



Officers
Bro. Chris Donnelly – Acting chief
Lisa Albright – Captain
Bro. Jack Henderson – Training Officer

Firefighters
Brad Driscoll
Peter Gregg
Bob Leach
Mike Smith

Board of Directors
Karen Bare-Kamimoto (Secy)
John Slater, Pres
Steve Soares, VP
Phyllis Thomas, Treasurer
Bob Wilson, Legal
Ned Fox, at Large
Bob Leach, FF Representative
Chief

Position Description Fire Chief

Overall: The Fire Chief of the Huntington Lake Volunteer Fire Department is responsible for identifying and sourcing all of the appropriate equipment, tools and training to allow the volunteer personnel in the department to effectively respond to the fire and medical emergencies in Huntington Lake Basin. Payment for this equipment and training is the responsibility of the Board.

Reports to: The Board of Directors of the HLVFD and works with the Battalion Chief of the California Department of Forestry, the agency under which HLVFD functions.

Specific Job functions:

Planning – Develops the annual department operating budget for submittal to the Board of Directors by the end of September each year. This budget should address the operating needs of the department and should clearly highlight planned expenditures that will be required for 1) regulatory compliance, 2) staff training and 3) unusual equipment maintenance. Additionally, the Chief will indicate expenditures areas which he expects to fund from sources other than voluntary contributions from the community (e.g. one time grants, county funds, etc.). Within 3 months on the job, the Board would expect the chief to present one, three and five year operational and improvement plans for the Department. Working with the Board of Directors,

Training – The chief will oversee the training plan to assure that all personnel are effectively trained to do their assigned tasks. Additionally, the Chief will assist the Training officer in providing training resources outside of the department.

Certification – The chief will present an annual assessment that he signs to the Board of Directors. This assessment will address 1) the readiness of the major apparatus of the Department, 2) The operational readiness and safety of medical and fire support equipment (e.g. SCBA's, oxygen bottles, AED's, fire hose on the apparatus).

Operations – The chief will Modify or develop Standard Operating Procedures (SOP's) for the department and work with the Training Officer to integrate these into training within the first year.

Recruitment – The Chief will direct the recruitment process including the development of collateral and critical messaging to attract recruits.

Community Involvement – The Chief will oversee the development and delivery of training courses for the community. Initially, this would include First Aid and AED training.



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Qualifications for Candidates for the job:

Technical Competence – Individual will have a documented experience of successful individual and supervisory skills in the fire and emergency medical services. Normally, candidates would have achieved at least the position of Captain when applying.

Administrative competence – Many of the tasks of the Chief will be of an administrative and managerial nature. The candidate should have demonstrated experience in managing and completing multiple administrative tasks simultaneously. These will range from sourcing of personal equipment for personnel to participating in the negotiations for apparatus and construction work.

Resource awareness and familiarity – The Chief must know many others within the Fire Service community that can be used as resources or references. This will include guidance for preparation of grant requests, sources for training videos, etc.

Knowledge of the regulatory structure – Our department works with regulatory input from many agencies (CDF, USFS, NFPA, OSHA, NFIRS, CALFIRS and others). The chief must be knowledgeable of these agencies and able to determine which pronouncements are absolute requirements for immediate implementation and which are “suggestions or recommendations”.

Personal Skills

Understands behavior of Volunteers – The entire department is staffed with committed, energetic volunteers. The Chief should understand that volunteers feel the Department is very important but it is not all consuming.

Excellent Interpersonal Skills – The Chief should be an accessible, good listener for the personnel in the Department and for members of the Community. When people raise issues with the Chief, he should be able to confidently answer the question or state what he will do to get the answer and make sure he does close the point with the person who raised it.

Process

Candidates will be interviewed by a committee composed of the Acting Chief and firefighters. This committee will recommend one or more candidates for consideration by the Board of Directors. Members of the Board of Directors will conduct interviews with the candidates presented and make a selection.

Expense Reimbursement



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The Board does not expect the Chief to incur personal financial burdens as a result of accepting this Volunteer position. Normal expenses for travel to the Department's area of service and other out-of-pocket expenses incurred on the Department's behalf will be reimbursed after submittal of the appropriate receipts for costs incurred.