



13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

FIRE CHIEF

Posting Date: February 11, 2025
Closing Date: Open Until Filled
Salary: Negotiable
Location: Fire Hall

Position Summary:

The Fire Chief provides administrative direction and leadership for all LCO Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities.

The Fire Chief shall be appointed by the Tribal Governing Board (TGB) and will receive general supervision from the TGB. The Fire Chief may consult with the Public Safety Commission on issues relating to policy and planning but works independently when supervising the overall technical operations of the Fire Department. The Fire Chief will be a contracted employee of the Tribe.

Qualifications:

- Graduation from an accredited college or university with a Degree with a major in Fire Science, Public Administration, Management, Business or a related field.
- Five years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work.
- Must have grant writing experience.
- Candidate must possess a valid Wisconsin Driver's License.
- Must pass a successful background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Provide administrative direction and leadership of all LCO Fire Department functions, operations, and personnel.
- Reviewing the general operation of the department to determine efficiency;

LCO Tribal Government
Human Resource Dept
Fire Chief

- Providing direction on major projects or problem areas;
- Planning for the future;
- Developing and implementing policies and procedures;
- Cataloging and inventory all Fire Department equipment and property;
- Providing policy guidance; and
- Inspection of Tribal entities to ensure compliance under relevant fire safety statutes
- Develop recommendations, through consultation with the Public Safety Commission, pertaining to the fire protection of the members and for the property of the tribe.
- Coordinates Fire Department activities with other fire departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Department budget.
- Analyze and resolve operational and procedural problems.
- Resolve complex problems involving diverse functional areas.
- Analyzes information, statistics, and reports on department activities.
- Develops plan designed to maintain department efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develops and implements policies and procedures applicable to administrative functions of the Fire Department and provides policy guidance and leadership.
- Operate fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment) requiring a standard Wisconsin Driver's License to perform normal and emergency-level firefighting duties.
- Catalogues and maintains an inventory sheet on all Fire Department vehicles, equipment, and other property.
- Establish and maintains effective working relationships with Fire Department staff, Tribal Directors, Tribal Officials, community organizations, other fire departments, other agencies, and represent the Tribe on all Fire Department-related matters.
- Provide written presentations to the TGB, tribal membership, or the other groups.
- Speak before public groups on the plans, programs, and goals of the Fire Department.
- Advise the TGB and the Public Safety Commission of Fire Department progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.
- Attend various meetings and represent the Fire Department.
- Plan, organize, and direct a progressive public fire department with several functional areas. Organize and direct the Fire Department operations for providing fire and other life safety services.

**LCO Tribal Government
Human Resource Dept
Fire Chief**

- Plan, direct, and control department activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; accreditation requirements, and budgeting and control of expenditures.

Experience and Training:

It is preferred that the candidate have ten plus years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response, within a municipal or county fire department.

Application Procedure:

Submit a **completed LCO Employment Application and Authorization to Release Information**, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

Attn: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715)634-4797

HR Fax (715)699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

marilyn.isham@lco-nsn.gov

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***