

Announcement

The Burlington Fire Protection District (BFPD) is a full-service agency providing advanced life support treatment and transportation, fire suppression and technical rescue services to approximately 20,000 residents in 38 square miles. The district employs 27 full-time personnel (9 per shift) on a 24/48 shift cycle, administration, part-time personnel, and interns/junior firefighters who are cross trained as both Firefighter/EMTs or Firefighter/Paramedics. BFPD includes farms, residential subdivisions, apartment complexes, commercial businesses, light industry, both county/state government offices, and four elementary/middle schools. In 2024, BFPD responded to over 3,295 Fire/EMS calls. The district operates on a 6.7-million-dollar annual budget. BFPD is a special taxing district operating under Chapter 75 of the Kentucky Revised Statutes. The Burlington Fire Protection District is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

Candidates must submit a cover letter, resume, and reference page to include contact information for (3) references. Completed information can be emailed directly to Michelle Vogelpohl by email listed below. Review of applications will begin February 1, 2026, and will continue until position has been filled. For any questions, please see the contact information below.

Michelle Vogelpohl
Email : mvogelpohl@burlingtonkyfire.org
Phone : (859) 586-6161

Description

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Position Title: Fire Chief

Reports to: Board of Trustees

Job Summary:

The Fire Chief is the chief executive officer of the Burlington Fire Protection District and is responsible for providing senior leadership, directing the day-to-day operations and managing the administrative business affairs of the district. This position establishes current and long-range objectives, plans and policies/procedures subject to approval of the Board of Trustees. This position requires a thorough working knowledge of EMS, fire suppression, rescue and business management.

Essential Duties and Responsibilities:

- Develops, directs, informs, and enforces district policies and guidelines for all personnel.
- Maintains harmonious working relationships between the volunteer and career workforces within the district.
- Develops, administers, and effectively manages the operating and capital budgets of the district as defined by KRS and set forth by the Board of Trustees.
- Ensures sufficient materials, information, and staff are available for budget presentations.
- Provides accurate and timely accounting of district finances to the Board of Trustees.
- Develops, in conjunction with the Board of Trustees, a five-year strategic plan, which is updated annually.
- Develops, in conjunction with the Executive Staff, the appropriate tactics to achieve the goals and objectives of the district's five-year strategic plan.
- Procures, maintains, and manages all district assets.
- Prepares the district to meet all training needs.
- Evaluates and reviews performance of assigned personnel.
- Evaluates and reviews the performance of the organization.
- Maintains a personal and district community involvement, as well as encourages individual members to actively participate in community activities not directly related to the district.

- Supports, coordinates, and interfaces with other senior officers.
- Prepares and presents a verbal monthly report to the Board of Trustees, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- Conducts, attends, and interacts in meetings with district personnel, other agencies, and the public.
- Manages outside consultants.
- Oversees major projects on behalf of the Board of Trustees.
- Reviews various materials for compliance with district policies, state and federal laws and regulations.
- Maintains authorized staffing levels.
- Ensures necessary safety guidelines are in place and followed by all personnel.
- Maintains professional education and interaction at meetings/ conferences to keep abreast of changes and requirements which affect the district and current trends in the field.
- Maintains positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the district activities.
- Represents the district in a variety of local, county, state and other meetings.
- Maintains positive working relationships with district personnel.
- Response to emergencies, as needed, and assumes command, when appropriate, using established incident command procedures.

Required Skills/Abilities

- Extensive knowledge of the principles and practices of fire service, emergency medical services, and emergency management operations.
- Extensive knowledge of federal, state, and local rules and regulations as they relate to fire service and emergency medical services.
- Strong leadership skills with the ability to develop and lead fire service personnel.
- Excellent verbal and written communication skills.
- Ability to work in a team environment, with the ability to work across all levels of employees, agencies, organizations, and the general public.
- Strong working knowledge of, or the ability to learn, the geography of the Burlington Fire Protection District.
- Ability to work independently with minimal supervision.
- Excellent organizational and planning skills.
- Ability to provide both verbal and written comprehensive reports in a public setting.
- Strong situational judgment skills and the ability to apply to the decision-making process.
- Strong emotionally intelligent skills with the ability to remain calm under stress.
- Strong analytical skills with the ability to identify and solve complex problems.
- Extensive knowledge of occupational safety and health regulations.

- Ability to work a flexible work schedule, which includes nights, weekends, and holidays as job duties demand.

Minimum Education and Experience:

- High School Diploma or G.E.D.
- Associate Degree and/or equivalent experience (a combination of education and experience may be considered).
- 7-10 years of experience in fire suppression, fire services, and emergency medical services.
- 3-5 years of experience as a Chief or Command Level Officer with a full-time fire department.
- Kentucky Certified Career Firefighter.
- Kentucky Certified Emergency Medical Technician.
- Kentucky Certified Level I Fire Inspector.
- Five years of experience in preparing and managing budgets in excess of four million dollars for a department with 3,000 calls a year or more.
- Must have a valid and current Kentucky driver's license.

Preferred Education and Experience:

- Associate Degree in Fire/Rescue Science Technology, Paramedicine, Business Administration, or Public Administration
- EFO from the National Fire Academy

Physical Requirements:

Candidate must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to respond to major fire alarms and emergency situations. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing, helmets, gloves boots, etc., are required while working on an emergency scene. Physical demands require running, bending, stooping, climbing and frequently lifting heavy objects. Candidate must be able to pass the medical examination required of fire personnel. Candidate must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. During both emergency and non-emergency situations, the candidate must be able to conduct coherent voice communications in-person, as well as via portable radio and telephone. Candidate will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Employment Requirements:

- Background check
- Drug, psychological and physical pre-placement screening

Compensation Package:

- Salary to be determined
- Kentucky County Employee Retirement System Hazardous Duty Pension
- Health and Dental Insurance Plan provided
- Short and Long-term Disability
- Vacation and PTO provided
- District provided vehicle
- Uniform Allowance

