

## Fire Chief (Fulltime):

The Western Coventry Fire District, located in the Town of Coventry, Rhode Island, seeks a proven, experienced fire professional with significant and progressive management skills in all phases of firefighting, emergency medical services, and staff development. The Western Coventry Fire Department is a small combination department that provides Fire and ALS response for the western half of the Town of Coventry. The Fire Chief is responsible for planning, development and directions of fire department activities, overseeing fire prevention and inspections, emergency medical services, hazardous materials, and the operational budget. The Fire Chief is appointed by and reports to a Board of Directors. Salary range commensurate with qualifications. The Fire District does not participate in the Municipal Employee Retirement System (MERS).

## Additional Information

The Board is in search of an experienced professional with the abilities to continue the forward progression of the Western Coventry Fire Department. The Fire Chief will be hired by and report to the Board of Directors. Once a month the Board convenes along with the Fire Chief to go over the monthly expenditures and business of the department. An Annual Meeting of the District is held each April.

This is a “working” position in which the Chief is expected to respond to Fire and EMS calls during his/her regular work schedule.

The Chief also serves as the Authority having Jurisdiction in accordance with the State of Rhode Island Fire Codes. In this position they will oversee the Fire Marshall/ Fire Prevention, Emergency Medical Services, and all other Department Operations. The Fire Chief will ensure to adhere to managing personal and public information under

Health Insurance Portability and Accounting Act (HIPPA), Freedom of Information Act (FOIA), and Access to Public Records (APRA)

The ideal candidate will demonstrate positive and effective leadership skills, along with outstanding oral and written communication skills, with a working knowledge of fire administration, fire suppression operations including modern firefighting techniques and equipment, fire prevention, ISO, National Incident Management System, fire polices and SOP's, laws and regulations. Additionally, the Chief should be familiar with writing grant requests supporting the needs of the Fire District. They must be able to maintain a cooperative relationship with the Board of Directors, administrative staff, firefighters and most importantly the taxpayers of the Western Coventry Fire District.

Note: This is not a complete description of the duties and responsibilities of the Department Chief. A complete description of the position and details of the selection process are available in Standard Administrative Procedures #1211.01 and SAP #1110.01.

**WESTERN COVENTRY FIRE DEPARTMENT  
MEMBERSHIP APPLICATION**

WCFD Form 1110 (11/10)

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address (Street) : \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at present address? \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

RI Driver's License (Type and #) (Attach photocopy): \_\_\_\_\_

Education: (Circle) (8-11 years) (H. S. Diploma) (Some College) (AS/AB) (BS/BA)  
(MA/MS)

Name of HS and/or College: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Work Phone : \_\_\_\_\_

1. Have you ever been convicted of a crime? (Yes) (No)

**1A. If you answered "yes" to question #1, please indicate the crime(s) for which you were convicted, the date and location of the conviction(s) and if the conviction was a felony or a misdemeanor:** \_\_\_\_\_

\_\_\_\_\_

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3. Do you currently have or have had previously an illness or injury which may limit your ability to perform as a firefighter or emergency medical technician?\* (Yes) (No)

**3A. If you answered “Yes” to question #3, please list the nature of the physical limitations or illnesses:** \_\_\_\_\_

(\* Note: The Department will generally endeavor to assign such individuals to duties and responsibilities consistent with their physical or health abilities)

4. Are you a military veteran? (Yes) (No) (Attach DOD Form DD-214)

5. Are you a US citizen? (Yes) (No) (Attach DOJ Form I-9)

6. Fire or EMS Certificates held: \_\_\_\_\_  
(attach photocopies of certificates or licenses)

1. Personal references:

a. Name/Address/Phone: \_\_\_\_\_

b. Name/Address/Phone: \_\_\_\_\_

c. Name/Address/Phone: \_\_\_\_\_

I certify the above information is complete, true and accurate to the best of my knowledge. I acknowledge that incorrect or untrue statements or data provided above may subsequently be cause for termination in the event I am accepted for membership.

I further authorize the Office of the Attorney General, Bureau of Criminal Investigation to release to the Western Coventry Fire Department any and all criminal arrest and/or conviction records that may exist in my name.

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Signature of Applicant

Date Signed