

HUERFANO COUNTY FIRE PROTECTION DISTRICT

CHIEF OF OPERATIONS

EMPLOYMENT APPLICATION PACKET

Walsenburg, Colorado

Application Period: October 26, 2026 - December 25, 2026

Please complete all applicable sections. Attach additional pages where necessary.

APPLICATION INSTRUCTIONS

- Complete this application in full. A resume may be attached, but it does not replace completion of this application.
- Attach copies of relevant fire-service certifications, training records, licenses, and other documentation you want the Board to consider.
- Finalists may be asked to participate in a Board interview, scenario-based interview, command exercise, background screening, reference checks, and driving-record review.
- HCFPD reserves the right to verify information provided in this application.

POSITION ACKNOWLEDGMENTS

- ☐ I understand HCFPD is a volunteer fire department.
- ☐ I understand this position does not currently include health benefits or a pension/retirement benefit.
- ☐ I understand salary is based on experience, qualifications, certifications, leadership background, and demonstrated competency.
- ☐ I understand the Chief of Operations must maintain a primary residence allowing response to an HCFPD fire station within 15 minutes or less under normal driving conditions.

1. APPLICANT INFORMATION

Full Legal Name	_____
Preferred Name	_____
Mailing Address	_____
City / State / ZIP	_____
Phone	_____
Email	_____
Current Employer	_____
Current Position	_____

Primary residence location / community: _____

Approximate normal driving time from residence to nearest HCFPD fire station:

☐ 15 minutes or less ☐ More than 15 minutes

Valid driver's license state / number: _____

☐ Yes - willing to authorize driving-record review ☐ No

Earliest date available to begin if selected: _____

2. ELIGIBILITY & GENERAL INFORMATION

☐ Yes ☐ No

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Can you perform the essential functions of the position, with or without reasonable accommodation?

☐ Yes ☐ No

Are you willing to complete required HCFPD professional development within established timelines?

☐ Yes ☐ No

Are you willing to work evenings, nights, weekends, holidays, and emergency incidents as required?

3. EDUCATION

High School / GED	School: _____ Year: _____
College / University	Institution: _____ Degree/Field: _____

Other Education	Program: _____ Credential: _____
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HCFPD recognizes that equivalent fire-service experience, training, certifications, teaching ability, leadership, and demonstrated competency may substitute for formal academic education.

4. FIRE-SERVICE EXPERIENCE

Total Years in Fire Service	_____
Years in Volunteer Fire Service	_____
Years in Career/Combination Service	_____
Years as Officer / Acting Officer	_____
Years in Incident Command Role	_____

Fire Department / Agency History

Agency 1

Department / Agency	_____
Location	_____
Dates of Service	_____
Rank / Position	_____
Volunteer / Career / Combination	_____
Reason for Leaving	_____

Agency 2

Department / Agency	_____
Location	_____
Dates of Service	_____
Rank / Position	_____
Volunteer / Career / Combination	_____
Reason for Leaving	_____

Additional fire-service history may be attached on a separate sheet.

5. FIRE-SERVICE TRAINING & CERTIFICATIONS

Mark all currently held qualifications and attach copies where available.

Required / Baseline Training

- ☐ ICS-100 - Current/Completed ☐ ICS-100 - Not Yet Completed
- ☐ ICS-200 - Current/Completed ☐ ICS-200 - Not Yet Completed
- ☐ IS-700 - Current/Completed ☐ IS-700 - Not Yet Completed
- ☐ S-130 - Current/Completed ☐ S-130 - Not Yet Completed
- ☐ S-190 - Current/Completed ☐ S-190 - Not Yet Completed
- ☐ L-180 - Current/Completed ☐ L-180 - Not Yet Completed
- ☐ Current CPR/AED - Current/Completed ☐ Current CPR/AED - Not Yet Completed
- ☐ Emergency Vehicle / Driver Qualification - Current/Completed ☐ Emergency Vehicle / Driver Qualification - Not Yet Completed
- ☐ Demonstrated Structural Firefighter Competency - Current/Completed ☐ Demonstrated Structural Firefighter Competency - Not Yet Completed

Preferred / Advanced Qualifications

- ☐ ICS-300 - Held ☐ ICS-300 - In Progress ☐ ICS-300 - Not Held
- ☐ ICS-400 - Held ☐ ICS-400 - In Progress ☐ ICS-400 - Not Held
- ☐ Fire Officer I - Held ☐ Fire Officer I - In Progress ☐ Fire Officer I - Not Held
- ☐ Fire Officer II - Held ☐ Fire Officer II - In Progress ☐ Fire Officer II - Not Held
- ☐ Fire Instructor I - Held ☐ Fire Instructor I - In Progress ☐ Fire Instructor I - Not Held
- ☐ Incident Safety Officer - Held ☐ Incident Safety Officer - In Progress ☐ Incident Safety Officer - Not Held
- ☐ HazMat Operations - Held ☐ HazMat Operations - In Progress ☐ HazMat Operations - Not Held
- ☐ NWCG FFT1 - Held ☐ NWCG FFT1 - In Progress ☐ NWCG FFT1 - Not Held
- ☐ Engine Boss progression / ENGB - Held ☐ Engine Boss progression / ENGB - In Progress ☐ Engine Boss progression / ENGB - Not Held
- ☐ Pump Operations - Held ☐ Pump Operations - In Progress ☐ Pump Operations - Not Held
- ☐ Vehicle Extrication - Held ☐ Vehicle Extrication - In Progress ☐ Vehicle Extrication - Not Held
- ☐ Wildland Urban Interface - Held ☐ Wildland Urban Interface - In Progress ☐ Wildland Urban Interface - Not Held
- ☐ Rural Water Supply - Held ☐ Rural Water Supply - In Progress ☐ Rural Water Supply - Not Held
- ☐ Other Chief Officer / Command Training - Held ☐ Other Chief Officer / Command Training - In Progress
- ☐ Other Chief Officer / Command Training - Not Held

Other certifications, qualifications, task books, or specialized training:

6. INCIDENT COMMAND EXPERIENCE

Approximately how many years have you regularly functioned in an incident-command or supervisory role? _____

☐ Structure Fire ☐ Wildland Fire ☐ Vehicle / Extrication ☐ Multi-Agency ☐ Mutual Aid ☐ Other

Largest or most complex incident you have commanded or helped command:

Describe your experience with the following:

Initial size-up and establishment of command:

Accountability and span of control:

Rural water supply:

Mutual-aid integration:

Transition between offensive and defensive operations:

Multi-agency coordination:

7. LEADERSHIP & VOLUNTEER DEPARTMENT EXPERIENCE

Please answer each question. Attach additional pages if needed.

1. Describe your leadership philosophy and how you believe a Chief should lead volunteers.

2. Describe your experience recruiting and retaining volunteer firefighters.

3. How have you developed or mentored new firefighters and future officers?

4. Describe a time you had to address poor performance or unsafe behavior by a firefighter or officer.

5. How do you build morale and accountability at the same time?

6. How do you handle constructive criticism or disagreement from firefighters, officers, or governing officials?

8. TRAINING & TEACHING

Describe your experience teaching or instructing firefighters:

List subjects you are comfortable teaching:

Describe how you would evaluate firefighter competency beyond attendance at training:

9. BUILDING HCFPD

The next Chief of Operations will be expected to help strengthen and grow a small rural volunteer department.

1. What would your priorities be during your first 90 days as Chief of Operations?

2. What would you do during your first year to improve recruitment and retention?

3. How would you develop a clear and effective chain of command?

4. How would you improve training without creating unrealistic expectations for volunteers with full-time jobs and families?

5. What do you believe makes a rural volunteer department successful?

10. COMMUNITY & INTERAGENCY RELATIONSHIPS

1. Describe your experience working with neighboring fire departments, law enforcement, emergency management, dispatch, or state agencies.

2. How would you strengthen HCFPD's relationships with regional fire departments and state partners?

3. Describe how you would represent HCFPD professionally in the community, particularly when discussing department needs or challenges.

11. BOARD & ADMINISTRATIVE COLLABORATION

1. Describe your experience working with a governing board, elected officials, administration, or executive leadership.

2. How would you approach a professional disagreement with the HCFPD Board of Directors?

3. How would you maintain a collaborative working relationship with the Chief of Administration while preserving clear operational authority and accountability?

4. What does transparency to a governing board mean to you?

12. PROFESSIONAL CONDUCT & JUDGMENT

1. Describe a professional mistake you made in the fire service and what you learned from it.

2. How would you respond if a subordinate officer challenged one of your operational decisions after an incident?

3. How should a Chief respond when a firefighter raises a good-faith complaint regarding safety, leadership, or policy?

4. How do you prevent favoritism, retaliation, or personality conflicts from affecting command decisions?

13. REFERENCES

Please provide at least three professional references. At least two should be able to speak directly to your fire-service leadership, command ability, training, or professional conduct.

Reference 1

Name	
Title / Organization	
Relationship	
Phone	
Email	
Years Known	

Reference 2

Name	_____
Title / Organization	_____
Relationship	_____
Phone	_____
Email	_____
Years Known	_____

Reference 3

Name	_____
Title / Organization	_____
Relationship	_____
Phone	_____
Email	_____
Years Known	_____

14. DOCUMENTS SUBMITTED

- ☐ Resume
- ☐ Cover Letter
- ☐ Training / Certification Copies
- ☐ Driver / Operator Documentation
- ☐ NWCG Qualification Records / Task Books
- ☐ Letters of Recommendation
- ☐ Other

Other documents submitted: _____

15. APPLICANT CERTIFICATION & AUTHORIZATION

- I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge.
- I understand that false statements, material omissions, or misrepresentation may result in removal from consideration or, if appointed, disciplinary action up to and including removal from the position.
- I authorize Huerfano County Fire Protection District to verify information contained in this application and to contact the professional references I have provided.
- I understand that finalists may be required to authorize additional lawful background, driving-record, employment-history, certification, and reference verification as part of the selection process.
- I understand that appointment as Chief of Operations is subject to approval by the HCFPD Board of Directors and does not create a guarantee of continued appointment or employment except as may otherwise be provided by applicable law or written agreement.
- I acknowledge that HCFPD is a volunteer fire department and that this Chief of Operations position does not currently include health benefits or a pension/retirement benefit.
- I acknowledge that maintaining a primary residence allowing response to an HCFPD fire station within 15 minutes or less under normal driving conditions is a condition of appointment unless otherwise approved by the Board.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

FOR HCFPD USE ONLY

Date Received	_____
Received By	_____
Application Complete	☐ Yes ☐ No
Minimum Qualifications Met	☐ Yes ☐ No ☐ Board Review
Interview Selected	☐ Yes ☐ No
Background / Reference Review	☐ Completed ☐ Pending
Board Action	_____ _____

Notes: _____