# West Priest Lake Fire District

**Fire Chief Job Posting**

## About the Department

The West Priest Lake Fire District is actively seeking candidates for the position of Fire Chief. We are a rural volunteer fire department located in North Idaho, funded through a public taxing district and governed by an elected Board of Fire Commissioners.

The District operates out of three stations and responds to a wide range of emergencies, including structural and wildland fires, vehicle accidents, EMS assist calls, and other incidents across the west side of Priest Lake. We maintain Mutual Aid Agreements with the three neighboring fire districts surrounding the lake.

## Position Summary

The Fire Chief is responsible for the leadership, administration, and operational readiness of the Fire District. This includes strategic planning, emergency response coordination, training oversight, personnel management, apparatus and equipment readiness, budgeting, and community relations. The role requires strong leadership, excellent communication skills, and a commitment to serving in a rural volunteer setting.

This is a part-time leadership position with no set daily hours. Time commitment varies based on department needs, training schedules, emergency responses, and administrative duties.

Compensation is provided through a monthly stipend, which is negotiable based on experience and involvement level.

## Key Responsibilities

* Serve as Incident Commander during major incidents
* Oversee recruitment, retention, training, and discipline of volunteer personnel
* Ensure operational readiness of all apparatus, equipment, and stations
* Manage operational and capital budgets; assist with grant applications
* Serve as liaison to the Board of Fire Commissioners and county emergency services
* Coordinate mutual aid operations with surrounding fire districts
* Develop and lead fire prevention and public education initiatives
* Maintain compliance with NFIRS reporting and departmental documentation standards

## Desired Qualifications

* High school diploma or GED
* Minimum 10 years of progressive experience in the fire service
* Certified Firefighter I & II (NFPA 1001-compliant) from any U.S. state or agency
* Wildland Firefighting training and experience (e.g., S-130/S-190 or equivalent), and familiarity with wildland/urban interface (WUI) operations
* Valid driver’s license with insurability
* Resident of or willing to relocate within district boundaries
* Ability to pass a background check and drug screening; no criminal or other disqualifying history
* Ability to obtain and maintain Basic First Aid/CPR certification within 30 days of hire
* EMT certification preferred

## To Apply

Submit your resume, cover letter, and copies of relevant certifications to:

Board of Fire Commissioners
West Priest Lake Fire District
PO Box 450
Nordman, ID 83848

And Or email to:
info@westpriestlakefire.org