**Position Opening**

*District Fire Chief*  
for the  
Cloquet Area Fire District

**Posting**

This position will remain open until 5:00pm on September 30, 2020. Any applications received after that date and time will not be considered.

**The Cloquet Area Fire District**

The Cloquet Area Fire District (CAFD) is located in Minnesota, encompassing parts of Carlton County and parts of St. Louis County along the St. Louis River, just west of the western tip of Lake Superior. The District provides fire protection services to the cities of Cloquet, Scanlon and the townships of Perch Lake, Brevator and, through a professional services contract for fire protection, the Fond du Lac Band of Lake Superior Chippewa. The District also provides Advanced Life Support emergency medical services to the cities of Cloquet, Scanlon and Brookston, and the townships of Perch Lake, Brevator, Culver, Industrial, Stoney Brook, Thomson, and parts of Arrowhead.

The District serves over 22,000 people from five stations with 64 employees. The mission of the District is to provide our member communities with unified fire protection, rescue, emergency medical series, and public safety education and to deliver these services with accountability, efficiency, and quality.

Today, the District answers 3,000 calls annually, providing state of the art services with a small-town feel. Founded in 2009, in its first ten years CAFD has made great strides. Consolidating resources has freed up money to increase wages, standardize equipment and meet national standards set by the National Fire Protection Association. Improved service has also saved taxpayers money. Moreover, the CAFD’s rating by the Insurance Service Organization (ISO) improved to a class 3, ranking the district within the top 10 percent of fire departments in the state and holding down the cost of home insurance policies.

**CAFD’s Service Area**

The Cloquet Area Fire District spans 275 square miles with Cloquet as its largest city. The service area is part of the Duluth, MN and Superior, WI Metropolitan Statistical Area, which includes a regional population of more than 200,000 residents. The area enjoys excellent accessibility via I-35 and State Highways 33 and 210. The Minneapolis-St. Paul metropolitan area is a two-hour drive and the vibrant lakeside city of Duluth is just 15 minutes away.

The regional economy is strong. Major employers include the Fond du Lac Band of Lake Superior Chippewa, SAPPI (paper products), USG (acoustical ceiling tiles), the Cloquet Public Schools, Fond du Lac Tribal and Community College, and Community Memorial Hospital.

The Fond du Lac Band of the Lake Superior Chippewa Reservation is part of the CAFD service area. The reservation is a sovereign nation; its tribal government provides education, health and human services, housing, and public safety to its members. The tribe owns and operates a school, medical and dental clinic, convenience store, and police department. It also owns and operates a casino, hotel, and golf course.

Within the region, residents enjoy access to urban amenities such as theaters, museums, state recreational areas, year-round outdoor sports, medical centers, and institutions of higher education, including the University of Minnesota Duluth and the College of St. Scholastic, and technical colleges such as the Lake Superior College and Fond du Lac Tribal and Community College.

**The Organization**

CAFD is governed by an eight-member Board; the number of representatives for each jurisdiction is based on population. There are currently three representatives from the City of Cloquet and one each from the City of Scanlon, Perch Lake Township, Brevator Township, Carlton County, and St. Louis County. The Board operates under enabling legislation from the state of Minnesota and district by-laws. The Board members are responsible for serving as liaisons to their participating communities, determining the levels of fire suppression, fire prevention, education, rescue, and EMS services to be provided, approving annual operating and capital budgets, setting the annual tax levy, and establishing District policies. The Board is also responsible for appointing the District Fire Chief/Chief Executive Officer.

The District uses a combination staffing model with 32 full-time and 32 paid-on call staff. Full-time operational staff are assigned to one of three platoons that work 24-hour shifts that average 56 hours per week. Paid-on call staff are on call 24/7. Full- time staff are represented by the International Association of Firefighters Local 880; paid-on call staff are not part of the union. The District responds to approximately 3,000 calls for service annually. In addition, the District regularly engages with the community through its public education programs.

The District has a 2020 operating budget of $4.6 million; the capital budget for 2020 is $845,000. Major sources of revenue include property taxes, ambulance fees and intergovernmental contracts and grants. The City of Cloquet serves as CAFD’s fiscal agent.

**The Position**

The District Fire Chief is an extremely unique position in the fire service. As both a senior fire officer and technical expert the Chief will be responsible for overseeing, in coordination with other fire officers in the department, the provision of fire suppression and ALS medical transportation with the District.

At the same time, the Chief also acts as the Chief Executive Officer of a political subdivision, is the primary face of the organization, and is charged with administrating a District which is larger than many small cities in Minnesota. The Chief will be the final staff decision on budgetary and personnel matters before presentation to the District Board. As a result, the District Fire Chief is as much an administrative leader as an emergency service expert. The successful candidate will be eager to learn and embrace the administrative duties of this position as much as the traditional duties of a Fire Chief.

It is anticipated that short-term assistance and/or mentorship in the administrative duties of this position may be provided should the candidate request or require such assistance.

**Major responsibilities of the District Fire Chief**

• Administrative responsibility for all operations of CAFD functioning within guidelines and directives established by the Board of Directors.

• Effectively working and communicating with the Board of Directors to ensure Board policy, guidelines, directives are implemented and monitored.

• Preparing and administering District operating and capital budgets ensuring the current and long-term financial sustainability of the District.

• Human resource management of the Fire District to ensure a positive working environment for all staff.

• Communicates with external stakeholders to build positive working relationships and explore opportunities for future collaboration.

• Supervises fire prevention activities including site plan review, building and code issues, and community education.

• May respond to incidents when requested or the situation warrants.

• Maintains professional development by attending meetings, conferences and seminars in order  
to maintain and improve skills necessary in order to effectively serve as Fire Chief.

• Performs other duties as needed, or assigned, by the District Board.

**Required Qualifications**

• Minimum of an associate degree in fire science, public administration, management, business or a related field; or equivalent training including 10 years of fire department experience as a company officer or above.

• Minimum of 5 years of progressive supervisory experience.

• Minimum of 10 years functioning at an EMT level (or above) as well as FFII (or above).

• National Incident Management System (NIMS) Certificates 100, 200, 300, 400, 700 and 800 as well as emergency scene command experience.

• Familiarity in establishing and managing budgets.

• Ability to demonstrate a high level of community involvement.

• Ability to demonstrate the understanding of trends in the fire and EMS services.

• Knowledge and expertise regarding computer systems and their software applications.

• Excellent written and oral communication skills, including public speaking.

• Valid Minnesota Driver’s License.

**Desired Qualifications:**

• Current or past certification as a paramedic.

• Current or past certification of Fire Officer I or above.

• Graduation from an accredited college or university with a bachelor’s degree with a major in fire science, public administration, management, business, related field, or other professional certifications such as the completion of the Executive Fire Officer program through the National Fire Academy.

• Substantial experience acting as a company officer at a similar department or organization.

• Participation within a combination department (full time/volunteer/paid on call).

• Knowledge and expertise with negotiating labor contracts.

• Grant writing experience (federal, state and private).

• Knowledge and expertise regarding Human Resources applications.

**To Apply**

Interested applicants should submit the following items to be considered for this position:

1. Cover letter
2. Resume
3. Three letters of recommendation from persons with whom the candidate has had professional contact which address one or all of the following areas: the candidate’s character, fire or EMS leadership skills, and/or administrative leadership ability (such as budget management, working with boards or committees, etc.).

Applications will be accepted until September 30, 2020 at 5:00pm. You may apply by any of the following methods:

1: Sending your application via email to: [David@terchandassociates.com](mailto:David@terchandassociates.com)  
2: Mailing to Terch and Associates at: 5 North 3rd Avenue West Suite 201 Duluth, Minnesota 55802. All materials must be received by the deadline to be considered.  
3: Applying through any online job posting for this role  
4: Submitting application materials in person to Terch and Associates at: 5 North 3rd Avenue West Suite 201 Duluth, Minnesota 55802.

**Compensation**

This role is compensated with a salary between $95,000 - $126,000 and a full suite of benefits including health and dental. Starting salary will not exceed $114,000.