



FIRE CHIEF RECRUITMENT PROFILE

This recruitment Profile provides background information on the community and the Pacific Fire Protection District. It specifically outlines factors of qualification and experience identified as necessary and desirable for candidates for the Fire Chief position.

This profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

Candidates must submit application packets by May 31, 2018. Packets are limited to a cover letter, resume, and response to the Fire Chief pre-interview discussion questions.

Application packets must be addressed to:

Pacific Fire Protection District
ATTN: Fire Chief Application Process
910 West Osage Street
Pacific, Missouri 630690

Questions can be directed to Assistant Chief Gary Graf at 636-257-3633 extension 17 or at ggraf@pacificfire.org
Thank you in advance for your interest.

“WE SERVE”

“COMMUNITY
ORIENTED”

“SERVICE TO THE
HIGHEST
STANDARD”

OUR COMMUNITY

The Pacific Fire Protection District is a political subdivision established in 1972 pursuant to RSMO Chapter 321. We are located in Franklin, Jefferson and St. Louis counties in Southeast Missouri in the greater St. Louis Metropolitan area. The District protects both residential and commercial properties with addresses in Pacific, Eureka, Robertsville, Catawissa, Gray Summit and Villa Ridge.

Our fire district protects educational buildings in the Meramec Valley R-III School District “Home of the Indians” which is a DESE Missouri Model District offering a host of quality programs and resources. The school district is composed of one early childhood center, five elementary schools (K-5), four of which lie within the fire district, one middle school (6-7), one eighth grade center, and one high school (9-12). Because of our location, we also have residents whose children attend Rockwood and Northwest school districts.

The City of Pacific and the immediate vicinity offer opportunities for shopping, dining, and a variety of outdoor activities at the numerous local and State parks, while thrill seekers can visit Six Flags or Hidden Valley in Eureka. With direct access to Interstate 44 our residents can also easily access the metropolitan St. Louis area and all its amenities while still enjoying their quiet neighborhoods.



OUR FIRE DISTRICT

The District operates from three fire stations two of which have 24-hour career staffing. We currently employ 18 career fire suppression staff, 16 part-time firefighter/EMT for staffing the sixth firefighter every twenty four hour shift, 12 in-district reserve firefighters, and a part-time bookkeeper/secretary. We have a state of the art training tower and host many courses and classes of various facets.

Annually, our personnel respond to more than 1,500 calls for assistance. On average 52% or more of those responses are calls for medical assistance. Along with BLS medical response, we provide fire suppression, vehicle rescue, environmental protection, and technical rescue responses. With our close proximity to the Meramec River and numerous local lakes and areas prone to flooding, we are members of the Area Five Strike Rescue Team.

From the three stations, we respond a full complement of apparatus. Currently, the District has two rescue/pumpers, three pumper/tankers, one 75ft aerial, two light rescue/ first responder units, one brush which also serves as a snow plow unit when needed, one water rescue boat, one trench rescue unit, one passenger van for the strike team, and four ancillary SUV's.

Each of our facilities have been remodeled or rebuilt to accommodate the needs of our growing number of staff. Headquarters/Station #1 was built in 1997 to replace our old building. Station #2 was remodeled at the same time to create bedrooms and a training room to accommodate career staff. Station #3 was built in 1984 as a volunteer station to house fire apparatus and in 1997 some minor improvements were made to the building such as backup power and replacement of the bathroom.

Funded by a property tax, our revenue for 2018 is expected to be a little more than \$2,500,000.00 with an overall budget of \$4,498,000.00. This revenue provided us with a lean approach for planning for the expected capital improvements and apparatus acquisitions necessary to complete our mission, while balancing rising operating and personnel costs. Our operating budget provides cost effective and efficient fire, rescue, and environmental protection services, along with other necessary emergency services essential to the health, safety, and well-being of our citizens and community.

ISO CLASS 3 and 5

STATE OF THE ART
TRAINING FACILITIES

MUTUAL AID AND
AUTOMATIC AID
COORDINATION

USAR PARTICIPATION

Currently, our district operates as two divisions Technical Services and Operations. The Technical Service Division is administered by the Deputy Chief/Fire Marshal. This division is responsible for administrating the district's fire prevention, fire investigation, and fire safety education. The Operations Division is administrated by the Assistant Chief/Training Officer. This division is responsible for emergency services, and the equipment, training, and personnel charged with carrying out those services. The Operations Administrator supervises the shift officers for the three shifts who work their rotating work schedule. Effective and efficient administration of both divisions allowed our district to obtain an ISO rating of class 3 in the water areas of our district and a class 5 in the no water areas of the district on our last evaluation.

WHAT IT TAKES

We are looking for the next person to fulfill the office of Fire Chief. The ideal candidate should have a proven successful background in public safety with increasingly responsible supervisory and managerial experience in a command capacity. Candidates should not be "tradition bound" but a fire service professional who has the experience and reputation for being an innovator and capable "change agent" using forward looking approaches in providing fire and emergency medical services in the protection of life and property for the community. He/she should have sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing, and appropriateness of organizational structure toward superior performance of the District's mission. He/she should have experience in developing positive, cooperative, and supportive relationships with other public safety organizations. Experience in preparing and controlling budgets, and having a background in cost-effective administration of human resources, capital assets, and financial resources is a must. He/she should have experience in long-range planning and the establishment and implementation of goals and objectives. Having demonstrated ability to work effectively with elected and appointed officials and members of the general public is also a must.

The applicant shall have no less than fifteen (15) years of fire service experience with a minimum of five (5) years' experience at an administrative level in supervision, training, fire prevention and/or fire suppression. An Associate's Degree or higher in Fire Administration or Small Business Management or Graduate of National Fire Academy EFO Program is preferred. It is the intent of the District that the Fire Chief resides within the Fire District's boundaries.

Competitive salary and benefits package to include, but not limited to: Provided Health, Dental and Life Insurance for employees; 401 Pension Plan; Provided staff vehicle; Optional 457 Retirement Plan. Annual Salary \$71,000 - \$80,000 DOQ

The Pacific Fire Protection District is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, or disability.

Pacific Fire Protection District

Fire Chief Applicant Questionnaire

Each applicant must submit typed responses to all five (5) questions along with a cover letter and resume as part of the application process. Ideally, the responses should not exceed four (4) pages in length. The answers will be reviewed based on the following criteria:

- All questions fully answered with clarity, cohesiveness, and credible content.
- Correct grammar, punctuation, and spelling.
- Appropriate vocabulary.
- Logical structure and transitions.
- Sequence of concepts, ideas, and thoughts.
- Ability to elaborate.
- Use of actual experience.

1. The Pacific Fire Protection District operates a combination fire department using full-time, part-time and reserve employees. Describe your approach to labor management as it relates to this type of department. Also describe a plan on attracting and retaining in-district reserve firefighter employees.
2. Describe your approach in being part of a command staff or management team that is driving an important change.
3. Describe your philosophy and approach, using your specific perceived qualities, on how you contribute toward a strong team environment and motivate your personnel to perform at their highest levels.
4. Describe your most effective communication skills and provide an example of a time when you were able to successfully communicate with another person, even when that individual had a differing opinion.
5. The Pacific Fire Protection District is expecting significant population growth in the next five (5) years. Please describe how you would approach a strategic plan process for this growth.