

FIRE CHIEF

Village of Raymond - Raymond Fire & Rescue Department

Reports To	Village President and Village Board, subject to the statutory and ordinance authority of the Village Board of Fire Commissioners
Supervises	Assistant Chiefs, Captains, officers, paid-on-premise personnel, paid-on-call personnel, and other Fire & Rescue staff
Compensation	Anticipated hiring salary range is \$38,000-\$42,500. This is an exempt position.
Expected Hours of Employment	20-25 Hours per week

Position Purpose

The Fire Chief is the executive and operational leader of the Raymond Fire & Rescue Department and is responsible for the effective, lawful, safe, and fiscally responsible administration of fire suppression, emergency medical services, rescue, fire prevention, community risk reduction, emergency management support, training, staffing, apparatus, facilities, and related public safety programs. The position works within the authority established by Wisconsin law, Village ordinances, Village Board policy, and the authority of the Village Board of Fire Commissioners.

Essential Duties and Responsibilities

- **Executive Leadership:** supervise, direct, and provide strategic, executive-level leadership for all Department operations, including development and execution of Department goals, standards, and strategic plans; develop and enforce Department policies, manuals, handbooks, training guides, job descriptions, and administrative procedures; establish efficient administrative systems and oversee all administrative functions; serve as or designate Department spokesperson; communicate with Department members regarding Department matters.
- **Personnel Management:** direct and supervise personnel; establish performance expectations and evaluations; review and recommend staffing levels and coverage plans; approve schedules and staffing assignments; oversee recruitment, hiring, promotion, discipline, separation and related processes; promote professional development, support member health and wellness, and promote a respectful professional workplace.
- **Emergency Operations and Incident Command:** ensure readiness for safe and effective emergency response, including implementation of SOPs and SOGs; respond to significant incidents and assume or support Incident Command, Safety Officer, or other NIMS/ICS functions based on incident needs; implement corrective action as needed based on operational concerns; maintain a method of emergency contact and remain available for call-back, major incidents, severe weather, EOC activation, and other extraordinary events.
- **Apparatus, Equipment, Facilities, Technology, and Records:** ensure Department apparatus, vehicles, equipment, systems, facilities, and technology are maintained in safe and reliable operating condition through preventive maintenance, testing, and replacement programs, and develop specifications for acquisitions and projects; oversee incident and EMS reporting (including NERIS/NFIRS as applicable) and maintain accurate Department records consistent with retention requirements; protect confidential medical, personnel, and investigatory information and ensure compliance with HIPAA and public-records laws.
- **Training and Certifications:** ensure Department members receive and maintain appropriate training and certifications and complete required safety and respiratory protection requirements; determine

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annual training priorities; ensure compliance with Department and EMS licensure, DEA registration, CLIA certification, medical direction, and VFIS or other insurance documentation requirements.

- **Emergency Management and Community Preparedness:** support Village emergency management planning and response activities, including review and updating of the Village Emergency Response Plan and Emergency Operations Center procedure; coordinate with Racine County agencies during planned events and emergencies; support hazard mitigation, severe weather, disaster preparedness, evacuation, sheltering, public warning, and community resilience initiatives; serve in an Emergency Operations Center leadership or support role as designated by the Village.
- **Village Support and Relations:** advise the Village President, Village Board, Fire Commission, and Village administration on Department and public safety matters, present reports and recommendations, and attend Board, Commission, and other meetings as required; represent the Department before the Village, Fire Commission, partner agencies, and the public; maintain positive relationships with the Village President, Village Board, Fire Commission, Village staff, Department officers, medical direction, mutual aid partners, Racine County, state agencies, and the community .
- **Community Relations:** maintain positive relationships with residents, businesses, schools, community organizations, and partner agencies; respond to public feedback and requests directly or through appropriate channels; oversee public information and Department communications; coordinate Department participation in community events, education programs, and outreach; maintain intergovernmental and mutual aid relationships, and participate in county, regional, state, and professional committees or associations when such participation benefits the Department or Village.
- **Budget and Fiscal Responsibilities:** develop and manage the Department operating and capital budgets, including forecasting Department needs, recommending funding priorities, and developing replacement and improvement plans; review and approve Department expenditures in accordance with Village policy; maintain appropriate fiscal controls; pursue appropriate grant opportunities and administer grant compliance and reporting; oversee billing processes, reimbursement claims, revenue tracking and financial reporting; assist with audit, reporting and other financial processes.
- **Fire Prevention, Inspections, Community Risk Reduction, and Ordinance Duties:** oversee fire prevention, public education, pre-incident planning, fire and life safety inspections, and community risk reduction programs; ensure performance of fire-safety reviews and approvals assigned to the Fire Chief under the Village Zoning Code, including event barn and site-access matters under Chapter 25 and sprinkler systems for fireworks sales uses; coordinate with Village officials on development proposals, serve on the Plan Commission when required by ordinance or appointment, and review proposed ordinances and code changes affecting fire protection, emergency access, and public safety.
- **Availability:** regular and predictable availability beyond a fixed office schedule; attend meetings, events, and incidents during evenings and weekends; be available to be called back during nights, weekends, holidays, severe weather, major incidents, or Emergency Operations Center activations.
- **Compliance:** ensure compliance with applicable laws, regulations, standards, ordinances, policies, and accepted fire and EMS practices; operate within the authority of the Village Board of Fire Commissioners; carry out all functions and responsibilities required under applicable provisions of the Village Code, Wisconsin state law, and any other applicable law, and any other duties as assigned.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of fire suppression, EMS, rescue, incident command, community risk reduction, fire prevention, emergency management, and public safety administration.
- Knowledge of Wisconsin fire and EMS laws and regulations, Wis. Stat. § 62.13, applicable Village ordinances, open meetings and public records requirements, employment practices, records retention, HIPAA, and relevant NFPA standards.

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- Knowledge of municipal budgeting, purchasing, grants, capital planning, performance management, policy development, and public administration.
- Ability to lead a combination or mixed staffing model that may include paid-on-call, paid-on-premise, part-time, and other personnel, including supervising, coaching, evaluating, disciplining, and developing personnel while maintaining a professional chain of command.
- Ability to analyze staffing, response data, operational risk, finances, apparatus and facility needs, and service-delivery options and present clear recommendations.
- Ability to communicate clearly and professionally in writing and verbally with elected officials, commissions, employees, residents, media, partner agencies, vendors, and the public.
- Ability to prepare reports, budgets, policies, presentations, correspondence, incident documentation, and other administrative materials.
- Ability to remain calm, decisive, and effective under stress and during complex or rapidly changing emergency incidents.
- Proficiency with common office technology and fire/EMS scheduling, reporting, records, and communications systems.

Minimum Requirements

- Associate's degree or equivalent.
- Eight (8) years of progressively responsible fire service and/or emergency medical service experience, including meaningful supervisory or command experience.
- Wisconsin Fire Officer II certification, or equivalent.
- Current Wisconsin EMT license or higher EMS credential, or National Registry credential eligible for Wisconsin licensure.
- Valid Wisconsin driver's license and acceptable driving record.
- Appropriate NIMS/ICS coursework, including ICS-100, 200, 700, and 800; ICS-300 and 400 strongly preferred for the Chief position and may be required after hire.
- Demonstrated experience with budgeting, personnel supervision, policy development, incident command, training, and fire/EMS administration.

Preferred Qualifications

- Bachelor's degree in Fire Science, Fire Administration, Emergency Management, Public Administration, Business Administration, or a closely related field.
- Ten (10) or more years of progressive fire/EMS experience with chief officer or senior command experience.
- Chief Fire Officer I credential through the Center for Public Safety Excellence, or active progress toward credentialing.
- Wisconsin Fire Officer III or IV, advanced instructor or inspector credentials, Paramedic licensure, emergency management certification, or equivalent advanced credentials.
- Wisconsin Fire Inspector I certification, or equivalent, preferred or required within a timeframe established by the Village.
- Wisconsin Emergency Services Instructor II certification, or equivalent, preferred or required within a timeframe established by the Village.
- National Fire Academy Executive Fire Officer Program completion or enrollment.
- Experience leading a combination department, paid-on-call department, paid-on-premise staffing program, or similarly structured municipal fire/EMS agency.
- Experience with municipal budgeting, capital planning, grants, fire/EMS billing, NERIS/NFIRS reporting, First Due or comparable reporting platforms, and MABAS operations.

Physical and Environmental Requirements

The Fire Chief performs both administrative and emergency-response duties. The position requires the ability to perform office work for extended periods and, when responding operationally, to work in the physical and environmental conditions associated with fire, EMS, rescue, roadway, severe-weather, and all-hazards incidents.

- Ability to operate Department vehicles and emergency communications equipment.
- Ability to wear required PPE and respiratory protection when qualified and medically cleared.
- Ability to walk, stand, climb, balance, bend, kneel, crouch, reach, push, pull, lift, and carry equipment as required by assigned emergency duties.
- Ability to function for extended periods during major incidents, emergencies, severe weather, or EOC activations.
- Potential exposure to fire, smoke, hazardous atmospheres, traffic, severe weather, infectious disease, chemicals, noise, heights, moving equipment, and emotionally stressful situations.
- Must meet Department medical, respiratory protection, and fitness-for-duty requirements applicable to the emergency-response duties the employee is expected to perform.

Village Ordinance and Legal Authority Incorporated into This Position

- Village Code Sec. 2-172, Board of Fire Commissioners.
- Village Code Sec. 18-49(e), Fire Chief Duties, Power, and Authority.
- Wis. Stat. § 62.13: incorporated by Village Code Sec. 2-172, except the optional powers identified in § 62.13(6), as stated in the Village ordinance.
- Village Chapter 25 Zoning Code.

Disclaimer and Other Duties

This job description describes the general nature and level of work expected of the Fire Chief. It is not intended to be an exhaustive list of every duty, responsibility, or qualification. The Fire Chief may be assigned other lawful duties consistent with the position, Village ordinances, state law, Fire Commission authority, and Village policy. Nothing in this document changes the statutory or ordinance authority of the Village Board, Village President, Fire Commission, or other governmental body.

How to Apply

Email a cover letter, resume and three professional references as a single PDF to Jeni Schroepfer, Village of Raymond Administrator/Clerk, at admin@raymondwi.com. Include "Village of Raymond Chief Application" in the subject line. The assessment and interview in Franksville, Wisconsin is anticipated to take place starting in December 2026.