



# Livingston Fire Rescue

## Fire Chief

### Position Announcement



**Due to a planned retirement the City of Livingston, Montana and Livingston Fire Rescue is recruiting for our next Fire Chief!**

**Lead the premiere Fire and EMS combined all ALS service in Montana.**

#### **THE DEPARTMENT**

During its 100-year history, Livingston's growth has been periodically interrupted by major fires. Some years were notorious for the blazes that threatened the town, particularly during the city's early years. The first real threat came in 1883 when a fire destroyed an abandoned building and endangered other buildings in the new city. It was after that first major fire that the Livingston fire department was formed. Sam M. Leroy was named chief of a 21- member volunteer department. Since those humble beginnings, the department has evolved to a full time department of 15 members including the Chief, Operations Chief, EMS Chief and fifteen shift personnel. Livingston Hook and Ladder became Livingston Fire Rescue to reflect the all-hazards approach of the department.

Present day Livingston Fire Rescue full time members are Critical Care Paramedics as LFR provides the only advanced life support ambulances for the county. Currently LFR has 5 critical care ambulances, 2 engines, 1 ladder truck, 1 Type 6 brush truck, 1 rescue vehicle and 3 command vehicles. Annually the department runs in excess of 2,800 calls spread between City and County emergency calls and inter-facility transfers. The call volume is increasing at about 15% per year with expected increases during tourist season. LFR also has mutual aid and automatic aid agreements with the surrounding volunteer departments. Livingston Fire Rescue shares ownership of a multi-level training building and separate classroom with Park County Rural Fire District # 1 that serves as the primary training center for Park County. The department also has a strong Reserve Firefighter program that allows the department to staff a fourth position every day.

#### **THE POSITION**

Under the direction of the appointed City Manager, the Fire Chief administers the day-today operations of the department and performs a variety of technical, administrative, and supervisory duties. The role of the Fire Chief in Livingston is very hands-on position and it is critical that the Chief be engaged and visible. The Chief is involved in all aspects of running the department from managing the budget to helping trouble shoot issues with the vehicles. The Chief establishes and maintains effective working relationships with career and volunteer personnel and plans, organizes, trains, evaluates, and directs the work performance of personnel. The Chief must have a strong labor-management background so that the current outstanding relationship between IAFF Local 630 and the administrative team can be maintained. The Chief is also a visible member of the community and expected to be involved in a variety of community activities. There will be a need for long-term financial planning to ensure that the current financial stability of the department continues. The Chief needs to nurture a mentoring environment, build trust, and ensure that training, equipment, and administrative needs are met. The ability to delegate and use the strength of the whole team is important to ensuring progress is made and employees are actively engaged in the organization.

The ideal candidate will develop a shared vision amongst the personnel, share information in a transparent manner, and maintain confidence when required. He or she will embrace staff development, succession planning, and mentoring as key to the department's current and future success. Experience in budgeting, EMS levies, and grant application processes at the local, state, and federal level and have demonstrated ability to formulate, implement, and manage operating and capital budgets is necessary. The ideal candidate will value open and transparent relationships as a key to success. This

includes providing and receiving feedback on a variety of topics, including performance, when appropriate. The Chief will need the ability to evaluate organizational design and make changes that are necessary to support the day-to-day operations of the Department.

### **THE PERSON**

The next Chief will need to be a proven and experienced leader. The right person has to be willing to take on many tasks that support the operations of the department. He or she will not be bound to a desk and will be involved with the personnel on a daily basis from casual conversations to treating patients on EMS calls or trouble shooting vehicle repairs. This is a hands-on position but the Chief will need to build a confidence level with the employees that allows them the freedom to make independent decisions. The Chief with LFR is a unique position that is unlike most departments in both the scope of the job and the variety of tasks and responsibilities that come with it.

The essential job functions of the next Chief include:

- Directs the administration of the Department through effective leadership over all Department personnel and programs.
- Oversees the development and management of effective human resource practices, including but not limited to recruitment, selection, employee/labor relations and training/development
- Develops, directs, informs and enforces LFR policies and procedures.
- Maintains harmonious working relationships between all Department employees.
- Recommends strategic initiatives, projects, and opportunities to the City Manager.
- Collaborates with the City Manager and other peer Department Heads to develop and implement a strategic plan, which is reviewed and updated annually.
- Procures, maintains, and manages all fire department assets.
- Prepares the Department to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Maintains a personal and Department community involvement, as well as encourages individual employees to actively participate in community activities not directly related to LFR.
- Oversees major projects on behalf of the City.
- Coordinates with City legal counsel to ensure compliance with applicable federal, state and local laws and regulations.
- Oversees the procurement and management of all fire department assets, ensuring compliance with applicable laws and City policies.
- Manages the Department's inventory of resources, equipment, and facilities and manage the maintenance of all resources, equipment and facilities.
- Maintains authorized staffing levels.
- Ensures necessary safety procedures are in place and followed by all Department personnel.
- Directs the analysis of fire and emergency service needs and develop plans and techniques to provide adequate protection for the Department.
- Oversees coordination with neighboring departments and emergency service agencies.
- Oversees ongoing evaluation of the operational readiness and performance of emergency response systems.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.
- Maintains competency in current operational procedures and keeps abreast of current trends in both modern fire service and emergency medical services management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements which affect the Department and current trends in the fire/EMS field
- Performs the duties of command personnel as required.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in Public Administration, Fire Science, Emergency Management, or related field and:
- Ten years of progressively responsible fire suppression, emergency medical services, and administrative experience including five years in a command and administrative capacity; at least half of which should be in a 'combined' Department (Fire and EMS) - within a Union environment strongly preferred.
- Experience in creating, maintaining and revising Standard Operating Guidelines
- Experience in creating, maintaining and revising Emergency Medical Field Protocols that align with the most progressive skills and techniques in the industry.
- Experience in preparation and administration of municipal budgets
- Experience in wildland and wildland/urban interface firefighting
- Experience in EMS transport and billing

### **Minimum Certifications (or equivalents) which must be current and maintained.**

- Fire Officer I
- Fire Officer II
- Fire Instructor II
- Montana Paramedic or ability to obtain within 3 months of hire
- Incident Command System (100, 200, 300, and 400)
- Red Card Certification

## **PREFERRED REQUIREMENTS**

- Areas of specialized professional experience that are not required but preferred are:
- Master's degree in Fire Administration, Business, Public Administration, Organizational Leadership or other related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Fire Officer III and IV
- Completion of the on-campus Command and Control series at the National Fire Academy, or the Blue Card program
- Search and Rescue Operations
- Swift Water/Ice Rescue Operations
- Must possess a valid state of Montana driver's license; upon 90 days of hire.
- Urban Interface Operations
- Hazardous Materials Operations
- Tactical Rescue Operations

## **SALARY AND BENEFITS**

With an anticipated start date of January 1, 2022, the base salary for this position is budgeted between \$85,000 to \$105,000 annually. Comprehensive and robust benefits include health insurance stipend of \$916 per month and City sponsored basic life insurance and exceptional contributions to retirement. Choice of health benefit plans to meet any need, additional voluntary benefits for life insurance, dental, disability etc. Take home vehicle, clothing allowance, longevity pay and the ability to contribute to the community are included. The City of Livingston offers a dynamic and collaborative working environment that appreciates the contributions of all employees.

## **ABOUT CITY GOVERNMENT**

The City of Livingston is a Commission Manager form of government with an appointed City Manager that serves at the pleasure of the 5 member elected Commission. The position of City Manager has enjoyed relative stability in the industry with only 3 City Managers in last 15 years. Elected Commissioners frequently serve more than 1 term and are committed to providing of outstanding services to our community as well as meeting the needs of the City staff.

With the City Manager at the helm, there are 7 Department Directors which include: Police Chief, City Attorney, Public Works Director, Planning Director, Administrative Services (HR) Director, and a Finance Director. There is a staff of approximately 100 employees, the vast majority of which live, work and raise our families in Livingston. Our culture is supportive, compassionate, built on mutual trust and focused on taking care of one another while leading and serving with energy, commitment, innovation and integrity.

### **ABOUT LIVINGSTON**

Originally called Clark's City, Livingston was founded in 1882 as a division headquarters of the Northern Pacific Railway and was renamed for Crawford Livingston, a railroad executive. Large locomotive repair shops were built as the locomotives often required maintenance before crossing the Bozeman Pass which is the line's highest point. Livingston was also the Northern Pacific Railway northern gateway to Yellowstone National Park. Once the line was abandoned, Livingston was still the northern gateway to the park, with motorized vehicles replacing passenger trains. Over the years, Livingston became a tourist destination and arts hub for people travelling from around the world to see Yellowstone. Today Livingston is a vibrant arts city that also has a rural feel because of the plentiful farms and ranches surrounding the city.

Livingston is the Park County seat with a population of approximately 8,000 based on the 2020 census. Park County has a population of approximately 16,000 spread out between the numerous ranches and farms and the 5 small towns spread in the 2,400 square mile county. Minutes from the city are numerous outdoor opportunities such as hiking, fishing and river rafting on the Yellowstone River, hunting, cycling and camping. Though small, Livingston has a number of popular tourist attractions. The Livingston Depot, the Yellowstone Gateway Museum, International Fly Fishing Federation's Museum are just a few regional historic attractions. The local economy is tourist based and relatively flat with the months of April through October being the busiest with tourist traffic. Our local unemployment rate is below the national average with almost 50% of its workforce commuting to nearby Bozeman, home of Montana State University. Livingston has some of the warmest winters in the state, but the temperature can feel cold because Livingston is also one of the windiest places in the United States, having the 2nd highest average wind speed among airport/AMOS stations from 2000 to 2018.

### **HOW TO APPLY**

Please submit an updated resume and cover letter with professional references to:

Lisa L. Lowy  
Human Resources Director  
City of Livingston  
229 River Drive  
Livingston, MT 59047

Or submit electronically to: [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org)

Please email any questions to [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org) or call 406-823-9870.