

# NORTH COUNTY FIRE PROTECTION DISTRICT

[www.ncfireprotectiondistrict.org](http://www.ncfireprotectiondistrict.org)

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## BOARD OF DIRECTORS

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## DEPUTY FIRE CHIEF

### OPEN RECRUITMENT

**Application Period: January 12, 2012 through February 10, 2012 @ 1600 hours**

#### THE POSITION:

The North County Fire Protection District is accepting applications from qualified candidates for the position of Deputy Chief. This recruitment is being conducted in preparation for the retirement of the current Deputy Chief. The Deputy Chief, under the direction of the Fire Chief/CEO, serves as the second-in-command for the Fire District and also provides leadership and management of the administrative division of the organization. The Deputy Chief acts as the Fire Chief in the Chief's absence. Manages the day-to-day activities of the Administration Division including Human Resources (and all related activities), Finance and Budget, Labor Relations, Fleet Maintenance, Facilities, and Information Technology. In addition, the Deputy Chief is required to function as a fire ground command officer and is subject to call-out for major incidents or to act as Duty Chief.

#### HOURS OF WORK:

This is an "exempt" position, as defined within applicable labor law and is not eligible for overtime compensation. The Deputy Chief normally works a 40-hour per week work schedule consisting of 0800-1700, Monday through Friday. In addition, Board meetings, community meetings, special events and response to major incidents may require work after normal business hours or on weekends. When required to cover a shift for the Duty Chief, may earn "personal time" as defined and provided for within the Management MOU.

#### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assigned to "Administrative Division." Responsible for management, supervision and leadership of assigned personnel: Finance Specialist, Payroll Specialist and Fleet Maintenance Supervisor.
2. Provides ongoing supervision of finance, budget, payroll, human resources, workers comp, facilities, fleet maintenance and information technology.
3. Serves as a member of the NCFPD Senior Staff, attending meetings as required and providing appropriate participation and input.
4. Acts as a link or liaison between Senior Staff and assigned personnel, actively communicating issues, concerns and constructive feedback between the Senior Staff and assigned personnel.
5. Participates in strategic planning. Develops and manages budgets for assigned program areas.
6. May serve as the point of contact for inquiries from the media and the public concerning NCFPD activities. Responds to inquiries promptly or refers the inquiry to the appropriate internal resource for response.
7. In the absence of the Fire Chief/CEO, serves as the Acting Fire Chief.



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

**TITLE: DEPUTY FIRE CHIEF RECRUITMENT**

**DATE: JANUARY 2012**

**PAGE: 2 OF 4**

8. Responds to emergency incidents as dictated by NCFPD response plans or as specific conditions require. Functions as Incident Commander in accordance with NCFPD and North Zone policies and procedures.
9. Responds as a Strike Team Leader with Zone or OES strike teams.

**MINIMUM REQUIREMENTS:**

**Education:**

1. A Bachelors Degree (BA or BS) in Fire Science, Business Administration, Management, Public Administration or other major course of study applicable to the position, as determined by the Fire Chief/CEO, is required.
2. A Masters degree or other advanced course of study such as graduation from the Executive Fire Officer Program at the National Fire Academy or the Harvard Fellowship in Local Government Leadership is also desirable.

**Experience:**

1. A minimum of five (5) years experience as a Chief Officer of any rank is required.
2. A minimum of fifteen (15) years of increasingly responsible experience in the fire service is required.

**Licenses and Certifications:**

1. Required prior to application:
  - a. *Driver's License (California Class C by appointment date)* and must be insurable by the District's liability insurance carrier.
  - b. *Strike Team Leader (or Trainee)*, as defined by NWCG 310-1 Guide is required in order to apply. This includes completion of the educational prerequisites and satisfactory completion of an NWCG or California Strike Team Leader Class and the initiation of a Strike Team Leader Task Book.
  - c. *HAZMAT First Responder Operations* or equivalent as approved by the Fire Chief/CEO.
  - d. *HAZMAT Incident Commander*. Includes completion of Command 2B and/or CSTI Hazardous Materials I/C class or equivalent as approved by the Fire Chief/CEO.
  - e. *California Chief Officer Certification* or equivalent as approved by the Fire Chief/CEO.
  - f. *Emergency Medical Technician I* minimum requirement or equivalent as approved by the Fire Chief/CEO.
  - g. *Rescue Systems 1* or equivalent as approved by the Fire Chief/CEO.
  - h. *NIMS ICS-700 & 800*.
2. Required prior to completion of probationary period:
  - a. *CICCS Strike Team Leader Certification* (unless extenuating circumstances make achievement of this certification impossible within that time period, as approved by the Fire Chief/CEO).

**GENERAL KNOWLEDGE AND EXPERIENCE:**

**This position requires general knowledge and experience with:**

Business and personnel management; business finance and budgeting; emergency rescue procedures and practices involving fire, chemical, or other threats; firefighting principles, techniques, and principles of hydraulics applied to fire suppression; modern fire prevention and suppression methods, fire behavior, and basic fire chemistry; basic and advanced life support; departmental rules and regulations on fire prevention, safety, fire codes, and rescue methods to include State laws and municipal codes and ordinances related to fire prevention and inspection work; hazardous, toxic, and/or explosive materials; area terrain, geography, roadways and other relevant characteristics.

**TITLE: DEPUTY FIRE CHIEF RECRUITMENT**

**DATE: JANUARY 2012**

**PAGE: 3 OF 4**

**The position requires the ability to:**

React quickly and calmly in emergency situations; supervise and coordinate all activities of the department and personnel; to interpret, enforce, and ensure the enforcement of laws, ordinances, statutes, and other regulations; perform and/or supervise fire and arson investigations; plan, coordinate, develop, implement and evaluate all department programs; perform or supervise investigations; and prepare and maintain department reports, records, and budgets.

**PHYSICAL REQUIREMENTS:**

As defined in the District's wellness/fitness program for Chief Officers.

**COMPENSATION AND BENEFITS:**

SALARY: \$135,385 to \$142,154 annually.

WORK SCHEDULE: 40 hour work week.

RETIREMENT: California Public Employees' Retirement System (Cal PERS) 3% at age 55 formula with one year final compensation. The District pays 5% of the employee's contribution.

GROUP MEDICAL INSURANCE: Cafeteria-style benefit plan including dental insurance, vision care, life insurance and health insurance. The District pays an amount equal to 90% of the current Blue Shield HMO premium for the EMPLOYEE'S designated coverage.

ANNUAL LEAVE: 240 hours per year, accrual in excess of 600 hours is paid at straight time July 15<sup>th</sup>, each year.

HOLIDAYS: New Year's, Presidents' Day, Memorial Day, Martin Luther King Day, Independence Day, Labor Day, Admission Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

SICK LEAVE: 144 hours per year, accrual in excess of 540 hours after 10 years of service is paid into an individual account in the post retirement medical benefit trust June 30<sup>th</sup> each year.

UNIFORMS: The District provides all uniforms as well as all required safety clothing and gear.

TUITION REIMBURSEMENT: The District will reimburse tuition and book costs of any job-related course, which has been approved by the Fire Chief/CEO.

DEFERRED COMPENSATION PROGRAM: District employees may elect to contribute by payroll deduction into Deferred Compensation Programs.

LONG TERM DISABILITY: The District offers an LTD plan to each employee; District employees are responsible for plan contributions.

POST RETIREMENT HEALTH BENEFIT: Participation in the employee held Post Retirement Medical Trust is mandatory. Current deduction is \$100.00 per month.

The detailed compensation and benefits plan is described in the MOU between the NCFPD and the Management labor group and is available upon request.

**ABOUT THE DEPARTMENT:**

The North County Fire Protection District is located in the northern part of San Diego County bordered by Oceanside, Vista, Camp Pendleton and Riverside County. Formed in 1986 as a result of a merger between the Fallbrook and Rainbow Fire Protection Districts it serves a rapidly expanding population of more than 50,000 covering 92 square miles. The communities it serves are rural in character, comprised primarily of single-family residences intermixed with avocado and citrus groves, some light to medium

**TITLE: DEPUTY FIRE CHIEF RECRUITMENT**

**DATE: JANUARY 2012**

**PAGE: 4 OF 4**

commercial/industrial occupancies and several large multi-unit apartment and condominium projects. The District maintains five full-time fire stations and one volunteer fire station. It operates five Medic-Engine Companies, three ALS Ambulances and three Wildland Engines that responded to 4100 calls for service in 2011. The District is headed by Fire Chief/CEO William Metcalf and is comprised of: one Deputy Chief, two Division Chiefs, three Battalion Chiefs, three Fire Prevention Specialists, fifteen Fire Captains, fifteen Engineers, twenty Firefighter/Paramedics, one Executive Assistant/Board Secretary, one Administrative Specialist, one Finance Specialist, one Payroll Specialist, two Mechanics and approximately twelve Reserve Firefighters.

**HOW TO APPLY:**

Interested applicants must submit a complete applicant package to Human Resources no later than **16:00 hours on Friday, February 10, 2012**. The following components are necessary for a complete application package. The NCFPD application is accessible on the website at <http://www.ncfireprotectiondistrict.org> or 330 South Main Ave. Fallbrook CA 92028 in Human Resources.

1. A cover letter/letter of interest.
2. NCFPD Application for Employment.
3. Copies of all required licenses and certifications.
4. Resume.

For questions regarding this recruitment or the position, contact Deputy Chief Jon Torchia at [jtorchia@ncfire.org](mailto:jtorchia@ncfire.org) or 760-723-2014.

**TEST PROCESS:**

**Components:**

1. Review of credentials/application materials.
2. Written response to assignment.
3. Oral Interview Panel.
4. Senior Staff Interview Panel.
5. Labor interview Panel.
6. Fire Chief/CEO Interview.

The interview dates have not been scheduled as of this posting but will occur sometime between February 20th and March 14th. The final appointment will be made by the end of March.

Should there be an insufficient number of qualified applicants, the District reserves the right to extend the final filing deadline and/or modify application requirements. The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions contained in this bulletin may be modified or revoked without notice.

**All material received in this application and testing process will remain confidential until a conditional offer of employment is made to the successful candidate.**

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The North County Fire Protection District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, or other non-job related physical or mental disability, or other functional limitation as defined in the Americans with Disabilities Act except where a bonafide occupational qualification(s) so dictates.