



BURNEY FIRE PROTECTION DISTRICT

Established 1939

JOB ANNOUNCEMENT FOR FIRE CHIEF

Burney Fire Protection District is requesting applicants for the position of Fire Chief; this is a targeted recruitment for well-qualified, select candidates.

THE COMMUNITY

The unincorporated community of Burney is located just fifty miles northeast of Redding, California on Highway 299 East. Burney is nestled at the base of Burney Mountain in the center of the picturesque Cascade Mountains. Burney is a full-service community that serves the communities of Johnson Park, Cassel, Hat Creek, Old Station, and other outlying areas. These communities have a year-round population of approximately 4,800. During the summer months, the population increases to about 7,500 due to summer residents and visitors. Young families and retirees constitute a portion of the population.

Burney's services include banking, insurance, groceries, restaurants, auto repair, and other shopping. Burney is unincorporated; Shasta County provides law enforcement and maintains a community sheriff's sub-station. Housing is available in all price ranges and including sub-divisions as well as individual building sites for those who wish to build.

The area surrounding Burney offers a variety of activities, with fishing spots, campgrounds, and breathtaking scenery. McArthur-Burney Falls Memorial State Park is neither the highest nor the largest waterfall in the state, but many people consider it the most beautiful. Unlike other waterfalls in this area, Burney Falls continues to flow at the same rate all year long. Other attractions include Crystal Lake Fish Hatchery, Subway Cave, majestic Mt. Shasta and Ski Park, Lassen National Volcanic Park & Visitors Center, Fort Crook Museum, wilderness areas, fly-fishing, boating, water skiing, bait fishing, parasailing, camping, hiking, day trips, golfing, picnicking, motels, and Native American gaming.

The roads to and from Burney will lead to a variety of adventures. Surrounded by timeless beauty, Burney is the gateway to endless fun and a great vacation spot for young and old alike.

ABOUT FIRE DISTRICT

The Burney Fire Protection District is a Self-governed Special District established in 1939 under California law with its primary function to serve the public safety interests. The Burney Fire District is in northern California in Shasta County. The District is designed to be an "all risk" provider of emergency and non-emergency services which includes fire protection services, rescue services, emergency medical services including ambulance transport, hazardous materials emergency response, and other related services for the protection of life and property.

District serves the community that lives within the thirty-five square miles of Burney. A five-member elected Board/Fire Chief form of government manages the District. Funding is provided through property tax and limited fees for service.

The District is a unique combination department comprised of volunteer/part-time and full-time firefighters. In addition to the Fire Chief position, the District includes one full time firefighter (unfilled), and one part time district secretary.

The District has one main station, and one satellite station. Equipment includes three engines, two water tenders, two ambulances, and several utility and rescue vehicles.

The District is structured around five service divisions:

- Fire and Life Safety (Fire Prevention) - provides public fire and safety education, fire safe inspection services and code enforcement.
- Emergency Services - coordinates and maintains resources for emergency response.
- Training/Education - coordinates and delivers training for citizens and employees.
- Administrative Services - comprised of general management and administrative support (Fire Chief and District Secretary).
- Support Services - comprised of supply, apparatus maintenance, and facilities maintenance. Limited paid staffing necessitates cross-divisional teamwork and coordination by all personnel.

ORGANIZATIONAL VALUES

- We value having pride in the organization, and the service we provide.
- We value where we live and serve, and the stations and equipment we use.
- We value being an organization that is trusted by the community.
- We value integrity and honesty in our members.
- We value committing to excellence and reliability in everything we do.
- We value leadership, teamwork, innovation, respect, and tolerance.
- We value cooperation with our regional partners.
- We value the social good in what we do as an organization and as individuals.

THE POSITION

The Fire Chief must be a hands-on working leader who is visionary and initiative-taking and takes a genuine interest in all aspects of the organization and its people. The District is seeking a Fire Chief who will be in control of all of the District activities and programs. He/she must be willing to take direction from the Board of Directors and communicate the goals and expectations to the District staff. The applicant must be well versed in dealing with volunteers, and combination departments; requiring excellent "people skills." The applicant will need to have the talents to operate in a small department culture which requires flexibility and innovation. The position requires the Fire Chief to function as line personnel in meeting the Districts mission of providing a high level of service. This is not a desk job.

MINIMUM QUALIFICATIONS

An Associates Degree in Fire Science or California State Chief Officer Certification is required. Bachelor's Degree in Public Administration is desirable. The applicant must be an EMT or Paramedic and will be required to be licensed in California through Sierra- Sacramento Valley (S-SV) Local EMS Agency (LEMSA) and have five years of progressively responsible administration experience in fire service at the management level, and considerable command-level experience in supervision, management, or emergency services field. The applicant should have good working knowledge/experience with principles and practices of organization, administration, budgets, and personnel management. Experience with pertinent Federal, State, and local laws, codes and regulations including those pertaining to fire prevention, inspections, and plan reviews is desired. The applicant must have outstanding verbal and written communication skills; he/she will be looked at as a leader with the goals of the District in mind. He/she must also be an instructor; chief officers are required to provide training on a regular basis. Expertise in specialty areas such as hazardous material mitigation, USAR, extrication, etc. is strongly desired. Camaraderie is particularly important within the District; trust,

confidence, professionalism, and recognition for talent will be highly valued traits. The applicant should be fair, reasonable, and approachable with a collective decision-making style.

The incoming Fire Chief must live within the District or be willing to relocate shortly after hire no later than six months after appointment. Failure to do so may result in forfeiture of the position.

THE COMPENSATION

The salary for the incoming Fire Chief is \$65,000 - \$75,000 annually. The District offers an attractive benefits package including:

Retirement - Burney Fire District participates and contributes to the California Public Employees Retirement System (CALPERS). PEPRAs Employees are required to pay the employee contribution.

Holidays - 13 paid holidays per year

Medical/Dental/Vision Insurance-Fully paid by the District for the employee and their dependents.

Life Insurance- Burney Fire District provides a \$25,000 group life insurance policy.

Vacation -Accrues based on length of service. New employees accrue 12 days per year.

Sick Leave-Accrues 12 days per year.

Additional benefits - Employee Assistance Program (EAP), educational, and training.

Paid Administrative Leave-40 hours per year.

457 Plan - District offers a 457 Retirement Plan. No matching contribution from the District.

Uniforms and Safety Equipment- Provided by the District.

THE PROCESS

Applicants must submit a District application, cover letter, resume, and written answers to specific questions prepared by the District. These documents will be reviewed by the hiring committee and select candidates will be invited to continue the process. *Failure to meet the above application requirements will immediately disqualify applicant from further consideration.*

The application, cover letter, resume, and written answers can be submitted to the Fire Chief via e-mail at sec_17@burneyfireems.org. Make sure that the Subject line states "Fire Chief Application." Mail the original, hardcopies of same documents to: Burney Fire Protection District, Hiring Committee, 37072 Main Street, Burney, CA 96013. **This position is open until filled. First review date of applicants is January 15, 2023.**

Applicants must have the required "Minimum Qualifications." BFPD will only consider exceptions when there is a strong and substantiated equivalency.

The District will complete a thorough background check on all applicants invited to continue the process. The applicant will need to release all personnel records to the District. Upon completion of the background check, select candidates will be invited to an interview with the Interim Chief and the Board of Fire Commissioners.

As stated, this is a "targeted recruitment"; District is looking for candidates that meet the unique needs of the District and community, and candidates who can make a long-term commitment to the District. District reserves the right to alter the selection process to best serve the needs of the District. If the District does not hire a candidate from this recruitment, the application period will be extended until a suitable applicant is found.