

**Bonneville County Fire Protection District No. 1**  
**EMPLOYMENT OPPORTUNITY – FIRE CHIEF**



**SALARY – Dependent on education, training, and experience**

*Application Deadline*  
**Friday, February 14, 2025**  
*(First Review, Open Until Filled)*

[bcfd1.us](http://bcfd1.us)

## **Overview:**

The Bonneville County Fire Protection District No. 1 (“Fire District”) serves the city of Ammon, Idaho and surrounding areas. The Fire District is a combination department proud of its history. The Fire Chief is expected to continue operations as a combination department, comprised of career and part-time staff. Currently, the District employs twenty (20) full-time firefighters, twenty-five (25) part-time firefighters, and one (1) full-time administrative assistant. The Fire Chief oversees all personnel, operations, and activities of an all-hazards response, which includes, but is not limited to, fire suppression, prevention, community events, hazmat operations, and wildland fire response.

The Fire District is governed by a board of five (5) Fire Commissioners elected to serve 4-year terms. These community members have the discretionary power to manage and conduct the business and affairs of the Fire District. The Fire Chief works closely with the Board of Fire Commissioners (BOFC) in setting goals and objectives for the Fire District, and makes recommendations regarding long-term planning, emerging issues, and the general needs of the Fire District.

The Fire District is seeking an experienced Fire Chief responsible for preparing the Fire District’s budget for submittal to the BOFC and managing the budget as approved by the BOFC. The Fire Chief will supervise all department personnel, either directly or through delegated authority. The Fire Chief is responsible for recruiting, training, and retaining qualified career personnel.

The ideal candidate is an experienced senior level fire service professional with excellent executive management and leadership skills, which include, but are not limited to, advanced negotiations, communication skills (both written and verbal), and the ability to comprehend, interpret, and explain rules, regulations, legal requirements, and policies to wide-ranging audiences. The ideal candidate will have broad technical knowledge, as well as comprehensive knowledge of all facets of the fire service. The successful candidate will have a successful history of working with labor unions.

The ideal candidate should have a history of progressive and proactive program development, a track record of delivering results, and building accountability characterized by teamwork and innovation.

The ideal candidate will possess strong leadership skills with the ability to mentor and foster leadership roles within the staff. The Fire Chief will need to communicate a sense of vision, backed by specific goals and objectives, and have the ability to measure success. This position requires the willingness and ability to build and maintain partnerships with external fire-safety related organizations, law enforcement, and a variety of governmental agencies. The Fire Chief will need to value community involvement and be comfortable participating in community activities.

The Fire Chief will also have a demonstrated record of personal and professional integrity. The Fire Chief will have a confident presence and must be open and approachable. The selected candidate should live within the Fire District and possess a valid Idaho State Driver's License within six (6) months of hire.

## **Education and Experience**

A bachelor’s degree from an accredited college or university in public administration, fire science, business administration or a related field is desired. Any combination of fire-related experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess a minimum of ten (10) years of experience in a comparable or larger agency, with extensive experience (minimum of five (5) years) in a senior role, such as Fire Chief Deputy/Assistant Fire Chief, Operations Chief, or Battalion Chief. Candidates(s) will have

experience in a combination department of full-time and part-time paid personnel. Fire Marshall experience is desirable.

Competitive candidate(s) will either have the following qualifications or have the ability to promptly obtain the following qualifications:

1. IFSAC Firefighter II and Driver/Operator Certifications;
2. IFSAC Fire Office I;
3. Idaho State Fire Inspection Certification;
4. Idaho Class B CDL driver's license with tanker and airbrake endorsements; and
5. ICC Fire Marshal Certification.

Competitive candidate(s) will also have an ongoing record of training and professional development.

### **Compensation and Benefits**

Compensation depends on education, training, and experience. The Fire District reserves the right to set the specific salary at the level approved by the BOFC.

### **Health Insurance**

Currently, employees have the option to choose from five (5) different health insurance plans. The Fire District covers the cost of all health insurance plan premiums.

In lieu of dental and vision insurance, employees are provided with a Health Reimbursement Arrangement (HRA), which provides each employee with \$100.00 per month.

### **Other Benefits**

This position is covered by the Public Employee Retirement System Idaho (PERSI) rule of 80.

This position is provided with a vehicle for work-related use.

### **Work Schedule and Leaves**

This position is an FLSA exempt position that *generally* works a minimum of forty (40) hours per week, Monday through Friday. In addition, the Fire Chief is on call every third week. The Fire District utilizes PTO, with PTO hours increasing based on years of service. There are currently twelve (12) paid holidays.

### **Application Process**

If you are interested in pursuing this career opportunity, please submit the following required items as part of your application packet:

1. Fire District Employment Application (attached and can be found online at [bcfd1.us](http://bcfd1.us));
2. Cover letter that outlines your interest, qualifications (including education), and experiences for the position of Fire Chief;
3. Resume; and
4. Copy of educational degrees, applicable credits, and/or certifications.

You may submit your application package by mail, email, fax, or in-person, to:

Bonneville County Fire Protection District No. 1  
490 Memorial Drive  
Idaho Falls, ID 83402  
Attn: Abigail French  
[affrench@nhptlaw.net](mailto:affrench@nhptlaw.net)  
Fax: 208-523-7254

**Failure to complete and submit ALL application materials by February 14, 2025, will disqualify your application. Please note that mailed applications must be received by the above-stated deadline. This position is open until filled; however, the first review of applications is anticipated to occur shortly after the above-stated deadline.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. All final offers of employment are contingent upon the successful completion of a background check, criminal records check, credit check, medical evaluation including stress testing, and drug screen. If special accommodations are necessary at any state of the application process, please contact Abigail French at [affrench@nhptlaw.net](mailto:affrench@nhptlaw.net) immediately.

**Application and Testing Procedure:**

**Resume and Supplemental Documentation Review.** This initial review will determine if the documentation the candidate submitted meets the qualifications required for the position of Fire Chief, and if qualifications are met, whether the individual should sit for an oral board interview.

**Oral Board Interview(s).** This phase of the process will be an interview before at least one panel, and potentially multiple panels. The oral interview is designed to aid in the determination of a candidate's compatibility with the Fire District, communication skills, and motivation for the position. The oral interview will take place in person; however, candidates may request a Zoom option by submitting a written request to Abigail French in advance of the interview.

**Background Investigation.** A background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Fire District to consider in determining suitability for employment. Eligible candidates will be required to authorize a release of personal information, including but not limited to educational, financial/credit agencies and institutions, employment history, legal complaints, arrests or convictions, and motor vehicle history. The Fire District reserves the right to reject any eligible candidate who, on the basis of background and character investigation, does not appear to be a suitably qualified candidate for the position of Fire Chief.

**Medical Evaluation and Drug Screen.** Upon a contingent offer of employment being extended, the successful candidate must take and pass an NFPA 1582 physical exam conducted by the Fire District's physician, which will include a stress/echo test. The successful candidate will also be required to submit and pass a pre-employment drug screen.

*Bonneville County Fire Protection District No. 1 is an Equal Opportunity Employer.*

# Bonneville County Fire Protection District No. 1

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## CLASS SPECIFICATION/POSITION DESCRIPTION

**Job Title:** Fire Chief  
**FLSA Status:** Exempt  
**Reports to:** Board of Fire Commissioners  
**Division:** Administration  
**Represented:** No  
**Date:** January 2025

### **AT-WILL EMPLOYEE**

**General Statement of Duties:** Plans, organizes, administers, and directs the daily functions, activities and long-term programs of the Bonneville County Fire Protection District No. 1 (“Fire District”); performs related work as required.

**Classification Summary:** The principal function of an employee in this class is to direct and manage the Fire District. This position provides effective professional leadership, positioning the Fire District to meet the community’s current and future needs through appropriate technologies and services. The work is performed under the general direction of the Fire Commission, with considerable latitude for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Fire District staff. Some duties of this class are performed in a general office environment. Some work is accomplished in an outdoor environment that may involve adverse weather conditions or potential personal danger.

### **Examples of Work (Illustrative Only)**

#### *Essential Duties and Responsibilities*

- Assumes command of major fires, hazardous materials incidents, and other emergency situations, directing the response of personnel and equipment;
- Oversees fire inspection and code enforcement duties on structures, buildings, and all subject facilities within the District’s response area;
- Performs fire investigations and determines fire causes;
- Provides effective, professional leadership, positioning the Fire District to meet the community’s current and future needs through appropriate technologies and services;
- Plans, directs, and participates in the Fire District’s administrative, operational, personnel, training, fire inspection and prevention, fire investigation, community education, and community relations functions and activities;
- Supervises training, recruitment, evaluation, and discipline of employees and volunteers;
- Consults with the Board of Fire Commissioners in formulating policies and regulations governing activities of the Fire District;
- Assumes direct responsibility for planning, direction, organization, and research functions of the Fire District;
- Formulates and prescribes work for methods and procedures to be followed, appraises conditions of work and takes necessary steps to improve firefighting and safety operations;
- Prepares, maintains, and analyzes response records and reports to ensure efficient operations and to meet current and projected service demands;

- Prepares and implements annual District budgets under the direction of the Board of Fire Commissioners;
- Presents emergency services, hazardous materials, rescue, and fire operational issues to citizen groups and service organizations;
- Maintains cooperative working relationships with other firefighting and prevention agencies and with administrative staff;
- Keeps abreast of and directs the implementation of new developments and modern firefighting methods, techniques, and administration;
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- On call after regular duty hours to respond to situations as necessary.
- Performs other related duties as required.

### **Knowledge and Skills/Abilities**

#### Knowledge of:

- Supervisory, training, management, and evaluation methods, techniques, and objectives;
- Principles, practices, and objectives of governmental fire and emergency response administration;
- Training practices, techniques, and objectives;
- Government budget preparation and implementation;
- The geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities, and potentially hazardous materials or substances;
- The operation and capabilities of the various types of apparatus and equipment used by the District;
- Current firefighting tactics and strategies for all types of fire, such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- EMT and related medical, rescue, extrication, and transport equipment;
- Emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures;
- District policies, procedures, regulations, and operational standards;
- Methods, techniques, and standard practices of fire and safety inspection and enforcement;
- Methods, techniques, and standard practices of fire investigation, arson investigation, and fire cause determination;
- Current Fire Code for inspection purposes;
- Standard office equipment, personal computers, and related software;
- Effective methods of planning, training, assigning, and directing the personnel and equipment for the most efficient response to fire, medical, and emergency response situations;
- National Incident Management System and Incident Command Systems Operations.

#### Skills/Ability to:

- Supervise, lead, build and direct the Fire District;
- Plan, implement, and administer programs of departmental operations, activities, and personnel management and training;
- Act as a direct link between the Commissioners and employees of the District;
- Operate specialized firefighting, emergency medical response, rescue and extrication, and related vehicles and equipment;
- Oversee fire and safety code inspections and investigations;
- Use appropriate safety tools, equipment, and apparatus for fire investigations;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;

- Maintain required physical fitness standards;
- Maintain medical, emergency response, and other required certifications;
- Quickly make and communicate determinations as to the best course of action for fighting fires or responding to other emergency situations;
- Work in a team environment under stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Apply routine District policies and procedures;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with the public, supervisory and subordinate personnel, elected and appointed officials, and Bonneville County Sheriff's Office.

#### **Acceptable Experience and Training**

- High school diploma is required; and
- Advanced training and/or education in fire science or a related field is preferred; and
- Ten (10) years of progressively responsible firefighting experience is required; and
- At least and five (5) years of fire department operations and management experience within a combination department of full-time and part-time paid personnel is required; and
- Any combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Special Qualifications**

- IFSAC Firefighter II and Driver/Operator Certifications is preferred and required within two years;
- IFSAC Fire Officer I is preferred and required within three years;
- Idaho State Fire Inspector Certification is preferred;
- Idaho Class B CDL driver's license with tanker and airbrake endorsements is preferred; and
- ICC Fire Marshal Certification is preferred and required within five years.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and by two-way radio, including during emergency situations which may involve a high degree of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and/or text material and effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment used in firefighting and emergency medical response situations;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties in a firefighting, emergency medical response, and emergency response environment.

**Residency**

- The Fire Chief shall reside within the Fire District or within two (2) miles of the Fire District to ensure prompt response to calls.

By execution below, I acknowledge that I have reviewed and understand this class specification/position description. Furthermore, I understand that the description is not to be construed as an exhaustive list of all responsibilities/duties/demands required of this position.

Employee: \_\_\_\_\_  
Signature

Employee's Name: \_\_\_\_\_  
Print Name

Date: \_\_\_\_\_





2137 S. Ammon Rd  
Ammon, ID 83406  
Phone: 208-612-4059  
Fax: 208-612-4071

## GENERAL EMPLOYMENT APPLICATION

### Applicant Information

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ EXP: \_\_\_\_\_ CDL: YES  (A / B) NO

### Employment Desired

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Desired Pay: \_\_\_\_\_

Are you employed now? YES  NO  If so, may we inquire of your present employer? YES  NO

Have you applied here before? YES  NO  When? \_\_\_\_\_ Position applied for? \_\_\_\_\_

Are you able to perform the essential functions of this position with or without reasonable accommodations? YES  NO

Are you legally eligible to work in the United States? YES  NO

### Employment History

Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer 2: \_\_\_\_\_

Address: \_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer 3: \_\_\_\_\_

Address: \_\_\_\_\_  
City State ZIP

Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

If needed, please submit additional employment information on a separate sheet.

**Education**

**Schools/Colleges Attended:** # Years Course of Study Diploma/Degree

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

**Name Phone Relationship**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Qualifications**

Please note any special qualifications you may have, including, but not limited to professional licenses or certificates held:

\_\_\_\_\_

**Military**

Are you a veteran or a family member who qualifies for Veteran's Preference and is claiming said preference pursuant to Idaho Code Section 65-504 or its successor? YES  NO

If yes, please complete the supplemental document attached to this application and provide proper documentation.

Have you previously claimed such preference? YES  NO

**Relation to Employee(s) or Commissioner(s)?**

Are you related by blood or marriage to any person employed by the Bonneville County Fire Protection District No. 1 or its Board of Commissioners? YES  NO

If yes, please provide their name and relationship to you:

\_\_\_\_\_  
\_\_\_\_\_

**Criminal History**

Have you ever been convicted of a felony or misdemeanor under any state or federal law? YES  NO

If YES, state the nature of the crime, the court, and the year of conviction: \_\_\_\_\_

\_\_\_\_\_

(A conviction will not necessarily be a bar to employment.)

## CERTIFICATION

I CERTIFY that the answers given herein are true and complete to the best of my knowledge. I understand that this application is not intended to be a contract of employment. It is understood and agreed upon that any misrepresentation made by me during the application and interview process will be sufficient cause for cancellation of my application and/or separation from Bonneville County Fire District #1 service if I have been employed.

As a part of my application for employment, I consent to take a drug test. I understand that if I test positive for illegal drugs, I will not be offered employment. If I am taking any prescription medication at the time of my drug test and my test comes back positive for illegal drugs, I will be afforded an opportunity to discuss that issue for the purpose of providing a reasonable explanation of my positive drug test.

I understand and acknowledge that I may be required to submit a criminal history check, physical examination, and/or other background checks relevant for the position for which I have applied.

Bonneville County Fire District #1 participates in E-Verify, and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with the information from each new employee's Form I-9 to confirm work authorization. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

I grant Bonneville County Fire District #1 the right to investigate all references and to secure additional information about me such as, credit report and/or police background investigation, if job related. I hereby release from liability Bonneville County Fire District #1 and its representatives for seeking and obtaining such information and furthermore, I release from liability all other persons, corporations, or organizations for providing such information.

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Signature

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Date

## VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here \_\_\_\_\_.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

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(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "active duty" means full-time duty in the Armed Forces, but NOT active duty for training.

### Part 1. Preference Eligible Veterans:

I have a service-connected disability of 10% or more. YES  NO

I am the spouse of an eligible disabled veteran, who has a service-connected disability. YES  NO

I am the widow or widower of an eligible veteran and have remained unmarried. YES  NO

I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged. YES  NO

### Part 2. Documentation & Signature:

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with Employer.

I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

\_\_\_\_\_ Name (Please Print)

\_\_\_\_\_ Signature

Date \_\_\_\_\_