

# GRAVOIS FIRE PROTECTION DISTRICT

Serving the People Since 1970



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FIRE CHIEF: position opening April 1, 2024

The Gravois Fire Protection District is looking for an individual with a high level of professional ethics, integrity, proven leadership skills and outstanding communication skills to serve as its new Fire Chief following the retirement of its current Fire Chief. They should have a commitment to community and high drive to provide outstanding service to the public we serve.

The Fire Chief will be responsible for planning, organizing, directing and coordinating the activities and operations of the District.

We are tax supported fire district and are a combination department with a paid Fire Chief, Deputy Chief, an Administrative Assistant, clerk; sixteen paid firefighters and company officers belonging to IAFF local 3987, staffing two firehouses on a 48/96 shift and volunteer staff consisting of firefighters, junior firefighters, officers and support staff. The district is governed by a three member board of directors elected by the voters.

Our service area covers 150 square miles on the West side of The Lake of the Ozarks in Central Missouri, in Morgan and Camden County, the City of Laurie and City of Gravois Mills. Our Eastern and Western Boundaries are the center line of the Lake of the Ozarks and encompass 63 miles of shoreline. The area is primarily rural, with limited agricultural with the economy driven primarily by the recreational attraction to the Lake. Our year round population is around 9600; this is a mix of working persons, families and retirees. The balance of home owners are weekend or seasonal. From March to November our population can rise above 30,000 with peak weekend population exceeding 100,000.

Morgan County is the largest portion of our service area with diverse residents ranging from the lake front and recreational properties near the Lake of the Ozarks, city dwellers in Gravois Mills and Laurie with the balance of the county being rural/agricultural. In Camden County we provide service to an area off Hwy. 135-3 and Lake Roads 5-24, 5-27, 5-29 and are made up of full time residents and weekend/seasonal homes.

The District currently operates a maintenance facility, seven fire houses, nine pumpers, two ladder trucks, one quick response pumper, two light water units, nine tankers, two medium rescues, two fire boats and various staff/support vehicles.

Operations include but are not limited to: fire suppression, vehicle rescue, technical rope rescue, water rescue, outdoor search and rescue, Haz-Mat response, EMS, fire investigation, fire safety and public education.

Our annual call volume exceeds 1200 alarms.

Required qualifications:

1. Active service for fifteen (15) years with a recognized fire service agency.

2. At least five (5) years of command staff experience, serving as a Battalion Chief, Division Chief, Deputy Chief, Assistant Chief or Fire Chief.
3. FFI/II, Haz-Mat Awareness and Haz-Mat Operations certified IFSAC or Pro Board.
4. College Degree in fire science or related fields, will consider applicants with equivalent education and experience in lieu of degree.
5. Experience in working with volunteer and career personnel.
6. Demonstrated fiscal responsibility both professionally and personally.
7. ICS to NIMS standard or equivalent level necessary to perform assigned duties. NIMS: IS 700, 800,100, 200, 300, and 400.
8. Verifiable Officer and Management training and experience, Officer II preferred
9. Verifiable tactical operations training and experience.
10. EMS at Medical First Responder or higher and AHA CPR for health care provider.
11. Training and experience in fire cause determination.
12. Training and experience in fire safety inspections and code enforcement.
13. Skills and physical ability to perform tasks the Gravois Fire Protection District is called upon to perform, including but not limited to:
  - a. Firefighting duties on structures, vehicles, boats, machinery and wild land.
  - b. EMS at BLS to support ambulance providers.
  - c. Rescue operations: vehicle extrication, high angle rope, entrapment, search and rescue, surface and swift water.
  - d. Hazardous Materials Response at Operations Level.
  - e. Water supply operations, both from pressurized hydrants, draft from static water supplies and tanker operations.
  - f. Aerial operations.
  - g. Marine Division operations, I.E. fire boat operations.
  - h. Competent in use of computers, standard office equipment, communications equipment and knowledge of computer software in common use by the District.
  - i. Ability to effectively communicate in both spoken and written word.
  - j. Ability to safely drive and efficiently operate fire apparatus in use by the District.
14. Have or obtain within 30 days of hire, Missouri Class E operator's license.

15. Maintain a permanent residence within District Boundaries within 120 days of hire.
16. Good driving record.
17. No history or felonies or crimes against persons.
18. The Fire Chief shall serve at the pleasure of the Board of Directors and answer directly to said Board.

Duties shall include, but not be limited to, the following:

- A. Administration and control of all functions of the Fire District.
- B. Acquisition and maintenance of full knowledge of the meaning and extent of the Statutes of Missouri, the Charter of the Gravois Fire Protection District and its ordinances, where they pertain to the efficient function and operations of the Fire District
- C. Proper management, discipline and training of all personnel, subject to the rules and Regulations of the Fire District.
- D. Approval of the tools, appliances and equipment of the Fire District and their manner of care and use.
- E. Organization, direction, control and delegation to various subdivisions of the Fire District.
- F. Adoption of suitable measures to place into effect the Policy, Rules and Regulations, Practices and Procedures necessary for the efficient operation of the Fire District and to enforce said policies, rules and regulations.
- G. Periodic attendance of scheduled staff meetings with subordinate officers and personnel for the purpose of advising on training practices, policy matters, working conditions and related subjects that may affect the efficiency of the Fire District operations.
- H. Prescribe the specifications and manner of wearing the uniform and protective clothing of the Fire District.
- I. Assignment of personnel and placement of each individual subordinate member consistent with the best interest of the Fire District.
- J. Reprimanding, suspension or removal of any member from service of the Fire District for violations of District Rules and Regulations. Appeals from any final decision of the Chief shall be made to the Board of Directors as allowed in the District Rules and Regulations.
- K. Maintenance of a complete roster of the membership of the Fire District and accurate records pertaining to each member, their performance, disciplinary history and level of firefighting knowledge attained by each firefighter. Know the capabilities of the firefighters and officers.
- L. Preparation and recommendation to the Board of Directors of the annual budget expenses for the efficient operation of the Fire District.

- M. Act as custodian of all records kept by the Fire District and assisting the Secretary of the Board of Directors in maintaining those records.
- N. As well as other such duties as are customarily performed by someone holding such position in other enterprises of the same or similar nature as that of the GFPD.

Compensation. This position is salaried and exempt from overtime; there is no provision or allowance for payment of overtime. Employee is expected to work a minimum of 40 hours per week, 52 weeks annually. A work week begins at 00:01 hours Sunday and ends at 24:00 hours the following Saturday. In addition to the 40 hours per week, the Fire Chief is expected to attend any department meetings, training, participate in all department events. The Fire Chief is expected to be available to respond if needed outside of normal working hours. There will be a rotating schedule to provide coverage outside of normal working hours between the Fire Chief and other Chief Officers.

As his entire compensation for all services rendered:

The initial contract for employment will be for a three year term and a 5 year contract upon renewal.

Separation pay: In the event the Employer shall cancel this Contract without cause, Employee shall receive separation of three months salary. In the event the Employer shall cancel this contract for cause as defined hereinafter, Employee shall receive no separation pay. Employee is free to cancel contract for any reason with a (90) ninety day notice and will receive no separation pay.

For cause shall mean any conviction of a felony or DWI, a conviction for a misdemeanor involving moral turpitude or crimes against persons, loss or failure to maintain a current driver's license or for any finding of Employee's gross negligence, either by admission or by a court of law competent jurisdiction or conviction of violation of Standard Operating Policies, Procedures or Standing Orders that would call for suspension or discharge as defined within the District Discipline and Discharge Procedures.

- A. A salary range from \$85,000.00 to \$92,000.00 plus benefits annually, consummate with education and experience, payable by check on the 15<sup>th</sup> and 30<sup>th</sup> of each month. The amount of salary will be adjusted annually, on the anniversary date of hire, at the rate of the consumer price index or 3 percent whichever is the greater, of the gross pay amount, as an increase of the gross salary.
- B. One (1) week of paid vacation following the first year, two (2) weeks annually following the anniversary of the second year and three (3) weeks annually following the anniversary of the seventh year, four (4) weeks annually following the anniversary of the twelfth year. Employee may carry one week unused vacation into the next calendar year; however that one week must be used within the next year. In the event of a declared emergency or lack of sufficient personnel to provide control of the District which would cause the cancellation of scheduled vacation or prevent the scheduling of vacation and the deadline to use said vacation is approaching which would result in loss of earned hours an extension of time sufficient to use those hours shall be granted.
- C. One (1) day sick leave per month is to be accumulated while employed by the District. A doctor's letter shall be submitted unless waived by the Board of Directors for periods exceeding three (3) consecutive days.

D. Holidays

The following are paid holidays:

1. The first day of January, New Years Day
2. The third Monday of January, Martin Luther King Day
3. The third Monday of February, Presidents Day
4. May 8, Harry Truman's Birthday
5. The last Monday of May, Memorial Day
6. July 4, Independence Day
7. The first Monday of September, Labor Day
8. The second Monday in October, Columbus Day
9. November 11, Veterans Day
10. The fourth Thursday of November, Thanksgiving
11. December 25<sup>th</sup>, Christmas

If a holiday falls on the Employee's day off, the holiday may be taken on a regular workday.

- E. Funeral Leave: Immediate family: spouse, children, parents, stepchild, grandchildren, brother, sister, mother or father-in-law, grandparents and stepparents.  
Day before funeral, day of funeral, day after funeral, but only on scheduled work days.  
Additional time if requested and approved may be charged against vacation or sick days.
- F. Medical insurance shall be provided and paid by the Employer, including H.S.A. contributions. Dependent coverage available at Employees expense.
- G. Worker's Compensation Insurance coverage.
- H. Life Insurance.
- I. Employee shall be eligible for participation in the Missouri Local Government Employees Retirement System in accordance with agreement between the District and MOLAGERS. The District will maintain its 457 plan for employee contributions but there will be no employer contributions to this 457 plan
- J. Reimbursement of all reasonable out-of-pocket expenses incurred in the performance of Employee's duties hereunder.
- K. Employer shall furnish a vehicle for Employee's use in performing his duties under this agreement, and shall pay all related expenses. Employee shall be considered to be "On

Call" at all times and may, but is not required to, use the vehicle provided by Employer for all official business.

- L. All components of the uniform provided.
- M. Protective clothing and communications equipment provided.
- N. A cellular phone with voice and data plan for official use provided.
- O. Further, Employee shall have the right to receive or participate in any additional "fringe" benefits, including but not limited to, insurance programs and pension plans which may from time to time be made available to the Employee by the Employer.

Interested parties need to submit a completed application, a CV, copies of valid driver's license and any required certifications, licensure or diplomas along with any other relevant documents. Application period closes September 1, 2023.



NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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EMPLOYMENT STATUS: EMPLOYED: \_\_\_\_\_ SELF-EMPLOYED: \_\_\_\_\_

LIST ALL EMPLOYERS: STARTING WITH CURRENT EMPLOYER: use additional sheets as needed

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DUTIES: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

.....

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DUTIES: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

.....

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DUTIES: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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MILITARY EXPERIENCE: \_\_\_\_\_

DISCHARGED: \_\_\_\_\_ RESERVE: \_\_\_\_\_

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EXPERIENCE IN LAW ENFORCEMENT /OR/ EMERGENCY SERVICES:

LAW ENFORCEMENT: \_\_\_\_\_ IF YES, LIST DEPARTMENT / DATES / AND DUTIES: \_\_\_\_\_

\_\_\_\_\_

EMS SERVICE: \_\_\_\_\_ IF YES, LIST AGENCY / DATES/ AND DUTIES:

\_\_\_\_\_

\_\_\_\_\_

LIST CURRENT OR PAST FIRE DEPARTMENTS / ADDRESS AND CONTACT INFORMATION / DATES OF SERVICE AND JOB TITLE OR DESCRIPTION OF DUTIES: (use additional sheet as needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FIREFIGHTER CERTIFICATION: I: \_\_\_\_\_ II: \_\_\_\_\_ STATE: \_\_\_\_\_

EMS: CPR: \_\_\_\_\_ 1<sup>st</sup>. RESPONDER/EMR: \_\_\_\_\_ EMT: \_\_\_\_\_ PARAMEDIC: \_\_\_\_\_

IF YES ON ANY, LIST LOCATION OF CLASS / DATE / LEVEL/ AND LICENSE NUMBER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAZ-MAT: \_\_\_\_\_ LIST LEVEL OF TRAINING: \_\_\_\_\_

DISPATCHER: \_\_\_\_\_ FIRE: \_\_\_\_\_ EMS: \_\_\_\_\_ LAW: \_\_\_\_\_ OTHER: \_\_\_\_\_

LIST ANY OTHER SPECIALIZED FIRE OR RESCUE TRAINING YOU HAVE RECEIVED ALONG WITH DATES AND LOCATION OF TRAINING: (add additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

LIST OTHER EXPERIENCE THAT COULD RELATE TO THE FIRE SERVICE: \_\_\_\_\_

\_\_\_\_\_

LIST ANY HOBBIES OR PERSONAL ACTIVITIES THAT MIGHT BENEFIT THE FIRE SERVICE: \_\_\_\_\_

\_\_\_\_\_

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Name of Regular Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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Name of Banking Institution: \_\_\_\_\_

Type of accounts: Checking: \_\_\_\_\_, Savings: \_\_\_\_\_

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HAVE YOU BEEN ARRESTED ON ANY CHARGES, INCLUDING ANY MISDEMEANORS IN THE LAST 5

YEARS: IF YES, LIST DETAILS: \_\_\_\_\_

\_\_\_\_\_

ARE YOU CURRENTLY UNDER INVESTIGATION OR INDICTMENT: \_\_\_\_\_ IF YES, LIST DETAILS: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY: \_\_\_\_\_ IF YES, LIST DETAILS: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER HAD YOUR DRIVERS LICENSE SUSPENDED OR REVOKED: \_\_\_\_\_ IF YES, LIST

DETAILS \_\_\_\_\_

\_\_\_\_\_

LIST ANY TRAFFIC VIOLATIONS IN THE PAST THREE YEARS: \_\_\_\_\_

HAVE YOU EVER BEEN BONDED: \_\_\_\_\_ HAD BOND REFUSED: \_\_\_\_\_ REVOKED: \_\_\_\_\_

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THE FOLLOWING QUESTIONS ARE FOR FIRE DEPARTMENT RECORDS ONLY. THEY HAVE NO BEARING ON YOUR ACCEPTANCE OR REJECTION. ANSWERS ARE ONLY VOLUNTARY.

MARITAL STATUS: \_\_\_\_\_ NAME OF SPOUSE: \_\_\_\_\_

NAME & DATE OF BIRTH OF OTHER DEPENDENTS: \_\_\_\_\_

\_\_\_\_\_

RELIGIOUS PREFERENCE: \_\_\_\_\_ SEX: \_\_\_\_\_ ETHNIC: \_\_\_\_\_ BLOOD TYPE: \_\_\_\_\_

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BY SIGNING THIS APPLICATION, I STATE THAT ALL INFORMATION IS TRUE AND COMPLETE. I ALSO UNDERSTAND THAT FALSE STATEMENTS MAY RESULT IN THE REJECTION OF THIS APPLICATION, ALONG WITH ANY FUTURE CONSIDERATION FOR MEMBERSHIP, AND/OR TERMINATION OF ANY POSITION IN THE GRAVOIS FIRE PROTECTION DISTRICT. I ALSO GIVE THE GRAVOIS FIRE PROTECTION DISTRICT PERMISSION OR ANY AGENT ACTING FOR THE GRAVOIS FIRE PROTECTION DISTRICT TO CONDUCT A COMPLETE BACKGROUND, FINANCIAL, MEDICAL HISTORY AND RECORDS CHECK. I ALSO GIVE ANY OTHER ORGANIZATION, COMPANY, OR AGENT PERMISSION TO RELEASE ANY NECESSARY INFORMATION TO COMPLETE A BACKGROUND CHECK. I ALSO GIVE THE GRAVOIS FIRE PROTECTION DISTRICT OR ANY AUTHORIZED AGENT PERMISSION TO ACCESS RELEVANT MEDICAL INFORMATION AND FOR ANY MEDICAL FACILITY OR PHYSICIAN TO RELEASE THAT INFORMATION THAT IS NECESSARY IN CONJUNCTION WITH MY DUTIES WITH THE GRAVOIS FIRE PROTECTION DISTRICT. I ALSO AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF THE GRAVOIS FIRE PROTECTION DISTRICT. I HAVE REVIEWED THE PHYSICAL STANDARDS AND MEDICAL REQUIRMENTS AND I AM NOT AWARE OF ANY CONDITION THAT WOULD PREVENT ME FROM PERFORMING MY DUTIES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Physical Standards and Medical Requirements:

### 1. Personnel are subject to the following standards:

- A. To operate as a member of a team and independently at incidents of uncertain duration.
- B. Spend extensive time outside, exposed to the elements.
- C. To tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 deg. F.), Humid (up to 100%) atmosphere, while wearing equipment that significantly impairs body cooling mechanisms.
- D. To operate in cold, normally encountered for our climate.
- E. Experience frequent transition from hot to cold and from humid to dry atmospheres.
- F. Work in wet, icy, or muddy area.
- G. Perform variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- H. Operate in various positions, from standing to kneeling to crawling and spend extended time in a crouching position.
- I. To be able to routinely lift and carry load up to forty (40) pounds. To be able, if needed, to lift and move loads of one hundred (100) pounds.
- J. To perform fire fighting or rescue duties while wearing personal protection equipment that weighs in excess of fifty (50) pounds
- K. To perform physically demanding work while wearing self contained breathing apparatus.
- L. To be able to make rapid transitions from rest to near maximum exertion without warm up period.
- M. To operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined space.
- N. To work in areas where sustaining traumatic or thermal injuries is possible.
- O. Face exposure to carcinogenic dust or compounds, toxic substances, organic solvents, or the normal by-products of combustion either through inhalation or skin contact.
- P. Face exposure to infectious agents such as Hepatitis B or HIV,

- Q. Perform complex tasks during life threatening emergencies.
- R. Work for long periods of time, requiring sustained physical activity and intense concentration.
- S. Face life or death decisions during emergency conditions.
- T. Be exposed to grotesque sights and smells associated with EMS and Burn victims.
- U. Be able to operate manual and power tools and to have the necessary physical dexterity and range of movement to properly and efficiently use all equipment currently in use by the District.
- V. To be able to rely on sense of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confined, chaotic, and potentially life threatening environment.
- W. To be able to adequately read and understand training and information materials and printed manuals.
- X. To be able to legibly write, in order to complete necessary forms and reports.
- Y. To be able to complete mathematical formulas normally used by the fire service.
- Z. To have corrected vision of at least 20/45.
- AA. To have color perception adequate to identify and distinguish red, green and yellow colors. To be able to distinguish and read hazardous material placards, traffic control signs and signals, and other color coded markings normally used in the fire service.
- BB. To have corrected hearing adequate to distinguish the spoken word, in person or in the form of radio traffic, in conditions normally encountered in emergency operations.
- CC. In addition to all above listed tasks, to be able to safely operate all vehicles and fire apparatus in use by the District. These vehicles range from passenger vehicles, SUV's and specialized fire apparatus including ladder trucks, engines, tankers and rescue trucks. Some weighting over 66 thousand pounds and in excess of 40 ft. in length.

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DEPARTMENT USE ONLY:

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Application received: Date: \_\_\_\_\_

Instructions to Applicant:

You may include copies of any training or certifications. Send copies only as no material submitted will be returned.

**In addition to the application you must submit: (Failure to submit required documentation will result in your application being rejected.)**

**I. A CV, detailing your background, education, goals and ambitions in the Fire Service and explaining why the Gravois Fire Protection District should consider you for a position.**

**II. Copies of Missouri Division of Fire Safety certifications:**

Firefighter I:

Firefighter II:

Hazardous Materials Incident Response, Awareness:

Hazardous Materials Incident Response, Operations:

**III. Copy of EMS certification or licensure:**

Firefighter EMS First Responder from MUFRTI or National Registry or from other training entity recognized by the Gravois Fire Protection District:

Or

Licensure from the Missouri Bureau of EMS as:

EMT-B:  or EMT-I:  or EMT-P:

**IV. Copy of Valid CPR Card:**

**V. Copy of Valid Driver's License:**

**VI. Copy of verification of training at required NIMS level:**

Send to:

Gravois Fire Protection District

215 Highway O

Gravois Mills, MO. 65037

Phone: 573-374-4442 Fax: 573-374-4373

Email: firechiefhancock@gravoisfire.org

03/17/2023