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## BOARD OF TRUSTEES

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## **ST MATTHEWS Fire Protection District**

240 Sears Avenue  
Louisville, KY 40207

### JOB POSTING

### FIRE CHIEF

The St. Matthews Fire Protection District is seeking to fill the position of Fire Chief. The St. Matthews Fire Protection District provides both Fire and EMS emergency services in Jefferson County, Kentucky. We are a growing department with 96 full time employees that staff four fire stations in our 25 square mile fire district. The community is heavily populated with both residential and commercial real estate as well as many medical facilities.

The Fire Chief is ultimately responsible for all aspects of the operation and shall delegate and empower members of the District in the discharge of the duties of the Office of Chief. In addition, the Chief will be responsible for the District's budget and financial well-being. The employee holding this position must have a working knowledge of fire suppression, rescue operations, emergency medical services, financial and personnel management. The Chief has supervisory responsibilities for all personnel who serve the District. The Chief is also responsible for administering the resources of the District and managing all personnel, equipment, apparatus, at the stations and at fire/emergency sites. The Chief at his/her discretion will act as the Incident Commander at any call for service and assigns employees to perform the tasks required to accomplish these duties in the most efficient manner. The individual will perform other duties as requested by the Board of Trustees.

Resumes can be sent electronically to [firechiefapp@stmatthewsfd.com](mailto:firechiefapp@stmatthewsfd.com) and will be accepted beginning Monday, May 9, 2022, thru Monday, May 23, 2022, 5pm EDT. A screening process will be completed before interviews are scheduled.

Any questions or request for additional information should be sent to Human Resources at [mfrantz@stmatthewsfd.com](mailto:mfrantz@stmatthewsfd.com).



# St. Matthews Fire and Rescue STANDARD OPERATING GUIDELINE



**Regarding: Job Description, Fire Chief**

**Effective: 4/30/2022**

**SOG # 02.012**

**Supersedes:**

Approved by: Board of Trustees, St. Matthews Fire & Rescue

**Position Title:** Fire Chief  
**Division:** Administration  
**Supervised by:** Board of Trustees  
**Supervises:**

Exempt    Non-Exempt

## I. Position Purpose

The Chief is accountable to the St. Matthews Fire & Rescue Board of Trustees and is responsible for the operation of the St. Matthews Fire & Rescue District. The Chief is ultimately responsible for all aspects of the operation and shall delegate and empower members of the District in the discharge of the duties of the Office of Chief. In addition, the Chief will be responsible for the Department's budget and financial well-being. The employee holding this position must have a working knowledge of fire suppression, rescue operations, emergency medical services, financial and personnel management. The Chief has supervisory responsibilities for all personnel who serve the District. The Chief is also responsible for administering the resources of the District and managing all personnel, equipment, apparatus at the stations and at fire/emergency sites. The Chief, at his/her discretion, will act as the Incident Commander at any call for service and assigns employees to perform the tasks required to accomplish these duties and responsibilities in the most efficient manner. This individual will perform other duties as requested by the Board of Trustees.

## II. Minimum Qualifications

- Four-year degree in Public Administration, Political Science, Fire Science, Business Administration/Finance or related field.
- Twenty years in Fire Service with a minimum of five years in Fire Suppression operational, administrative management and/or executive management/leadership with a department of comparable size.
- Ability to lead, motivate, train, coordinate & delegate; provide leadership to personnel; analyze data, create plans, and develop budgets; rapidly make critical



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decisions under emergency circumstances; write, communicate, and report in descriptive detail; act as liaison and foster positive community and governmental interactions; delegate and organize multiple, changing responsibilities; prioritize work to meet goals and objectives within acceptable time frames; plan, evaluate, assign, and coordinate activities performed by the District; prepare technical and administrative reports; work with others in a high pressure situation with little or no supervision; approach problem-solving as an innovative process.

- Effective oral and written communication skills.
- Knowledge of the legislative process at the local and state level.
- Kentucky Certified Fire Service Instructor, IFSAC Instructor certification or equivalent.
- Must be willing to work evenings and weekends as required.
- Working knowledge of Emergency Medical Service Delivery and be certified to a minimum level of emergency medical technician (EMT).
- A person of good moral character.
- Must be able to read, write, understand and speak the English language.
- Must have computer skills and knowledge of District software or the ability to obtain the knowledge in programs related to but not limited to NFIRS reporting, inventory control, maintenance records, scheduling and electronic patient care reporting (ePCR).
- Must meet insurability requirements of the District insurance carrier.
- Must meet District physical standards in compliance with applicable state laws.
- Must possess a valid driver's license.
- The Board of Trustees reserves the right to waive any of the minimum qualifications set forth above, and to consider any other qualifications or combinations that, in the Board of Trustee's opinion, will serve as an adequate substitute for those minimum qualifications.

### III. Desired Qualifications / Certifications

- Master's Degree in Public Administration or related field.
- Twenty years in Fire Service with minimum of seven years in Fire Suppression operational and administrative management.
- Four years experience as a Chief Officer (Major, Lt Colonel or Colonel)
- Five years experience in preparing, assisting with and managing budgets in excess of \$15 million dollars for a department with 4,000 calls per year, or more.
- Thorough knowledge of all federal, state & local laws, district Bylaws, rules and regulations as they pertain to District activities.
- Hazardous Materials Incident Command Level Training.
- Awareness Level training in technical/specialized rescue techniques (Water, Rope, Confined Space, Trench, Structural Collapse, etc.).



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- Working knowledge of training techniques related to the field and of Human Resources (including but not limited to personnel and fairness/equity in the workplace).
- Experience in developing facility and equipment specifications, department policy, master planning and related areas of responsibility.
- Successful completion of National Fire Academy Executive Fire Officer Course.
- Comprehensive knowledge of practices, regulations, methods and equipment used in EMS, Command, Fire Suppression, and fire Codes, according to NFPA, regional, state and federal standards.
- Willing to live within 10 miles of District border.
- The Board of Trustees reserves the right to waive any of the desired qualifications set forth above, and to consider any other qualifications or combinations that, in the Board of Trustee's opinion, will serve as an adequate substitute for these desired qualifications.

#### **IV. Fire Chief Emergency Response Responsibilities / Duties / Functions / Tasks**

- Respond to incidents as needed; deploy fire apparatus and District personnel in the most advantageous manner for the control and extinguishment of fire, and the preservation of life and property.
- Conduct fire suppression and rescue operations as needed with primary regard for life safety, property conservation & incident stabilization.
- Take precautionary measures that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life or property.
- Establish suitable Standard Operating Procedures necessary for the efficient operation of the District.
- Maintain a balance of personnel by appropriate assignments to stations to provide sufficient personnel available at all times.
- In conjunction with the Chief Officers, be responsible for developing and maintaining appropriate response plans for the District.

#### **V. Fire Chief Administrative Responsibilities / Duties / Functions / Tasks**

- Have a thorough understanding of KRS. Chapter 75 regarding how Fire Protection Districts operate in the Commonwealth of Kentucky.
- Oversees all District day-to-day operations of the following areas:
  - Suppression: Maintains staffing levels for current deployment model of 4 staffed fire companies.
  - Emergency Medical Services: Maintains staffing levels for current deployment model of 4 staffed EMS Units.



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- Fire Prevention: Ensures that fire prevention and education programs are delivered to the public as needed as well as a fire safety inspection program for all businesses and multifamily dwellings within the District.
- Training: Ensures fire and medical training is constantly re-evaluated so staff is provided with the most up-to-date training that maximizes the District's resources.
- Administration:
  - Oversees all day-to-day business operations as it relates to all financial matters as well as all HR related documentation and record keeping for all employees.
  - Annually prepares the operating budget for the Board of Trustees.
  - Approves all expenditures and payments and stays within the confines of the operating budget in accordance with generally accepted accounting principles consistently applied.
  - Annually reviews all employee benefits. (E.g. salaries, health insurance, paid time off, etc.).
  - Reviews all contracts and leases annually that are held by the District.
  - Attends monthly Board of Trustees meetings.
  - Develops and manages effective partnerships through communication and planning efforts with elected officials, other agencies, departments, media, and the public. This includes representing the District at all Jefferson County Fire Chiefs' meeting.
- Be responsible for the proper management and discipline of the members of the District. Oversees the evaluation of all employees' annual job performance evaluations.
- Develop a comprehensive, five-year strategic plan for approval by the Board of Trustees.
  - Update the Board of Trustees quarterly and year-end presentation submitted along with an updated five-year strategic plan.
  - Communicate relevant portions of the strategic plan to members of the Department to promote unity of effort in achieving stated goals.
- The Chief is also known as the AHJ (Authority Having Jurisdiction) when it comes to building codes and regulations within the District. Having a basic understanding of the building code and the life safety code is needed or should be obtained.
- Perform all other duties or special projects as assigned by the Board of Trustees.



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## VI. Special Position Requirements

- Strive to achieve appropriate accreditation for the District through agencies including the Center for Public Safety Excellence (CPSE) and the Commission on Ambulance Agency Accreditation (CAAS).
- Maintain current ISO rating, remain in compliance with all Kentucky Board of EMS (KBEMS) and Certificate of Need (CON) requirements.
- Strive to maintain and/or obtain new department accreditations, awards, or certifications that enhance service, highlight employees or benefit the citizens of the District.