



# TIMBER MESA FIRE AND MEDICAL DISTRICT



Inviting Applications For  
**BATTALION CHIEF**





## AGREAT OPPORTUNITY

The Timber Mesa Fire and Medical District, located in the beautiful White Mountains in east central Arizona, is seeking a dynamic and progressive leader for the position of Battalion Chief. TMFMD is in pursuit of an experienced and knowledgeable fire officer to provide an exemplary level of Fire and Emergency Medical services. If you would like to be a part of a leadership team working to create a culture of excellence and professionalism in a newer organization, and you have a proven track record in effectively managing both people and projects, we invite you to apply

## TIMBER MESA FIRE AND MEDICAL DISTRICT

TMFMD was formed as the successful result of collaborative efforts and merger of the Lakeside, Show Low, and Linden Fire Districts. Those three Districts each had between 50 and 60 years of public service history within their respective communities; their history began with the hard work of dedicated volunteers, working with little resources and more determination than experience. These first members of the three districts laid the foundations for what was ultimately to come.

In 2014, it was determined that by combining the efforts and resources of the three districts, the TMFMD could more effectively provide risk management, medical and fire suppression services to the communities in the White Mountains. In 2018, further expansion included the consolidation of the White Mountain Lakes Fire District into TMFD. Additionally, the Arizona Department of Health Services awarded TMFMD an expanded CON, which resulted in the District now providing ambulance services in the communities of Lakeside, Linden, Show Low, White Mountain Lakes, Pinedale-Clay Springs, and a portion of Vernon.

The District provides a high level of emergency and customer service through the efforts of our highly trained and professional staff members. Our staff consists of 7 administrative members, 13 support personnel, three training staff, 72 full-time fire suppression personnel, 15 part-time reserve firefighters and a cadre of volunteer fire inspectors. Covering 240 square miles with an ambulance transport service area of 330 square miles, the District has grown to serve over 30,000 full time residents and a seasonal population

of 50,000 (est.). Operating out of five fully staffed fire stations, the District provides fire protection and emergency medical services, inter-facility ambulance transport, hazardous materials response, technical rescue, public education and fire prevention. Deploying daily staffing of 24 Fire/EMS personnel, TMFMD responds to approximately 5500 calls per year.

With an operating budget of \$12.06M, the District is financed by property taxes assessed within the District, as well as ambulance transport and wildland response revenues, Fire District Assistance Tax, and other various contract service fees.

## MISSION

The Timber Mesa Fire and Medical District is a public service organization dedicated to proactive efforts to reduce risks in the communities of the White Mountains and protect our customers' lives and property.



# TIMBER MESA



# FIRE & MEDICAL DISTRICT

## ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, the Timber Mesa Fire and Medical District is governed by a 5-person Board of Directors elected by the public; the Fire Board has authority over the Fire Chief. There are two Deputy Chiefs who report to the Fire Chief. The Battalion Chiefs and Division Chief of Training report to the Deputy Chief of Operations.



- Develop and Implement an Apparatus and Vehicle Replacement Program to meet the needs of the Services and the organization.
- Developing the Fire Prevention Program to Meet the Needs of the Community and provide for Improved Life Safety.
- Maintaining and Improving the Community Risk Reduction Program to Ensure a Safer Community.
- Investing in Technology to Improve Service Delivery

## VALUES

PEOPLE

INTEGRITY and TRUST

PROFESSIONALISM

CUSTOMER SERVICE

FISCAL RESPONSIBILITY

TEAMWORK

INNOVATION

LEADERSHIP

## CURRENT STRATEGIC GOALS

In pursuit of meeting our mission, the TMFMD worked collaboratively to develop a strategic plan designed to identify achievements, values, goals and objectives. The following goals were set for the coming years:

- Strengthening Partnerships and Agreements.
- Employee Relations and Retention.
- Providing and Maintaining Adequate Staffing and Service Levels.
- Expand and Improve Medical Services.
- Providing Training to Meet the Needs of the Organization and the Community.
- Providing and Maintaining Facilities Adequate for the Organization, Services and the Community.

## ALL ABOUT THE AREA

TMFMD serves residents and visitors of the communities of Show Low, Lakeside, Linden, and White Mountain Lakes. Residents are able to enjoy the mild four seasons. At an elevation of 6400', the area has an average annual high temperature of 67 and an average annual low temperature of 39, with average annual rainfall of 16 inches and average annual snowfall of 22 inches. Sitting on the beautiful Ponderosa pines, the area boasts more than 50 alpine lakes and 800 miles of cold, crystal clear rivers and springs. The wildflowers, elk, alpine forests, lakes and rivers provide a stunning backdrop to the little towns where festivals and outdoor activities are right outside one's backdoor.

Outdoor summer/fall recreational activities include boating, fishing, golfing, hiking, motorized trail riding and biking, while outdoor winter recreational activities include hunting, ice-fishing, sledding, tobogganing, cross-country skiing and downhill skiing and snowboarding. The splendor of the four seasons allows for everyone to enjoy the beautiful outdoors!



## CANDIDATE PROFILE

The ideal candidate for the position of Battalion Chief shall have demonstrated abilities as a proactive leader, a strong communicator, and a highly engaged officer with strong and ethical decision-making abilities. He/she will be focused on high standards of customer service and operational effectiveness and efficiency, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for the fire service.



# TIMBER MESA FIRE & MEDICAL DISTRICT



## Education and Experience Requirements:

- Advanced Fire Service certificate or Associates Degree in Fire Science, Public or Business Administration or other related field; Bachelor's degree highly preferred
- Eight years of fire/emergency medical experience including five years as a Fire Captain; fire district experience preferred
- Successful completion of the Battalion Chief Position Qualification Workbook or the ability to complete within 6 months of appointment.
- Arizona Firefighter I and II certification or NFPA equivalent.
- Arizona Emergency Medical Technician or Paramedic.

## VISION

We strive to provide superior fire and medical services by empowering our employees to be proactive risk managers and leaders who are committed to improved and effective community service.

## COMPENSATION AND BENEFITS

TMFMFD is committed to providing a competitive total compensation and benefits package for this position.

**Salary Range: \$80,730-\$111,749**

Benefits offered include health/dental/vision insurance, Arizona Public Safety Personnel Retirement System (PSPRS), PTO, 11 paid holidays, cancer insurance, AD&D insurance, uniform allowance, employee assistance and educational assistance.

## APPLICATION PROCEDURE

Interested applicants shall submit a cover letter, resume, completed application form, and the completed supplemental questionnaire to:

**Brenda Tranchina**  
**Human Resource Strategies**  
**419 W. Dream Weaver Drive**  
**Tucson, AZ 85737**  
**520-297-9351**

Applications will not be accepted electronically; the completed application packet must be mailed to the above address. Questions may be directed either by phone or email to [brendahrs@aol.com](mailto:brendahrs@aol.com)

Completed application packets must be received no later than August 28, 2019 by 5:00 p.m. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to participate in a two-day assessment center to be held on September 16-17, 2019.

The successful candidate shall be subject to a complete background investigation, along with pre-employment physical examination, drug screening, fingerprinting, and criminal and motor vehicle background check.





## JOB DESCRIPTION: **Battalion Chief**

### GENERAL SUMMARY:

Engages in all forms of community risk reduction which includes maintaining overall operational readiness during assigned shifts. Provides line supervision for operations personnel. Manages emergency scenes.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Deputy Chief of Operations.

### SUPERVISORY RESPONSIBILITIES:

Directly supervises company officer and provides second level supervision to other operational personnel. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include participating in interviewing and hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Battalion Chief may be assigned to perform any of the following duties:

- Monitors and ensures District staffing levels and all assigned personnel, apparatus and equipment are ready for duty at all times.
- Ensures that all assigned personnel carry out duties in safe and timely manner.
- Supervises assigned operational personnel in duties as directed.
- Ensures that development of subordinate personnel.
- Instructs personnel in classroom or field locations in fire suppression, extrication and rescue.
- Evaluates and reviews performance records to assess training needs.
- Assists with the development and implementation of training policies and procedures to assure performance standards and quality assurance.
- Participates as part of the management team in review and recommendation for development of operational practices.
- Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Prioritizes and coordinates repair requests for operations apparatus, equipment and facilities.
- Coordinates and commands all types of emergency scene operations using established Incident Command System procedures.
- Monitors and observes district activities and personnel to ensure conduct and performance conform to TMFMD standards, policies and procedures.
- Develops budget information as directed.
- Ensures appropriate response in accordance with pre-established interagency automatic and mutual aid agreements.
- Evaluates the performance of personnel in accordance with policy.
- Prepares reports accurately and in a timely manner, including but not limited to management reports, training reports, supply requisitions, etc.
- Serves as a member of various committees as assigned and represents the District at meetings or on various external committees.
- Coordinates activities with company officers and exchanges information with other chief officers.
- Maintains required certifications in fire and emergency medicine
- Maintains positive working relationships with employees, supervisors and members of the public.





## MINIMUM QUALIFICATIONS:

- Advanced Fire Service certificate or Associates Degree in Fire Science, Public or Business Administration or other related field; Bachelor's degree highly preferred
- Minimum of eight years of fire/emergency medical experience including five years as a Fire Captain; fire district experience preferred
- Valid Arizona Driver's License
- Arizona firefighter I and II Certification or NFPA equivalent
- Arizona emergency medical technician or Paramedic or equivalent
- Successful completion of the Battalion Chief Position Qualification Workbook or ability to complete within six months of hire
- Speak, read, and write the English language
- Ability to meet TMFMD physical standards
- Ability to meet insurability requirements of the District's insurance carrier

## KNOWLEDGE, SKILLS, AND ABILITIES:

### Extensive knowledge of...

- The management of fire and emergency medical service operations and personnel

### Thorough knowledge of...

- Training techniques, drills and testing
- Fire behavior and characteristics
- Firefighting, rescue and emergency medical techniques, practices and standards
- TMFMD operations, policies and procedures, goals, and standards
- All District vehicle and equipment capabilities and vehicle and power tool mechanics and operations

### Ability to...

- Apply and supervise standard firefighting and emergency medical techniques, standards and practices
- Prepare and maintain accurate, orderly reports and records
- Effectively supervise individuals
- Effectively communicate, both verbally and in writing
- Follow verbal and written instructions
- Handle the arduous physical requirements of the job under stressful and adverse conditions
- Appropriately handle sensitive and/or confidential information
- Plan, assign, and direct the work of subordinates in emergency conditions and routine work
- Analyze situations quickly and correctly and make sound decisions in managing emergency situations
- Identify problems and make recommendations for change/improvement
- Research and evaluate programs to meet operational training needs
- Prepare required reports and records
- Work effectively as part of the management team
- Establish and maintain effective working relationships with fellow employees and members of the public



## **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

The position requires the individual to meet NFPA and osha standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, the individual is frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The individual is frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. The individual must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes, as well as at all times of day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The individual occasionally must work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*



**Battalion Chief Application**  
**SUPPLEMENTAL QUESTIONNAIRE**

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of three typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Please explain why you are interested in this position and why you are looking to move on from your current position.
3. Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change(s) encompass?
4. Please give a brief overview of your experience and involvement in wildland fire suppression.
5. How would your current or most recent supervisor describe you? How would your current or most recent subordinates describe you?
6. Please give a brief overview of your experience in training and safety program development and any large scale events you have planned or what your participation level was.
7. Please describe any programs you have been involved in that focused on mentoring and personnel development.
8. Please share with us any additional information about yourself that you believe would be helpful in our initial selection process.





# TIMBER MESA FIRE & MEDICAL DISTRICT EMPLOYMENT APPLICATION

3561 E Deuce of Clubs, Show Low, AZ 85901  
Phone: (928) 537-5100 • Fax: (928) 368-5643

**APPLICATION INSTRUCTIONS:**

Read the job description before completing the application. Answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application or discharge from the District. Applications must be **received** by the posted deadline, whether submitted in person or by mail or fax. Timber Mesa Fire and Medical District is not responsible for applications that are not received by the posted deadline, are incomplete or are illegible.

**GENERAL INFORMATION**

Position Applying For: \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_ Social Security Number : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

**Do you have a legal right to work in the U.S.?**       Yes     No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

**EDUCATION, TRAINING, AND SKILLS**

***Proof of Education, Professional Registration(s), License(s), and Certification(s) may be required prior to hire.***

**Do you have a High School Diploma or a G.E.D.?**     Yes     No    *If no, please indicate highest grade completed: \_\_\_\_\_*

**Education Information:**

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Name: \_\_\_\_\_

**Professional Registrations, Licenses, and/or Certifications that relate to this position: (i.e., Firefighter I/II, EMT, Paramedic, etc.) use back of sheet if necessary)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

**List any specialized training:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List equipment and/or computer software applications you are proficient in operating:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Driver's License Information:** *(This section will only be considered if applicable to the position for which you apply)*

Do you have a valid Driver's License?	Driver's License Number:	State:	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Are you a Veteran?** Yes No **Branch of Service:** \_\_\_\_\_ **Date of Discharge** \_\_\_\_\_  
*(Please attach DD214)*

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Provide detail for multiple jobs with single employer. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

**PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.**

<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
<b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:    Months:    Reason for wanting to leave:			

**IF NECESSARY, YOU MAY MAKE ADDITIONAL COPIES OF THIS SHEET.**

<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked:	Years:	Months:	Reason for leaving:
<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked:	Years:	Months:	Reason for leaving:
<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked:	Years:	Months:	Reason for leaving:
<b>Position Title:</b>	<b>Employment Dates (mo/yr)</b>	<b>From:</b>	<b>To:</b>
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked:	Years:	Months:	Reason for leaving:



**Professional References**

Name	Address	Telephone	Years known

**To assist with verifying previous work experience and/or education, please list other names you have gone by: \_**

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**Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory performance or service?**

Yes  No If yes, please name the employer, explain the circumstances, and date (mo/yr).

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**Have you ever been convicted of, admitted committing, or been placed on probation for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?**

- *You must answer YES even if the matter was later dismissed, deferred, vacated, expunged or had any other legal action taken that may have removed the matter from court records.*
- *If you answer YES, you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).*

**Note: Prior criminal history shall not automatically disqualify an individual for employment.**

Yes  No Explanation: \_\_\_\_\_

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**EMPLOYMENT POLICY**

It is the policy of Timber Mesa Fire and Medical District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability, sexual orientation or veteran status.

**TIMBER MESA FIRE AND MEDICAL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize Timber Mesa Fire and Medical District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation, social security verification, and a driver's license check (if applicable to the position).
- I understand that any offer of employment will be conditional upon the successful completion of a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- If employed, I authorize the District to deduct from my earnings amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of District property, group insurance premiums, tuition reimbursement, and lost tools/equipment/supplies.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

### **Applicant Information Release Waiver**

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Timber Mesa Fire and Medical District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the District.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

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