



ASSISTANT FIRE CHIEF

\$65,000 - \$70,000

Plus Excellent Benefits

Apply by

April 11, 2021

(First Review, Open Until Filled)

PROTHMAN



THE REGION



Located in Natrona County in east-central Wyoming at the foothills of Casper Mountain, the City of Mills is vibrant residential community perfectly snugged between Interstate-25 and the North Platte River. Incorporated in 1921, Mills originated as a 'boomtown' after the construction of a gravel mining company. When the depression began Mills almost became a ghost town until the economy recovered in the 1950s. Today, Mills continues to thrive on the region's growing economic climate and is home to over 4,000 citizens who enjoy ample entertainment, and indoor and outdoor recreation opportunities throughout the year.

Perfectly situated on a curve of the North Platte River, visitors and residents enjoy pole and fly fishing, canoeing, kayaking, stand-up paddle boarding, and inner tube floating. Multiple public access points along the river provide access to boat launches, restrooms, and areas for wildlife watching. Due to the popularity of summer floating on the river, a Life Jacket Program was formed in 2001 and every fire station has a stock of life jackets for the community to use free of charge.



Within the City's limits, Mills offers a local indoor roller-skating rink available for open skating or private parties, and several museums and history centers where residents and visitors can get a glimpse of the City's unique past. The City also maintains six parks with walking trails, playgrounds, soccer fields, basketball courts, and picnic tables for all to enjoy. During the summer, Mills hosts a Summer Festival on the riverfront with a food truck extravaganza featuring local food, desserts, and beverages. The festival also provides entertainment for the whole family with live music, face painting, kid bouncers, games, and multiple contests!



Minutes away, the City of Mills' neighboring city, Casper, provides further opportunities for entertainment, recreation, and amenities. Casper Mountain sits 3,000 feet above the City of Casper at a total of 8,130 feet in elevation and is home to the Hogadon Ski area that offers day and night skiing, cross country skiing, snowshoeing, and snowmobiling. During the warmer months, visitors can also camp, hike, and view the Garden Creek Waterfall. Casper has a recreation center which offers fitness, basketball, racquetball, and volleyball, while the Casper Family Aquatics Center has an indoor pool and waterpark with two slides, a lap pool, and a hot tub, and classes for swimming lessons and water exercise. Other nearby amenities include a bowling alley, a local ice arena for hockey and general skating, golf at courses such as the 27-hole Casper Municipal Golf Course, dining at breweries, restaurants, cafes, and bakeries, and shopping at local boutiques and the Eastridge Mall. Casper also hosts the annual College National Finals Rodeo and other sporting events.

Mills and Casper are serviced by the Natrona County School District which has 16 elementary schools, five middle schools, and three high schools. Higher education opportunities are available at the Casper Community College and the University of Wyoming Casper Center.

THE CITY

Operating under a strong Mayor form of government with four additional City Council members, the City of Mills maintains a workforce of 56 talented and dedicated FTEs who serve the City's 4,500 residents. The City serves its citizens from nine departments including Administration, Building and Inspections, Community Development, Municipal Court, Planning and Zoning, Public Works, Water Treatment Facility, Police, and Fire on an annual budget of \$4.2 million.

THE DEPARTMENT & POSITION

The Mills Fire Department is committed to providing optimum preservation of life, property, and environment, to our residents and visitors, through the process of prevention and education, with the highest level of skill, teamwork, and customer service. The department provides numerous types of services to the community and its 4,500 citizens spread over approximately four (4) square miles. Responses consist of structure, brush, and miscellaneous fires, advanced life support (ALS) for medical emergencies including the transport of sick and injured patients in ALS ambulances, commercial fire alarms, vehicle accidents, vehicle fires, public assists, CO alarms, smoke detector alarms, railroad accidents, ice and water rescues, HAZMAT, gas leaks, natural disasters, and other incidents. The department provides both EMT and Paramedic emergency medical care. A primary ambulance is staffed at the Paramedic or EMT Intermediate level 24 hours a day, 7 days a week.



The EMS Division works closely with Wyoming Medical Center and Casper College to explore new methods to improve the department's EMS system. Continuing education and quality assurance are ongoing top priorities for the department.

The City of Mills Fire Department operates with sworn officers and responds to all emergency incidents within the city and mutual aid areas during rotation on 48-hour duty days within a three-shift structure. Each shift has a Captain who supervises an engineer and one or more firefighters. Within each company, one of the three personnel is always a certified Paramedic or Emergency Medical Technician Intermediate. The department operates on an annual budget of \$746,000 and consists of a Fire Chief, an Assistant Fire Chief, three (3) Captains, three (3) Engineers, one (1) Firefighter, and ten (10) to fifteen (15) part-time/ volunteers. In 2020, the department responded to nearly 1,200 calls for service, which is expected to continue to grow exponentially over time.

Under the direction of the Fire Chief, the Assistant Fire Chief assists in the direction, management, and oversight of the activities and operations relating to the fire department including fire suppression, hazardous material mitigation, fire prevention and education, emergency medical services, and administrative support services. The Assistant Chief coordinates assigned activities with other City of Mills departments and outside agencies and provides administrative support to the Fire Chief.

For a full job description and to view the required necessary knowledge, skills, and abilities required of the Assistant Fire Chief, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Recruitment and Retention

The Assistant Fire Chief must meet the challenge to recruit, train, and retain firefighters and EMT's/Paramedics necessary to meet the service demands.

Training and Procedures

This position will be responsible for creating new policies and procedures and developing and implementing new training practices and policies to ensure staff are up to date on current best practices and training procedures.

IDEAL CANDIDATE**Education and Experience:**

Candidates must have a minimum of five (5) years of supervisor experience in an organized fire department, and/or strong management and administrative qualities, a strong background with working with mutual aid fire departments, enrollment into the NFA EFO Program, and DEMA STICO, DEMICO, and PICO. Candidates must have FFI, FFII, FOI and Red card, be able to pass a physical, drug test, and background check, and have possess of, or the ability to obtain a valid Wyoming Driver's License.

COMPENSATION & BENEFITS

- **\$65,000 - \$70,000 DOQ**
- Medical, Dental, and Vision Insurance (City pays employee portion and partial towards family)
- State of Wyoming Retirement with City Match
- Municipal Fire Fighters Pension
- Paid Sick Leave and Vacation
- 12 Paid Holidays

**For more information, please visit:
www.millswy.gov**

The City of Mills is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 11, 2021** (first review, open until filled). Applications materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Mills, WY – Assistant Fire Chief**", and click "**Apply Online**", or click [here](#). Application materials can be uploaded once you have logged in.



www.prothman.com

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