FIRE CHIEF — RECRUITMENT ANNOUNCEMENT

Chiloquin Fire & Rescue (Chiloquin-Agency Lake Rural Fire Protection District), Chiloquin, Oregon

Status	Full-time, salaried, FLSA exempt. Appointed by and reports to the elected Board of Directors.
Salary	**Negotiable**
Benefits	Oregon PERS retirement (PERS/OPSRP, per PERS eligibility rules); Vacation; Oregon sick time; Paid Leave Oregon; District Vehicle.
Employment	Written employment agreement approved by the Board; anticipated three-year term
Dates	Opens Nov 4, 2026 • Closes December 31 at 5:00 p.m. Pacific • Anticipated start Feb 1, 2027

The District

Chiloquin Fire & Rescue is an Oregon special district (ORS Chapter 478) protecting about 105 square miles of the Upper Klamath Basin in and around Chiloquin, from Modoc Point north to the Fish Hatchery on Highway 62 and east into the Sprague River and Williamson River corridors. It was formed by voters in 1980, added the Ninemile area in 1998, and joined with Chiloquin Volunteer Ambulance in 2016 to provide fire, EMS, rescue, hazardous materials response and fire prevention. The ambulance service area is substantially larger than the fire district's taxed service area. A five-member elected Board governs the District, which operates three stations with eight career staff and thirty five volunteers and responds to about 1100 calls a year. The District is in a wildland-urban interface: the 2024 Copperfield Fire southeast of Chiloquin destroyed eight homes. Partners include the Klamath Tribes, partner agencies of Klamath County, the Oregon State Fire Marshal, the Oregon Department of Forestry, the U.S. Forest Service, and the City of Chiloquin.

The Position

The Fire Chief is the District's chief executive and senior operational officer. Under the Board's direction, the Fire Chief is responsible for the conduct of the department and for the District's equipment and property (ORS 478.260). This is a working chief role. The Chief:

- Leads a combination workforce and makes volunteer recruitment and retention a priority.
- Responds to emergencies and serves as Incident Commander, including wildland-urban interface fires.
- **Serves as the District's Budget Officer** (ORS 294.331): prepares the proposed budget and works with the Budget Committee under Oregon Local Budget Law. Also manages spending and writes and manages grants.
- Runs training, fire prevention, and burn-permit programs.
- Keeps the District in compliance with Oregon public meetings, public records and ethics laws, and represents the District to partners and the public.

Minimum Qualifications

- High school diploma or GED, and seven (7) years of progressively responsible fire service experience (career, volunteer or combination), including three (3) years as a company officer or higher.
- NFPA Firefighter II and Fire Officer I (DPSST or accredited equivalent); Hazmat Operations; NIMS ICS-100, 200, 700 and 800; NWCG FFT2.
- **EMT:** a current Oregon EMT license. Applicants with National Registry (NREMT) or another state's EMT credential must get an Oregon EMT license within twelve (12) months of hire.
- Valid driver's license, insurable by the District's carrier (Oregon license within [30] days of hire).
- Further certifications are due within 12 to 24 months of hire (see the Position Description). The Board may consider an equivalent combination of education, training and experience.

Preferred: degree in fire science or public administration; rural or combination department experience; Fire Officer II–IV; NWCG ICT3/ICT4, STEN or TFLD; Oregon conflagration experience; Fire Inspector I; budget and grant experience.

Conditions of Employment

A conditional offer depends on a background investigation (references, employment, education and certification verification, driving record, and criminal history), a post-offer medical exam for fitness for duty, and a drug screen. The District will not ask about convictions on the application or before an initial interview, and a conviction does not automatically disqualify an applicant. There is a general desire that the Chief live within the boundaries of the

Fire District or make substantial effort to relocate to the district within twelve months of employment start. The Chief must be available for after-hours call-back. Employment terms will be set out in a written employment agreement approved by the Board in a public meeting.

How to Apply

Send the following by the closing date: (1) a signed District application; (2) a cover letter of no more than [two] pages; (3) a résumé; (4) copies of your certifications and licenses (DPSST/IFSAC/Pro Board, EMT, NWCG, ICS); (5) three professional references; and (6) if you are claiming it, the veterans' preference documents described below. Do not include your salary history (ORS 652.220; ORS 659A.357).

Submit to: Chiloquin Fire & Rescue, Attn: Fire Chief Recruitment, Asst Chief Lanning, P.O. Box 437, Chiloquin, OR 97624, or by email to klanning@chiloquinfire.gov. Questions can be sent via email to Asst Chief Lanning, klanning@chiloquinfire.gov.

Selection Process

The Board of Directors runs this recruitment and makes the hiring decision. The process will be: (1) screening against the minimum qualifications by the Board or a Board-appointed review committee, with veterans' preference applied; (2) panel interviews and an optional practical exercise; (3) public naming of finalists, a community meet-and-greet, and Board interviews; (4) a conditional offer, background investigation and medical exam; and (5) appointment and approval of the employment agreement by Board vote in an open public meeting.

Veterans' Preference

The District grants veterans' preference under ORS 408.225–408.237: 5 points for eligible veterans and 10 points for eligible disabled veterans who meet the minimum qualifications, with special consideration at unscored stages. Every qualified veteran will be interviewed. To claim preference, submit the District's Veterans' Preference Form and a copy of your DD-214 or DD-215 (Member Copy 4 preferred) showing an honorable discharge. Disabled veterans must also submit a VA disability rating letter or proof of a Purple Heart. Documents must be received by the closing date. You may black out your Social Security number.

Public Records and Equal Opportunity

Application materials are public records. The District will protect the identities of non-finalists to the extent the law allows (ORS 192.355(2)); finalists' names will be made public. Chiloquin Fire & Rescue is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability, veteran status or any other status protected by law. To request an accommodation in the hiring process, contact [name/phone/email]. This announcement is not a contract.

FIRE CHIEF — POSITION DESCRIPTION

FLSA / status	Exempt (executive); full-time; appointed by the Board under ORS 478.260
Reports to	Board of Directors, as a body
Supervises	All career, part-time, seasonal and volunteer personnel, administrative staff and contractors, directly or through subordinate officers
Compensation	Negotiable starting salary; Oregon PERS (PERS/OPSRP) and other benefits as set out in the employment agreement

Summary

The Fire Chief is the chief executive, administrative and senior operational officer of the District. The Board sets policy, adopts the budget and appoints the Chief. The Chief carries out Board policy, manages operations and personnel, and is accountable to the Board as a whole. Within the limits of Board policy and law, the Chief directs the organization and its discipline and assigns personnel. In this small rural district, the Chief is both an administrator and a working chief officer who responds to and commands emergencies.

Essential Duties

- **Executive leadership and Board relations.** Implement Board policies and goals. Prepare Board meeting materials and a monthly Chief's report. Recommend policies, ordinances and standard operating guidelines. Lead strategic and capital planning. Manage contracts and intergovernmental agreements within delegated authority.
- **Budget Officer and financial management.** Serve as the District's Budget Officer as designated by the Board (ORS 294.331). Prepare the proposed budget and work with the Budget Committee through the budget process under Oregon Local Budget Law (ORS Chapter 294). Administer the adopted budget within appropriations. Oversee purchasing, payroll and financial records, and coordinate the annual audit. Pursue and manage grants and cost recovery.
- **Emergency operations and EMS.** Maintain an emergency response system that meets Board-set service levels. Respond and serve as Incident Commander under NIMS/ICS. Maintain response and emergency operations plans with Klamath County. Direct the District's EMS program [ambulance transport level] under the county ambulance service area plan and Oregon Health Authority rules (ORS 478.260(4)), working with the supervising physician.
- **Wildland/WUI, mutual aid and partners.** Lead wildland readiness: Red Card qualifications, apparatus, and coordination with ODF and the USFS. Coordinate State Fire Marshal mobilization and conflagration responses. Carry out the Community Wildfire Protection Plan. Maintain mutual-aid agreements and working relationships with neighboring agencies, the Fire Defense Board, The Klamath Tribes, the City and the County.
- **Fire prevention.** Run the burn permit program (ORS 478.960). Serve as assistant to the State Fire Marshal (ORS 476.060). Conduct or oversee inspections, pre-incident planning and fire cause investigations. Lead public fire-safety education.
- **Personnel, volunteers and training.** Act as the District's HR officer (recruitment, evaluation, discipline) in compliance with law and policy. Build a volunteer recruitment and retention program. Run training that meets DPSST, NFPA, NWCG, Oregon OSHA and OHA requirements. Track certifications and licenses.
- **Safety, apparatus and facilities.** Lead the safety program (PPE, respiratory protection, exposure control, injury reporting, firefighter health). Work with the District's insurer on risk management. Keep apparatus, equipment and stations maintained, tested and ready.
- **Compliance and community relations.** Ensure compliance with Oregon public records (ORS 192.311–192.478), public meetings (ORS 192.610–192.705) and ethics (ORS Chapter 244) laws. Complete required incident and EMS reports. Serve as the District's spokesperson to residents, businesses and the media. Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of fire suppression, EMS, rescue, hazmat, prevention and wildland/WUI operations, including rural water supply, NIMS/ICS and Oregon mobilization.
- Knowledge of public budgeting (Oregon Local Budget Law), grants and purchasing, and of Oregon and federal law affecting special districts and public employers.

- Ability to lead and mentor career and volunteer personnel and to build a safety-first culture.
- Ability to make sound decisions under pressure, write clear reports, policies and grant applications, and speak effectively in public.
- Ability to work with an elected board, protect confidential information, use standard office and records software, and act with integrity at all times.

Minimum Qualifications

ORS 478.260(1) requires that the Chief be qualified by actual firefighting experience and trained in fire prevention. The Board may accept an equivalent combination of education, training and experience.

- **Education/experience:** High school diploma or GED; seven (7) years of progressively responsible fire service experience, including three (3) years as a company officer or higher; administrative experience; wildland/WUI experience.
- **At application:** NFPA Firefighter II; Fire Officer I; Hazmat Awareness and Operations; ICS-100, 200, 700 and 800; NWCG FFT2; current EMT credential; valid driver's license insurable by the District's carrier.
- **EMT license:** an Oregon EMT license (issued by the Oregon Health Authority) is required. An applicant with an NREMT or other-state EMT credential must get the Oregon license within [six (6)] months of hire.
- **Within 30 days:** Oregon driver's license.
- **Within 12 months:** ICS-300 and 400; Fire and Emergency Services Instructor I; Driver/Operator – Pumper.
- **Within 24 months:** Fire Officer II; NWCG Engine Boss or ICT4.
- **Preferred:** associate or bachelor's degree in fire science or public administration; chief officer experience in a rural or combination department; Fire Officer III/IV, NFA Executive Fire Officer or CFO designation; ICT3, STEN or TFLD; Fire Inspector I or Fire Investigator; experience with Oregon Local Budget Law and grants.

Conditions of Employment

A post-offer background investigation, a fitness-for-duty medical exam (NFPA 1582 or its successor standard) and a drug screen are required. [If the Board adds a credit check, the reasons must be job-related and disclosed in writing (ORS 659A.320).] The Chief must be available for after-hours, weekend and holiday response and must maintain all required certifications.

Physical Demands and Working Conditions

These demands are representative. Reasonable accommodations may be made so that individuals with disabilities can perform the essential functions (ADA and Oregon law). The work combines office and field duties. In the field, the Chief climbs ladders, stoops, kneels and crawls, works on uneven terrain, and wears PPE including SCBA. The Chief lifts and carries equipment up to [50] pounds and, with help, moves patients or objects over [100] pounds. Vision and hearing must meet NFPA 1582 (or successor) for response roles. The Chief is exposed to fire, smoke, heat, hazardous materials, pathogens, traffic, noise and extreme weather, and drives District vehicles in emergency mode. The job involves irregular and extended hours, evening meetings, and night, weekend and holiday response, often in stressful conditions.

Employment Terms

The Fire Chief is appointed by the Board of Directors under ORS 478.260 and will be employed under a written employment agreement approved by the Board in an open public meeting. The agreement is anticipated to have a three-year term. It will set out renewal, performance evaluation, termination with or without cause, notice and severance. The Board will evaluate the Chief at least annually against this description and Board-adopted goals. This Position Description describes the general nature of the work. It is not an exhaustive list of duties, and it is not itself an employment contract. The Board may revise it at any time.

_____ _____

Employee signature / date

Board President signature / date