

## FRENCHTOWN RURAL FIRE DISTRICT

16875 Marion Street Frenchtown, Montana 59834

June 10, 2025

Dear Applicant,

Welcome to the Frenchtown Rural Fire District (FRFD) Fire Chief application process.

Located in western Montana, FRFD covers approximately 150 square miles in the majestic Rocky Mountains. With Missoula just minutes away and Spokane three hours to the west, the area offers something for everyone.

As a combination department serving approximately 12,000 residents, FRFD responds as an all-hazards department throughout an extensive wildland-urban interface, including over 36 miles of Interstate 90. The fleet includes three ALS ambulances, three structure engines, four tenders/pumper-tenders, five wildland engines, and two rescues.

Current career staffing consists of the Fire Chief and seven FF/Emergency Care Providers (ECP) positions, including three Lieutenants and four firefighters.

The Fire Chief is responsible for the overall management and leadership of the department, including strategic planning, budget management, policy development, and ensuring effective delivery of fire, EMS, and rescue services. The Fire Chief also plays a crucial role in community engagement and interagency collaboration.

The Fire Chief oversees career staff who manage high-level departmental programs and assist with training in support of FRFD operations, administration, and the live-in/college program.

The live-in program prepares individuals for a firefighting career by providing training, experience, and nationally recognized certifications in fire sciences, EMS/paramedic, wildland, and general studies. This unique program equips students to be entry-level ready firefighters and is a critical component of FRFD's operations.

As the fastest growing area in Missoula County, FRFD faces unique challenges that require innovative strategies to "keep up" with increasing demands. The Fire Chief will be crucial in developing and implementing these strategies, focusing on expanding capabilities, enhancing infrastructure, and maintaining strong community partnerships.

At all times, the Fire Chief is expected to provide leadership, set the example, and mentor district volunteers and aspiring intern emergency responders. This position offers a unique opportunity for an individual with the motivation and initiative to lead and innovate within the fire service.

If you feel you would be a good fit for the Fire Chief position, please see the attached information about applying.

Individuals who applied for the Fire Chief position in February 2025 are encouraged to reapply if they remain interested in the role.

Thank you for your interest in Frenchtown Rural Fire District.

Ben Martello Board Chair, FRFD Board of Trustees

## FRENCHTOWN RURAL FIRE DISTRICT



16875 Marion Street Frenchtown, Montana 59834

## **June 2025 Fire Chief Information**

#### APPLICATION INFORMATION

The application deadline is June 24, 2025, by 5:00 PM MDT.

Individuals who applied for the Fire Chief position in February 2025 are encouraged to reapply if they remain interested in the role.

Apply for this position using the Fire Chief application (attached).

#### **POSITION DESCRIPTION**

The current Fire Chief Position Description is attached and includes the required minimum and preferred experience, training, licenses and certifications.

#### **COMPENSATION**

## **Wage Information**

This position is a salaried/exempt/non-union position.

Salary range: \$80,000 - \$130,000 annually, depending on experience and certifications.

#### **Work Hours**

Normal workdays are Monday – Friday, excluding federal holidays, 8AM – 5PM.

Position requires filling Duty Officer (Battalion Chief) shifts as necessary, participation in local and regional partnerships, and other activities which require after hours commitments.

#### **Benefits**

Benefits include group health insurance (medical, dental and vision) for the employee through Missoula County, with benefits available to family (negotiable). Benefits also include participation in the Montana Firefighters' Unified Retirement (FURS), various paid and unpaid leave benefits, paid holidays, and training and education opportunities.

#### **APPLICATION PROCESS**

The application deadline is June 24, 2025, by 5:00 PM MDT.

Apply for this position using the attached application.

### **QUESTIONS**

If you have any questions, please contact us at frfdhire@frenchtownfire.org.



## FRENCHTOWN RURAL FIRE DISTRICT FIRE CHIEF APPLICATION

16875 Marion Street PO Box 119 Frenchtown, Montana 59834 (406) 626-5791 www.frenchtownfire.org

We welcome you as an applicant. Your application will be considered with others in competition for the Fire Chief. Frenchtown Rural Fire District is an equal opportunity employer and will not discriminate on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, sex or other protected class. This policy applies to all phases of full, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by Frenchtown Rural Fire District. Please furnish us with complete information as outlined in this application. Please print in ink or type.

Date:		Date avail	able for employment:
Last Name:	First Name:		Middle Initial:
Have you ever worked or attended school und	der any other name(s)? ☐ Yes	☐ No If yes, please provide the	ose names:
E-mail address: (please print clearly)			
Mailing address:	City:	State:	Zip:
Home/Cell Telephone No:	Work Teleph	none No.:	
Do you have a valid driver's license?  If yes, provide the license number:	□ Yes □ No		
List all states where you have held a driver's	icense:		
Do you have a current commercial driver's lic	ense? ☐ Yes ☐ No		
List all states where you have held a commer	cial driver's license:		
Have you worked for Frenchtown Rural Fire D	District before?	If yes, list the dates and your job	o title:
Do you have any relatives employed by French	chtown Rural Fire District?   Yes	☐ No If yes, list names:	
Will you be able to produce documentation of	your eligibility to work in the United	States? ☐ Yes ☐ No	
Are you 18 years of age or older? ☐ Yes	☐ No (If you are hired, you may b	pe required to submit proof of yo	our age)
Are there currently any criminal charges pend	ling against you? ☐ Yes ☐ No	)	
Have you ever been convicted of a misdemea	anor or felony? 🔲 Yes 🔲 No		
Have you had your driver's license suspende	d or revoked in the past five years?	☐ Yes ☐ No	
(If you answered "yes" on any of the above que disqualify you from employment as the nature			

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Provide three personal references that are not relatives or former employers				
Name:			Phone No.:	
City:	State:	Zip:	Occupation:	
			Relationship:	
Name:			Phone No.:	
City:	State:	Zip:	Occupation:	
			Relationship:	
Name:			Phone No.:	
City:	State:	Zip:	Occupation:	
			Relationship:	
		Education		
Name/Location of High	School:		High School Diploma: ☐ Yes	□ No □ GED
Institution:	School/Location:		Course of Study:	Degree? (yes/no)
Community College				
Technical				
College/University				
Graduate				
	Professional	Licenses, Registration	s and Certificates	
List any professional lic	censes, registrations or certifications	ates relevant to this posi	tion.	
Other Skills or Experience				
List any other skills or experience relevant to this position.				

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## **Employment History**

Please list employment experience, beginning with your most recent employment. RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION FORM. If necessary, additional sheets may be attached to this application form.

Present or Last Employer:	Employment Dates:
Your title:	Hours per week:
Address:	Full Time/Part Time:
Telephone:	Reason for leaving:
Supervisor:	May we contact your present employer? ☐ Yes ☐ No
Describe your duties in detail (knowledge, skills, abilities required, employee	s supervised, accomplishments):
Employer:	Employment Dates:
Your title:	Hours per week:
Address:	Full Time/Part Time:
Telephone:	Reason For Leaving:
Supervisor:	May we contact your previous employer? ☐ Yes ☐ No
Describe your duties in detail (knowledge, skills, abilities required, employee	s supervised, accomplishments):
Employer:	Employment Dates:
Your title:	Hours per week:
Address:	Full Time/Part Time:
Telephone:	Reason For Leaving:
Supervisor:	May we contact your previous employer? ☐ Yes ☐ No
Describe your duties in detail (knowledge, skills, abilities required, employee	s supervised, accomplishments):

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Employer:	Employment Dates:
Your title:	Hours per week:
Address:	Full Time/Part Time:
Telephone:	Reason For Leaving:
Supervisor:	May we contact your previous employer? ☐ Yes ☐ No
Describe your duties in detail (knowledge, skills, abilities required, e	
Volunteer	Experience
Volunteer Organization:	Position Held:
Address:	Dates Of Participation:
	Hours Per Week:
Telephone:	Skills Learned:
Supervisor:	
OFFICE L	USE ONLY
Date application received:	All information included: ☐ Yes ☐ No
Interviewed: ☐ Yes ☐ No	Date of interview:
Hired: ☐ Yes ☐ No	Starting date:
NOTES:	

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## **SUPPLEMENTAL QUESTION**

## FRENCHTOWN RURAL FIRE DISTRICT FIRE CHIEF APPLICATION

The following supplemental question is part of the application for the position of Fire Chief at Frenchtown Rural Fire District. Please answer this question on a separate sheet(s) and attach to your application.

1. Why should you be selected as the new Fire Chief for Frenchtown Rural Fire District?

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# APPLICANT'S STATEMENT – ACKNOWLEDGEMENT – AGREEMENT – AUTHORIZATION TO RELEASE INFORMATION

- 1. As an applicant for a position with the Frenchtown Rural Fire District, I am required to furnish information which this agency may use in determining qualifications. In this connection, I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, governmental entity, company, institution or person for which I have been employed furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
- 2. I acknowledge that I may be required to submit to a drug test prior to being hired if I apply for a position which requires a drug and alcohol test in compliance with 49 CFR Part 382, 391, 392 and 395, as amended, which mandates urine drug testing and breath alcohol testing for persons who are subject to CDL requirements and perform safety sensitive functions. I further acknowledge that subsequent drug and alcohol testing and negative drug test results are conditions of my employment.
- 3. As a condition of employment or continued employment I authorize any division of motor vehicles to release information regarding my driving record, if driving is a function of the position.
- 4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may result in dismissal if employed.
- 5. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions.
- 6. I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.
- 7. Information that is provided on this application is subject to verification. I hereby release all parties and persons connected with any such request for information from claims, liabilities, and damages for any reason arising out of furnishing such information. Previous employers may be contacted as references. Do you want to be informed before we contact your present employer? 

  Yes 
  No
- 8. I hereby release all parties and persons connected with any such request for information from claims, liabilities, and damages for any reason arising out of furnishing such information.
- 9. I understand that the acceptance of this application does not create an actual or implied contract of employment with Frenchtown Rural Fire District.
- 10. I understand that if offered employment, I will, as a condition of employment, be required to successfully pass a driving record check, criminal background check, and verification of educational credentials.

I certify that this application is true and complete to the best of my knowledge. I am aware that any falsifications or misrepresentation may disqualify me from any employment with the Frenchtown Rural Fire District. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and not everyone interviewed will receive an offer of employment.

vacant position will be interviewed and not everyone interviewed will receive an oner of employment.		
Applicant's Signature	Date	
Printed Name of Applicant		

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## **EMPLOYMENT APPLICATION CHECKLIST**

Frenchtown Rural Fire District DUE DATE: June 24, 2025, 5:00 PM MDT

		•
Require	ed Forms:	
	Cover Letter Resume Supplemental Copy of degree met Signed Applic	ees, certificates, licenses etc. validating minimum requirements
Optiona	al Forms:	
	Letters of Rec	es, certificates, licenses etc. showing preferred requirements
		RETURN APPLICATIONS TO:
Original	s by mail:	Frenchtown Rural Fire District P.O. Box 119 Frenchtown, Montana 59834
Scanne	d copies by e-r	mail: frfdhire@frenchtownfire.org
		be received by 5pm MDT on June 24, 2025.  mplete application packets will not be considered.

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#### CONFIDENTIAL EEO FILE INFORMATION

## FRENCHTOWN RURAL FIRE DISTRICT **EQUAL OPPORTUNITY EMPLOYER**

The information you provide on this form is collected in compliance with state and federal law to determine if Frenchtown Rural Fire District's hiring practices are discriminating against any group. The information will be separated from the application and will not be used in making hiring decisions. Various agencies of the government require employers to invite applicants to identify themselves as indicated below. Thank you for your cooperation.

Please check one of the descriptions below corresponding to the ethnic group with which you most identify: ☐ White (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. ☐ Black (not of Hispanic origin) — All persons having origins in any of the Black racial groups of Africa. ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. ☐ Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. ☐ American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female How did you learn of the vacancy? (check one) **Employment Office** Newspaper Ad Friend Vo Tech Center Website Other (explain)

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Title: Fire Chief Position Description	Frenchtown Rural Fire District Administrative Guidelines	
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#### **Status**

Salaried/Exempt/Non-Union

#### **Position Summary**

As the highest-ranking officer, the Fire Chief is responsible for the management and operations of the Frenchtown Rural Fire District ("District") under the general direction of its elected Board of Trustees. The Fire Chief must exercise significant independent judgment, strong personal initiative, and the ability to coordinate the operations of the District with other jurisdictional departments and agencies. The nature of the District's response area and call volume requires the Fire Chief to exhibit flexibility, ability to manage the staff in a positive team environment, and a dedication to excellent customer service. The Fire Chief must also maintain effective working relationships with local, state, and federal agencies including automatic/mutual aid partners and the US Forest Service and Department of Natural Resources and Conservation.

#### **Direct Supervision Exercised**

The Fire Chief exercises supervisory responsibility over the Command and the General Staff Positions with the District.

#### **Essential Duties & Responsibilities**

#### I. Leadership

- 1. Ensures a respectful work environment while maintaining good order, accountability and discipline.
- 2. Works cooperatively with staff, volunteers and the Board of Trustees to establish and deliver on goals and objectives for the District.
- 3. Consults with the Board of Trustees on policy matters and keeps it informed regarding key issues.
- 4. Serves as a public representative of the District and responds to community questions and comments in a courteous and timely manner exercising discretion and sound judgment.
- 5. Maintains positive relationships with members of the District, customers, constituents including residents, homeowners' associations, community councils, non-profit groups, the business community, other local, state and government jurisdictions, and local, state and federal fire service agencies.
- 6. Addresses civic and other groups regarding the activities and programs of the District to explain and promote public understanding of its work, mission and goals.
- 7. Assists within state and national agencies (Montana State Fire Chiefs Association, International Association of Fire Chiefs, Missoula County Fire Protection Association, Montana Firefighter Testing Consortium, National Fire Protection Association, etc.) to ensure success of the District and fire service as a whole.

#### II. Administration

- 1. Manages District operations independently within established policies, guidelines, applicable laws, rules, and regulations.
- 2. Attends regular and special meetings of the Board of Trustees; provides monthly updates regarding the District's activities; and prepares a variety of other reports as appropriate and necessary.
- 3. Manages the District's relationship with the collective bargaining unit and participates in union negotiations, mediations, fact finding, and arbitrations.
- 4. Manages mutual/automatic aid agreements and maintains effective working relationships with local jurisdictions.
- 5. Provides oversight and resources as necessary for District recruitment, selection, promotion, evaluation, discipline, retention, and training programs.
- 6. Works with career and volunteer staff to resolve issues and enforces standard operating procedures and policies consistently.
- 7. Directs and oversees the development of an annual budget and the capital improvement plan(s) for approval by the Board of Trustees and administers it accordingly.

Title: Fire Chief Position Description	Frenchtown Rural Fire District Administrative Guidelines
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- 8. Oversees the development of capital replacement schedules.
- 9. Oversees the management of the District's budget, ensures adequate funding and seeks additional funding through grants and various sources.
- 10. Enters into, administers, and terminates contracts as delegated and approved by the Board of Trustees.
- 11. Ensures District compliance with applicable state and federal statutes and District policies in relation to purchasing/procurement/disposal activities.
- 12. Oversees all District's resources, including supplies, equipment, vehicles and fire apparatus, buildings, and grounds. Assures the maintenance of all District apparatus, equipment, and facilities.
- 13. Manages and administers the District's accreditation process.
- 14. Possesses excellent written and verbal communication skills, temperament, and self-motivation necessary to the accomplishment of the duties and responsibilities of the position.
- 15. Possesses exceptional organization and time management skills and ability to prepare clear and concise written and verbal statements and reports.
- 16. Performs other functions as the Board of Trustees may direct.

#### **III.** Operations

- 1. Provides for the safe and effective provisions of structural and wildland fire suppression, rescue services, emergency medical services, pre-hospital and interfacility transports, hazardous materials response, fire prevention efforts, public education, community risk reduction and related efforts and duties necessary to protect the life safety and property of residents and visitors to the District.
- 2. Coordinates with state and county officials for residential and commercial development and building plan reviews to ensure compliance with state, county and District standards, policies, and adopted codes.
- 3. Ensures compliance with applicable local, state, and federal statutes, rules, and regulations.
- 4. Manages risk to the District through the implementation of best practice standards, directives, policies and guidelines.
- 5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- 6. Attends fire service conferences and conventions, and other educational opportunities to keep abreast of modern firefighting and emergency services methods and administration.
- 7. Represents the District in all disaster operations and assists in the County's Disaster planning efforts.
- 8. Responds to emergency incidents, and participates in incident command, as necessary and when unavailable, delegates command to ensure that the District is capable of effectively responding.
- 9. Fills Duty Officer (Battalion Chief) shifts as necessary, including after working hours.
- 10. Responds to Station 1 within 30 minutes.

#### **Knowledge, Skills & Abilities**

Knowledge of:

- Modern firefighting, emergency medical services, prehospital and interfacility transports, hazardous materials, training principles, and fire prevention practices and the latest development in techniques and equipment and their utilization in modern fire district operations.
- The geography, fire hazards, firefighting, and emergency medical resources within the District, including personnel, equipment, water supplies and communications.
- Fire district administration, principles of public administration, budgeting, training, personnel management, labor relations and local government.

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- Federal, state, and local laws applicable to Montana rural fire districts and to fire chiefs as specifically provided in §7-33-2001, MCA.
- Incident Command function.
- Montana State fire code and applicable NFPA, OSHA, NIOSH, EPA standards.
- Legislative actions that may impact Montana rural fire districts. Taking actions as an individual fire chief or as a representative of a state or federal effort to provide input and knowledge at the legislative level.

#### Skills in:

- Planning, organizing, and administering assigned functions in a comprehensive fire suppression and prevention, emergency medical response, and hazardous materials control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, expectations, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting and applying federal, state, and local laws related to the areas of responsibility.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.

### Ability to:

- Work independently in supervising all District technical and general operations and in seeing that desired work results are achieved.
- Plan, direct, supervise and coordinate the programs and activities of a large group of employees in various aspects of District work.
- Apply acquired knowledge to varied District challenges.
- Plan and recommend changes within the District by evaluating evolving best practices within the fire service.
- Prepare clear and concise reports, correspondence, and other written materials.
- Successfully complete the Frenchtown Rural Fire District's hiring process.
- Work during periods of high physical, mental and/or emotional stress.
- Exercise flexibility shifting from one task to another.
- Work within time constraints and effectively communicate with others.
- Use memory, reasoning, problem solving and exercise of good judgment.
- Perform basic math skills.

#### **Required Minimum Experience**

- Ten (10) years overall fire department experience, with five or more years of progressive fire or emergency services leadership. Experience at an officer level with administrative, operational, and personnel management.
- Experience working with paid career and/or combination fire departments.
- Experience in local government budgeting.
- Experience with collective bargaining units and labor relations.
- Experience developing and implementing policies, procedures, and guidelines.
- Experience in successful recruitment, firefighter and EMS training, personnel, and leadership development.

#### **Required Minimum Training/Licenses/Certifications**

- Valid Montana Driver's License.
- CPR certification.
- Montana State Emergency Medical Technician or NREMT or in the process of obtaining Montana licensure.
- Specialized training and/or relevant experience in fire service administration and complex emergency incident command.

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#### Preferred Experience

- Fifteen (15) years overall fire department experience, with ten or more years of progressive fire department leadership in a career/combination department. Experience at chief officer level with administrative, operational, and personnel management.
- Experience working with elected governing bodies and being supervised by an elected board.
- Experience in the administration and operation of a transporting agency.
- Experience in wildland-urban interface issues (planning, mitigation, and prevention.)
- Experience in Hazardous Materials Response and Technical Rescue Skills.
- Experience in fire prevention programs and commercial structure inspections.
- Experience in the management of Advanced Life Support service.

### <u>Preferred Training/Licenses/Certifications</u>

• Degree in fire science, public or business administration or related field or supplemental course work in fire science or public administration from a college or recognized fire training school.

#### **Physical Demands and Working Conditions**

The work environment conditions described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional sedentary and administrative work in an office environment.
- Strenuous physical activity under extreme adverse conditions may be required periodically.
- Ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
- Standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body and repetitive motion.
- Work in all weather conditions and in extreme temperatures.
- Work under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
- Work in areas that may cause exposure to smoke, gases, chemicals, fumes, odors, mists, and dusts, which can
  affect the respiratory system or skin requiring the wearing of furnished PPE and exposure to high noise levels
  requiring the wearing of hearing protection.
- Work on emergency calls that may cause exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc. requiring the wearing of furnished PPE.
- Frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- Work during periods of high physical, mental and/or emotional stress.

Frenchtown Rural Fire District is an Equal Opportunity Employer.