Rockwell's* Americana. The major employers are in the fields of gaming and tourism, research and manufacturing, and government services. Douglas County offers amenities of a metropolitan area yet remains pleasantly rural with easy access to all services.

Douglas County is 751 square miles in area with over 675 square miles being contained within the East Fork Fire Protection District. Douglas County is the fourth most populated county in Nevada with some 50,000 residents and seasonal populations that can exceed 100,000 based on its proximity to Reno, Carson City, and northern California. The East Fork Fire Protection District provides all-risk services to 96% of Douglas County.



Douglas County is a diverse community with a strong commitment to quality of life and environmental issues. Its location within the state and being home to a portion of Lake Tahoe, provides high visibility for businesses and tourism. The area also provides an excellent environment for cultural, recreational, and outdoor activities, including skiing, hunting, horseback riding, hiking, camping, and other similar outdoor activities, and not to be overlooked, there are the breathtaking scenic wonders of Lake Tahoe and the Sierra Nevada Mountain Range.

Climate

Elevations within the county vary from a low of 4,625 feet on the valley floor to a high of 9,500 feet at East Peak. The proximity of the Carson Valley to the Sierra Nevada Mountains creates one of the most comfortable daily temperature ranges in the continental United States. Generally, the climate is arid, with warm summers, moderate winters, and cool evening temperatures year-round.

About the District

The East Fork Fire Protection District is a stand-alone independent fire protection district. The Fire District was formed under NRS 474 and is governed by an elected five-member Board of Directors. The District Fire Chief reports directly to the District Board.

The East Fork Fire Protection District provides "all risk" service to the Carson Valley and southern Douglas County. Personnel are trained to provide structural and wildland firefighting, hazardous materials response, technical rescue, and emergency medical services. Emergency medical services account for over 87% of the total call volume. The District responds to approximately 7,000 calls for service per year.

The District employs 1 District Fire Chief, 3 Deputy Fire Chiefs, 3 Battalion Chiefs, 12 Captains, 3 Training/Safety Captains, 12 apparatus operators, 39 Firefighter/Medics, 4 fuels/wildland fire management personnel, 1 Fire Inspector, 1 Fire Captain/Investigator, and 13 administrative and support personnel. Most services are provided by career staff. The District also supports 60+ logistical and support volunteers. Each of the Chief Officers of the District is assigned specific areas of oversight under a "single point authority" method of management.

The organizational structure is presently composed of six functional divisions, including Administration, Operations, Fire Prevention, Support Services, Financial Services, and Training and Safety. In general, the services provided by these divisions include responding to and managing requests for emergency services, fire investigations, building inspection, code enforcement, training, safety, public education, budget and finance, contract negotiation, human resource management, vehicle maintenance, communications, volunteer recruitment and retention, support services, and general administration.

The final budget for the District totals just over 25 million dollars for the 23/24 fiscal year. The Board of Directors is responsible for approval of a balanced budget with no impact on existing services, and do so using existing tax rates and user fees, where applicable.

Line employees are represented by the East Fork Professional Firefighters Association, (IAFF Local 3726). Personnel up to the rank of battalion chief are covered by two (2) collective bargaining agreements. One for personnel to the rank of captain and the other covering the three (3) battalion chiefs. The District is currently in its fourth year of a five-year contract.

Divisional Assignment/Areas of Focus

Areas of focus and assignments for this position are all those traditionally associated with fire and EMS operations. Additionally, this position oversees all line personnel, advanced life support services, all-risk operational procedures, operations-based equipment recommendations, and operational planning.

This position also interacts with regional groups such as the Northern Nevada Fire Chiefs' Association, Lake Tahoe Fire Chiefs' Association, and several key state agencies, boards, and commissions.

About The Position



The Deputy Fire Chief of Operations reports to the District Fire Chief and will participate as a member of the executive management team and will actively participate in the decision-making processes. Other traits and professional characteristics include:

- ✓ Outstanding personal and decisive leadership and management skills with a positive approach and strong commitment to the District.
 - ✓ Ability to make effective decisions in both routine and critical situations.
 - ✓ Ability to act as a chief advisor to the District Fire Chief on all matters involving the operational needs of the District.
 - ✓ Possesses an open and participatory management philosophy; encourages cooperation and communication.
- ✓ High personal standards and demand for high performance for the division and organization.
 - ✓ A strong commitment to staff development and involvement, valuing employee and volunteer input and developing the leadership for the next generation of District management.
 - ✓ Ability to establish and maintain positive and productive working relationships with both internal and external customers. Supports and advocates for a diverse employee base had has a visionary approach to the future of the division and organization
 - ✓ Anticipate problems, identify alternate courses of action, and prepare proactive recommendations before the District Fire Chief, volunteers, employees' association, and elected officials.
 - ✓ Ability to say "no" when necessary, without generating hostility or ill will within the organization.
 - ✓ Willingness to have a high degree of visibility in the community, both on and off the job.
 - ✓ Desire to enter a long-term relationship with the District; must reside within 30 minutes of District boundaries.
 - ✓ An active commitment to technology and a high level of involvement.
 - ✓ Initiative, resourcefulness, creativity, interpersonal skills, and problem-solving ability.
 - ✓ A keen understanding of the political process while avoiding personal involvement in political issues.
 - ✓ A visionary approach to the future of the division and organization.

Qualifications and Experience



High value is placed on post-secondary education and graduate level studies. A bachelor's degree in fire science, public administration or related discipline is preferred. A master's degree in business or public administration or related field is equally preferred, as well as graduation from the National Fire Academy's Executive Officer Program. An equivalent combination of education, training and experience as determined by the District Fire Chief for these qualifications may be considered. A detailed resume at time of application is required.



The Deputy Fire Chief of Operations should be an experienced fire officer and have either seven years of fire command experience at the position of Battalion Chief or higher or possess an equivalent combination of education, training and experience as determined by the District Fire Chief. Professional service in a career or combination all-risk transport fire agency or fire protection district is preferred.

Additionally, the candidate should demonstrate knowledge of public administration and best practices in the management of municipal and/or county fire and emergency medical services with a strong emphasis on operations. Refer to the job description for a complete list of required certifications, licenses, and other requirements for this position.

The Deputy Fire Chief of Operations will be required to serve on a weekly rotation, currently with the three other chief officers, as the District's "Duty Officer".

Consideration will be given to applicants with strong and proven experience in operations.

Compensation and Benefits

The salary range is between \$141,516 to \$173,327 plus the use of a District vehicle due to the on-call nature of the position. The District has a generous benefit program including state retirement plan (PERS), 100% paid health, dental, and vision for the entire family, as well as paid vacation, sick and administrative days, uniform pay, rHRA Retirement Health Account contribution and a cell phone stipend.

Current Operational Issues

Recruitment

The East Fork Fire Protection District is working towards increasing and maintaining a larger number of firefighter/paramedics. The District, while successfully being able to increase the number of positions on each shift, has been challenged to recruit and retain quality firefighter/paramedics. Paramedic training is a key objective.

Standard of Cover

The Standard of Cover is used to achieve operational objectives, most importantly elements of NFPA 1710. The District developed its current Standard of Cover nine years ago and has made several revisions. The Standard of Cover is a living document that will be revised on a regular basis.

Fire and EMS Leadership and Mentorship

The District is currently in a transition phase brought on by the “retirement cycle”. We are seeing several internal promotions. Leadership training and mentoring will require a more formal approach.

Regional Mutual Aid Maintenance

The District and its regional partners enjoy a strong mutual aid system which needs to be maintained and guided at the local level. Most of the all-risk mutual aid is provided by local government. This also involves the continuation of cooperative fire protection agreements with state and federal partners.

Facility Relationships

Maintaining positive relationships with our medical facilities generates benefits which can reduce interfacility transports.

The Selection Process

The position is open until filled. **All applications must be received by May 2, 2024.** The first review of applications will take place May 3, 2024. Applications will be screened in relation to a weighted screening matrix with assigned values to both the required and preferred criteria outlined in this document and individual years of experience. The top candidates will be invited to participate in the testing process. The testing process and interviews are tentatively scheduled between June 3, 2024, through June 7, 2024. All five days will not be required. Information from the applicant’s resumes may be subject to public disclosure. The District reserves the right to modify the screening and testing process and timeline based on operational need.

If you are interested in a career with the East Fork Fire Protection District....

[Click Here to Submit an Application](#)

[Click Here to View the Employee Contract](#)

[Click Here to View the Job Description](#)

Equal Opportunity Employer