

# FORT MYERS BEACH

## FIRE DEPARTMENT

The Fort Myers Beach Fire Department  
is seeking qualified applicants for the  
position of

### **FIREFIGHTER/PARAMEDIC**



Final Date for Submittal: February 9, 2018 at 4:00 pm  
Fort Myers Beach Fire Department  
100 Voorhis Street, Fort Myers Beach, Florida 33931

*Shaping Our Community Through Excellence*



## FORT MYERS BEACH FIRE DEPARTMENT

### FIREFIGHTER/PARAMEDIC POSITION ANNOUNCEMENT

## The Fort Myers Beach Fire Department

The Fort Myers Beach Fire Department is located in Southwest Lee County, Florida, covering the islands of Estero and San Carlos, as well as nearby areas. Our team provides services to a population of approximately 9,000 full time residents, over 40,000 peak season residents, and over 1.8 million visitors each year. In addition to a significant population increase in peak season, Estero Island is a well-known and highly frequented Spring Break destination for visitors around the world. The Fort Myers Beach Fire Department covers a 10 square mile area out of 4 facilities strategically placed within the District, as well as responds to many areas of Southwest Florida through an automatic aid and closest unit response system.

The District began as a volunteer fire department in 1949 by the Beach Improvement Association, Inc. The District incorporated as the Fort Myers Beach Fire Control District in 1950 with an estimated population of only 2,500 residents. Since, the Fort Myers Beach Fire Department has become a full-service career and emergency response organization protecting the residents and visitors of this highly sought after and growing location.



The Fort Myers Beach Fire Department provides a variety of services to include a multitude of fire suppression activities, Emergency Medical Advanced Life Support (ALS) on all apparatus, ambulance transport, technical rescue, hazardous materials incident response, and a variety of other emergency and non-emergency services.

The District's total annual operating budget is approximately \$12,200,000, and total expenditures and designated funds are approximately \$17,700,000, which is primarily funded through property tax collection, fees for services, and impact fees.



# FORT MYERS BEACH FIRE DEPARTMENT

## FIREFIGHTER/PARAMEDIC POSITION ANNOUNCEMENT

### Organizational Structure

The Fort Myers Beach Fire Department is a Special District of Florida, which operates by the governance and leadership of a five-member Board of Fire Commissioners. The Board of Fire Commissioners are residents elected by the Community to serve the District for a four-year term. The Board works with the Fire Chief and Administrative staff in establishing vision for the organization, strategic and long range planning objectives, as well as overseeing financial activities.



Firefighters & Paramedics .....	28
Driver Engineers .....	9
Company Officers ( <i>Lieutenants &amp; Captains</i> ) .....	9
Fire Prevention Specialists .....	2
Administrative & Support Staff .....	5
Battalion Chiefs .....	3
Division Chiefs .....	1
Assistant Chiefs .....	1
Executive Assistant Fire Chiefs .....	2
Fire Chief .....	1
<b>Total Personnel</b> .....	<b>61</b>

The Fort Myers Beach Fire Department uses a variety of positions to achieve the mission of serving our residents and visitors alike in any time of need. Our staffing structure includes a variety of operational, command staff, and administrative positions that operate on a full-time basis.



## Branches, Divisions & Programs

The Fort Myers Beach Fire Department is organized into major branches, divisions and programs to achieve the maximum benefit in all aspects of resident and visitor needs. Fort Myers Beach Assistant Chiefs, Directors, and Division Chiefs oversee specific organizational branches, divisions, and programs while working together in achieving the organization's operational and administrative goals.

### Operations Branch

The Fort Myers Beach Fire Department Operations Branch manages all operational aspects of the organization, to include emergency response, training, emergency medical services, apparatus, and equipment. The Operations Branch is overseen by an Executive Assistant Fire Chief, who works closely with the Assistant Chief of Training, Education and Safety, Division Chief of Emergency Medical Services, Battalion Chiefs, Captains, Lieutenants, Driver Engineers, Paramedics, and Firefighters to execute the operational mission of the organization.



### Training Division

The Fort Myers Beach Fire Department Training Division coordinates and manages all initial, ongoing, and advanced level training. This includes development programs for the Firefighter, Driver Engineer, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

### Emergency Medical Services (EMS) Division

The Fort Myers Beach Fire Department EMS Division's responsibilities include the management and planning of all levels of EMS delivery to include Advanced Life Support (ALS) transport ambulances, as well as fully staffed ALS fire apparatus to ensure ALS care is provided by the closest unit responding. The EMS Division also oversees EMS education, training, equipment, supplies, and administration of all medical services.



### Life Safety and Support Services Branch

The Fort Myers Beach Fire Department Life Safety & Support Services Branch is overseen by an Executive Assistant Fire Chief, and provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspectors, as well as oversight of the plans review process for structures.

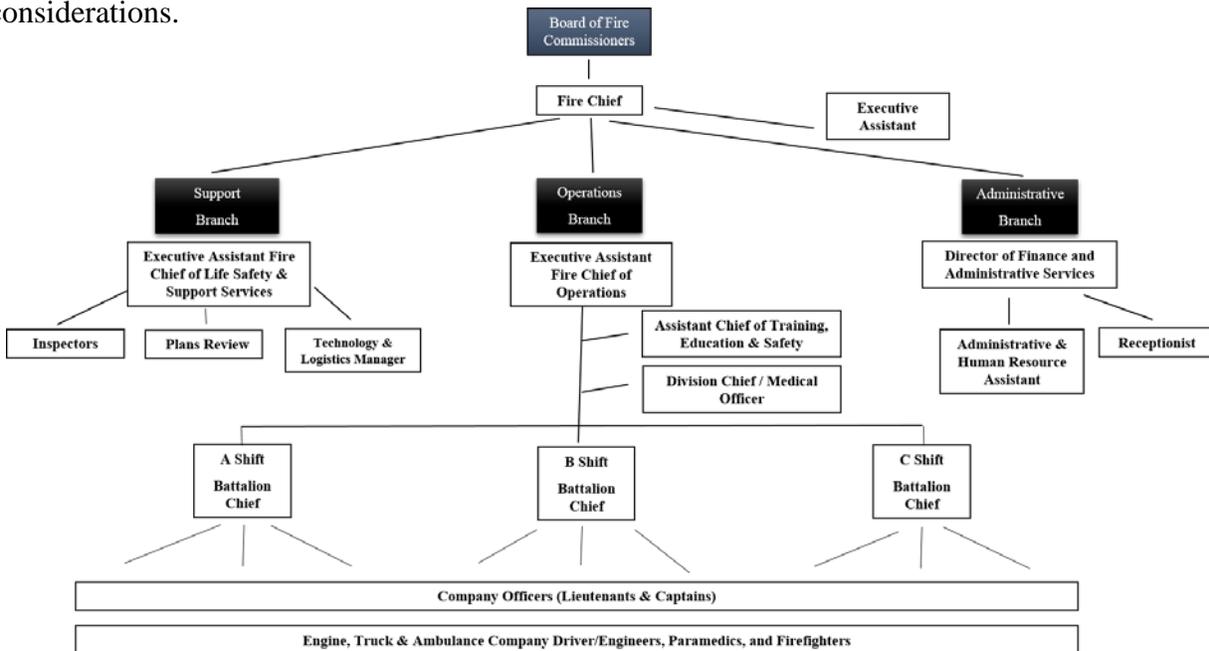
This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. Our Life Safety & Support Services Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire investigation services and public information.

Finally, this Branch oversees the many logistical components of our organization. This includes facilities and grounds, information and technology, as well as supplies and materials.

### Administration

The Administrative Branch is overseen by the Director of Finance and Administrative Services and provides support to all Fort Myers Beach Fire Department divisions and programs through document and policy management, benefit administration, purchasing processes, and budgeting. The administration also provides the organization’s Human Resources department, risk management coordination, and Strategic Planning Section.

The Fire Chief works with the Board of Fire Commissioners, administrative staff, legal counsel, accountants, and fire department officers to oversee Department functions. The Office of the Fire Chief also manages public records and the logistical components of the Board of Fire Commissioners. The Fire Chief serves as the direct liaison to the Board of Fire Commissioners by managing documentation, resolutions, meeting preparation, and other administrative considerations.





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## FORT MYERS BEACH FIRE DEPARTMENT

### OFFICE OF THE FIRE CHIEF

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931  
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

Hello and thank you for your interest in The Fort Myers Beach Fire Department Firefighter/Paramedic position. We hope that the information found in this package will be a valuable resource for you to learn about our organization and determine whether this is a position you believe is the right fit for you.

As we search for new Firefighter/Paramedics for our team, I am committed to finding individuals that are the right fit personally and professionally. We are a proud family, who functions with a true and genuine focus on internal and external customer service.

The ideal candidate will be committed to being a team player and work closely with his/her crew, as this is a key building block of a strong and efficient team. He/she will maintain high moral and ethical character, as well as follow our leaders and decision makers executing our mission, vision, and values. Our ideal candidate will always place service to our team above self, personal beliefs, desires or motives.

The Fort Myers Beach Fire Department is proudly focused on high quality service to our community. This concept is embraced by our members and leadership, as we continue to find new ways to live this in our daily actions. We seek candidates who share this focus, are committed to living it out, and can surface new ways to continue our innovative methods of proud fire and EMS service delivery.

Though we highly value the qualification requirements of this position as they create a baseline standard of professional competency, I also hold in high regard an individual of compassion, ethics, and a sincere dedication to the proud fire tradition of service. With this, I personally desire a fire service professional that aspires to be a part of our team and demonstrates sincere dedication, compassion, and accountability to continuous improvement and training.

I wish you the absolute best in this process and look forward to meeting you and learning the ways you can serve this phenomenal team of professionals.

Matthew R. Love  
Fire Chief  
Fort Myers Beach Fire Department

**SHAPING OUR COMMUNITY THROUGH EXCELLENCE**

PHONE (239) 590-4200 • FAX (239) 463-6761





## FORT MYERS BEACH FIRE DEPARTMENT

### FIREFIGHTER/PARAMEDIC POSITION ANNOUNCEMENT

#### The Position of Firefighter/Paramedic

The Fort Myers Beach Firefighter/Paramedic possesses skilled and specialized work abilities involving the prevention, suppression, and extinguishment of fires; performs rescue and emergency medical services, and assists in the control and resolution of incidents. The Firefighter/Paramedic works under the direct supervision of the Company Officer. He/she represents the department in a dignified manner by being well groomed, courteous, and tactful in all interactions with, or assisting, the public and other agencies.

The Firefighter/Paramedic may assist the Company Officer and the Driver/Engineer in carrying out department policies, rules, regulations, and standard operating procedures.

The Firefighter/Paramedic participates in aggressive training programs, regular drills, and responds to emergencies as a team member.



***See the Probationary Firefighter Position Description on our website: [www.FMBFire.org](http://www.FMBFire.org) for further requirements.***

#### ***Minimum Requirements:***

- Must be at least 18 years of age.
- Be a non-smoker/non-user of tobacco for at least one (1) year prior to application.

#### ***Education:***

- Must possess a High School diploma or G.E.D.

#### ***Certificate or Licenses:***

- Florida Driver's License (or eligible to obtain within 30 days of employment)
- Current National or Florida State Paramedic Certification (Nationally Registered Paramedics will be required to successfully challenge the Florida State program)
- Current Healthcare Provider BLS/ACLS and PALS certification

#### ***Within One Year:***

- FMBFD Credentialed Paramedic
- Florida State Certified Firefighter

#### ***Preferred:***

##### ***The Ideal Candidate Will Possess***

- Qualifying Experience. (Defined as: A certified Paramedic who has worked under a Physicians Medical License to act as a "Lead" or "Primary" treating Paramedic on a 911/Emergent Transport Ambulance within the last 24 months. Candidate must achieve and maintain FMBFD Paramedic Credentialing status within 18 months of hire.
- Florida State Firefighter Certification
- Associate Degree or higher in Fire/Science, EMS, or a related field from an accredited college or university is desired.
- Emergency Vehicle Operations Certificate



## Compensation and Benefits

- **The annual estimated total Probationary Firefighter/Paramedic Compensation Package is valued at \$81,400.00 for Probationary Firefighter/Paramedics with Qualifying Experience, and \$73,440.00 annually for Non-Qualifying Experience Firefighter/Paramedics.**  
*Please see correlating documents for pay increases beyond the first year of employment.*

*(The Above Includes: Base Salary, Averaged Overtime, Holiday Pay, Family Health, Dental & Vision, Florida Retirement Service District Contribution, and Short and Long Term Disability)*

*Qualifying experience is defined as: A certified Paramedic who has worked under a Physician's Medical License to act as a "Lead" or "Primary" treating Paramedic on a 911/Emergent Transport Ambulance within the last 24 months. If applicable, this will be assessed by the organization prior to hire. Candidates must achieve and maintain FMBFD Paramedic Credentialing status within 18 months of hire.*

- **Base Pay:** The base Probationary Firefighter Salary for 2018 is \$51,000.00 for Qualifying Experience Paramedics and \$42,500.00 for non-qualifying experience Paramedics. See above for qualifying definition.  
*Following the Probationary Period (at least 1 year), additional compensation levels are available, as well as compensation increases for formal education and service time. Non-Probationary Firefighter/Paramedic pay ranges from \$63,000.00 to \$71,500.00 in year two, and may escalate in subsequent years, subject to the Collective Bargaining Agreement and District policy.*
- **Employee and Family Healthcare:** The District is proud to provide 100% Employee Healthcare and Full Family Health, Dental and Vision coverage at an employee co-share of 20% valued at an average of \$20,360.00 annually before co-pay. The District also provides a pre-tax plan for the cost of medical related expenses through a Flexible Spending Account (FSA) under the Internal Revenue Service Section 125 Plan.
- **Retirement:** An excellent retirement plan is provided by the District through the Florida Retirement Services (FRS). The employee contributes 3% of wages, and the District contributes 23.27% of gross salary, equaling a total contribution of 26.27%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan as a deduction from employee pay.
- **Personal Paid Leave (PPL):** PPL, Holiday Pay, and other benefits can be found in the District 3 Collective Bargaining Agreement.
- **Education, Development and Training:** Education, Development, and Training is highly encouraged by the District and funded for the employee through a rewarding Education Plan.

Further benefit and salary information, as well as a position description, is available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents. The most current version of the District 3 Collective Bargaining Agreement which outlines the entire agreement for the position of Firefighter/Paramedic is available upon request.



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#### The Application Process

Applications are available online at [www.fmbfire.org](http://www.fmbfire.org), and at The Fort Myers Beach Fire Department Administration offices located at 100 Voorhis Street, Fort Myers Beach, Florida 33931.

Applications must be filled out completely, to include any identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled; however, the first round of applications must be received by **4:00 pm Eastern Standard Time, on February 9, 2018**. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with all required certifications and supplemental documentation to [Apply@FMBFire.org](mailto:Apply@FMBFire.org).

The organization will screen applications as they are received and will notify the candidate of receipt. All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits. All dates are subject to change.

#### Process Specifics

Candidates who successfully meet all requirements will be contacted and invited to the District's Assessment Center to take a written exam, physical agility assessment, and medical skills scenario, pending passing scores. This event will be conducted on **Tuesday, February 20, 2018, 9:00 am**, at the Southwest Florida Public Service Academy, located at 4312 Michigan Avenue, Fort Myers, Florida 33905.

Candidates which successfully pass all three (3) phases of the assessment will then have the opportunity to interview on **Wednesday, February 21, 2018**.

Study materials for the exams include:

- International Fire Service Training Association (IFSTA) Essential of Firefighting 6<sup>th</sup> Edition
- Current edition Paramedic Texts (Brady, Mosby, Paramedic Care, etc.) and current 2015 American Heart Association (AHA), PALS, BLS, ACLS Guidelines.
- National Registry of Emergency Medical Technicians Paramedic (NREMT-P) and AHA Practical Skills Sheets.

You may obtain the required agility outline for the Employment Assessment on our website at [www.FMBFire.org](http://www.FMBFire.org).

*Further date notifications and scheduling will be made after application.  
Persons needing an accommodation to apply should contact Human Resources at 239-590-4200.  
Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference*