

**FORT MYERS BEACH**

**FIRE DEPARTMENT**

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

**ASSISTANT CHIEF  
OF TRAINING, EDUCATION & SAFETY**



Fort Myers Beach Fire Department  
100 Voorhis Street, Fort Myers Beach, Florida 33931

*Shaping Our Community Through Excellence*



## FORT MYERS BEACH FIRE DEPARTMENT

### ASSISTANT CHIEF OF TRAINING, EDUCATION & SAFETY 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

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### 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.



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### 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.

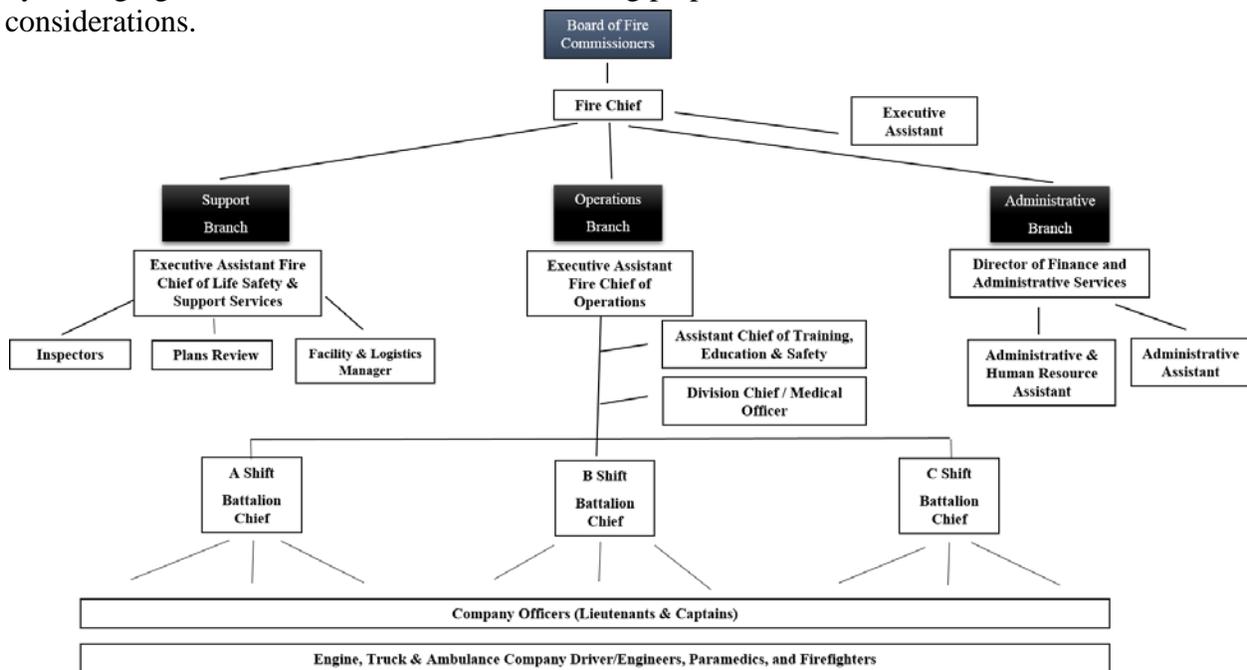
This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. Our Life Safety & Support Services Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire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





## FORT MYERS BEACH FIRE DEPARTMENT

ASSISTANT CHIEF OF TRAINING, EDUCATION & SAFETY POSITION ANNOUNCEMENT



## 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 Assistant Chief of Training, Education, & Safety 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 this organization's next Assistant Chief of Training, Education, & Safety, I am committed to finding an individual that is the right fit personally and professionally for the superior men and women of this team. We are a proud family who functions with a true and genuine focus on customer service.

In addition, we are looking forward to finding an individual that can lead the training, education, and safety programs of this organization into the future with the sincere values and integrity our family and community deserve and have come to expect. The ideal candidate for this position will focus on relationship building, while staying attentive to the needs of all team members. This individual also possesses a sense of humor, never taking him/herself too seriously, desiring to build a family atmosphere by engaging with and enjoying relationships with our team members.

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 an Assistant Chief of Training, Education, & Safety who shares this focus, is committed to living it out, and surfaces new ways to advance our training and development programs.

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 and sincere dedication to the proud fire tradition of service. With this, I personally desire a fire service professional with the attributes to provide our team with sincere dedication, compassion, and accountability to continuous improvement.

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

### ASSISTANT CHIEF OF TRAINING, EDUCATION & SAFETY POSITION ANNOUNCEMENT

#### The Position of Assistant Chief of Training, Education & Safety

The Fort Myers Beach Fire Control District is seeking qualified applicants for the position of Assistant Chief of Training, Education, & Safety. This position oversees all training and development programs, education management, and safety initiatives of the organization. The Assistant Chief of Training, Education, & Safety collaborates with and is an integral part of the organization's management team, reporting to the Executive Assistant Fire Chief of Operations.

The Assistant Chief of Training, Education, & Safety is responsible for day-to-day training of the organization and directly supervises and builds relationships with both operational and non-operational personnel. The Assistant Chief of Training, Education, & Safety may respond to incidents designated as requiring a senior advisor. He/she should possess superior command, leadership, and safety competencies.

The Assistant Chief of Training, Education, & Safety is subject to call backs when off-duty. To facilitate this, the position is assigned a Department vehicle, which should be well maintained and cared for as an integral part of our response fleet. As such, the Assistant Chief of Training, Education, & Safety must live within an effective response parameter from the District.

The Assistant Chief of Training, Education, & Safety works as a team member, assisting Executive Assistant Fire Chiefs in planning, organizing, directing and evaluating the Fort Myers Beach Fire Control District. The Assistant Chief of Training, Education, & Safety ensures that the Department incorporates up-to-date and efficient fire suppression, hazardous incident mitigation, and emergency medical technologies into its procedures, equipment and methods. He/she will also demonstrate the courage to be an innovator of the future, while also remaining respectful of tradition, but not constrained by it.

The Assistant Chief of Training, Education, & Safety is expected to maintain open and frequent communication with all ranks and team members, always speaking and representing the very best aspects of our organization. He/she will be willing to put personal motives aside to act and speak for the overall good of the Department, representing all ranks, positions, and team members in the most positive light. Further, this individual will display humility, vowing to be a lifelong learner not only of the fire service overall, but of our Department, community, and team members. A strong sense of ethics, integrity, honesty, straightforwardness, and moral stature are also required.



***See the Assistant Chief of Training,  
Education, & Safety Position Description  
for further requirements.***



## *Assistant Chief of Training, Education & Safety Position Requirements*

### *Experience:*

Ten (10) years of progressively responsible fire service experience  
At least three (3) years of supervisory responsibilities (fire company officer or above)  
Experience with budgeting, forecasting, and policy development

### *Formal Education:*

Bachelor Degree from an accredited college or university  
(Degree achieved by January 1, 2019)

### *Certificate or Licenses:*

Current Florida Driver's License within (30) days  
Florida State Certified Fire Officer II or higher  
Florida State Certified Fire Instructor III (within two (2) years of employment)  
Florida State EMT-Basic or Paramedic by end of probationary period  
AHA CPR for Healthcare Professionals by end of probationary period  
Florida Firefighter Minimum Standards  
Within two (2) years become a Florida State Certified Incident Safety Officer  
EVOC Instructor (within two (2) years of employment)  
Incident Command System (ICS) (FEMA Certified) 100, 200, 300, 400, 700 and 800  
Incident Command System (ICS) (FEMA Certified) 701, 702, 703 and 704 by end of probationary period  
National Wildfire Coordinating Group (NWCG) S130/180/190 (Basic Firefighter Training & Introduction to Wildland Fire Behavior) (within two (2) years of employment)  
NWCG S-215 (Fire Operations in the Wildland/Urban Interface) (within two (2) years of employment)  
NWCG S-231 (Engine Boss) (within two (2) years of employment)  
NWCG S-330 (Strike Team/Task Force Leader) (within two (2) years of employment)

### *Residency:*

Must reside within a location approved by the Fire Chief

### *The Ideal Candidate will Possess*

#### *Preferred Experience:*

Well-rounded experience with a holistic view of fire service operations  
Center for Public Safety Excellence (CPSE) accreditation management experience

#### *Preferred Education:*

Master from a regionally accredited college or university  
Graduate of the National Fire Academy (NFA) Executive Fire Officer Program  
CPSE Chief Fire Officer Designee  
Type IV/V Incident Commander (Blue Card)  
Florida State Incident Safety Officer  
Florida Fire Officer III/IV or equivalent  
Previous Paramedic Transport experience

*A combination of education, training, and experience, which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate.*



## FORT MYERS BEACH FIRE DEPARTMENT

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#### Compensation and Benefits

- **The current annual estimated Assistant Chief of Training, Education, & Safety Compensation Package is valued at \$169,950 to \$185,010.**  
*(The Above Includes: Base Salary, Family Health, Dental & Vision, Florida Retirement Service District Contribution, Short and Long Term Disability)*
- **Base Pay:** The base Assistant Chief of Training, Education, & Safety Salary is \$108,000 to \$118,000, with a **Starting Pay Range of:** \$108,000 to \$110,500.
- **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 10% of dependent coverage valued at an average of \$20,270 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 24.50% of gross salary, equaling a total contribution of 27.50%. 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 Management Benefits Package.
- **Education, Development and Training:** Education, Development, and Training is highly encouraged by the District and funded for the employee through a rewarding Education Plan.
- **Uniforms:** All sworn members are provided with an annual Uniform Plan and Outerwear Gear Plan covering the cost of identified items.
- **Cell Phone Plan:** Chief Officers are provided with the choice of a cell phone reimbursement program or an issued cell phone for District duties.

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.

*EOE/At-Will/Veteran's Preference*



## FORT MYERS BEACH FIRE DEPARTMENT

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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 Control District Administration office located at 100 Voorhis Street, Fort Myers Beach, FL 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. 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.

The organization reserves the right to change the date of deadline.

#### Process Specifics

Candidates will be required to complete an assessment process which may include an essay portion, video or phone interview, incident management assessment, panel interviews, written assessments, in-box prioritization assessment, role play assessment, and/or project based assessment.

***Further date notifications and scheduling will be made after application.  
All dates are subject to change.***

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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***