



P.O. Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone

Tusayan Fire District

AGENDA

Tusayan Fire District Board of Directors Regular Meeting

PURSUANT TO A.R.S. § 38-431.02 & § 38-431.03

October 10th, 2026

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

NOTICE: Members of the public may call in to hear the live audio by dialing (669) 444-9171 US Meeting ID: 8917272885 Password: 6383473. Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Directors of the Tusayan Fire District and to the general public that the TFD Board will hold a meeting open to the public on October 10th, 2026, at 10:00 a.m. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03. If authorized by a majority vote of the TFD Board, an executive session may be entered and held immediately following a successful vote to enter executive session and will not be open to the public. The Board may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting. Persons with a disability may request a reasonable accommodation by contacting the TFD at (928) 638-3473 as soon as possible.

Join Zoom Meeting

<https://us02web.zoom.us/j/8917272885?pwd=ejhCcDd3VjBaNUhhMnN2bnlpMk40UT09&omn=81083561657>

Meeting chat link

<https://us02web.zoom.us/jc/81083561657>

Meeting ID: 891 727 2885

Passcode: 6383473

1. Confirmation of quorum/Call to the Public

- a. ***One or two Board Members may attend by telephone*
- b. ***In accordance with A.R.S. §38-431.01(I), members of the public may address the board on items not on the printed agenda. The Board may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. The Board may not discuss, consider, or act upon any matter raised during public comment. Comments will be limited to three minutes per person. Requests to speak must be submitted in writing prior to the beginning of meeting.*

2. Discussion, Update, and Possible Action regarding Chief position packet application & posting.

3. Discussion, Update, and Possible Action regarding Paid Time Off Policy.

4. Board Member Reports

5. Adjourn

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this 9th day of October, 2026 at _____ in accordance with the statement filed by the Tusayan Fire District.

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY
THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.**

**Tusayan Fire District
Standard Operating Guidelines**

Paid Time Off Policy

Division: 100

Article: 17

Page: 1 of 2

Effective Date: 04-09-2020

Revised Date: 04-09-2020

Fire Chief: Greg Brush

Medical Director:FMC

TFD's Paid Time Off (PTO) Policy is as follows:

- Effective July 1st, 2017 TFD's previous vacation and sick policies will merge into one common policy known as Paid Time Off. **The PTO policy will comply with AZ Prop 206 – The Fair Wages and Healthy Families Act to be effective July 1st, 2017.**
- The first 24 hours of PTO now required by Prop 206 applies to all employees, regardless of employment status (full time, part-time, seasonal, and temporary). Any remaining PTO hours applies only to full time employees.
- Employees hired after July 1st, 2017 will be eligible for the now required 24 hours PTO after 90 days of employment. Any paid employees hired before this date will automatically receive, effective July 1st 2017, the now REQUIRED 24 hours of PTO.
- Remaining hours of PTO applies ONLY to full time employees and will be earned on their anniversary date, after one continuous year of employment as follows:
 - Year 1-5 = 120 hours **total**
 - Year 5-10 = 160 hours **total**
 - Year 10 or more = 200 hours **total**
- Employees may donate unused sick or PTO to employees in need pending Chief's approval.
- Employees will not be required to provide proof of a sickness, unless it has been 3 consecutive days in a row for such absence; documentation will then be required for one of the covered illness per AZ Prop 206.
- PTO can be requested in the smallest increments (per minute) allowed on our payroll system
- TFD encourages its employees to use their PTO available to them to help improve their mental state and productivity. Any unused designated Prop 206 Sick Time hours will be rolled over to following years with a maximum cap of 48 hours. If cap is reached, payout will occur for 24 hours.
- All remaining PTO hours will be forfeited annually, however, a request can be put in with the Chief for up to a 6 month extension, per case basis. The request needs to go in at least 2 weeks before anniversary/expiration date.
- Unused Prop 206 Sick Time will be paid out upon termination.
- Any and all PTO requests must have authorization from the Fire Chief.
- If an employee takes time off they must use PTO first, if they have it, before unpaid time off.

****This policy supersedes all other Paid Vacation and Sick Policies effective July 1st, 2019 and complies with Prop 206 – The Fair Wages and Healthy Families Act**

****Per Board, the Fire Chief has authority to change or add to the policy as needed.**

**Tusayan Fire District
Standard Operating Guidelines**

Paid Time Off Policy

Division: 100

Article: 17

Page: 1 of 2

Effective Date: 04-09-2020

**Most Recent Revision Date:
10-10-2026**

Fire Chief: Greg Brush

Medical Director: Kingman

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- TFD encourages its employees to use their PTO available to them to help improve their mental state and productivity. Any unused designated Prop 206 Sick Time hours will be rolled over to following years with a maximum cap of 48 hours. If the cap is reached, payout will occur for 24 hours.
- All remaining PTO hours will be forfeited annually; however, a request can be put in with the Chief for up to a 6-month extension, on a case-by-case basis. The request needs to go in at least 2 weeks before the anniversary/expiration date.
- Unused Prop 206 Sick Time will be paid out upon termination.
- Effective October 10, 2026, unused PTO is eligible to be paid out upon termination for employees who have worked for the District for over 10 consecutive years, so long as that employee is not terminated for cause.

- Any and all PTO requests must have authorization from the Fire Chief.
- If an employee takes time off, they must use PTO first, if they have it, before unpaid time off.

****This policy supersedes all other Paid Vacation and Sick Policies effective July 1st, 2019, and complies with Prop 206 – The Fair Wages and Healthy Families Act**

****Per the Board, the Fire Chief has authority to change or add to the policy as needed.**

> John,

> Normally these types of policy changes take time for the board weigh the pros and cons and financial impacts to the district, I would support the concept if our funds allow it in the future and I had time to calculate the long-term financial impact to the district to make a professional educated recommendation to the board on such a matter.

>

> One of my initial thoughts in this relatively short amount of time, is that the proposed change encourages future resignation to occur one day after their anniversary day so they can get their whole new batch of accrued PTO, relatively 200 hours, and then retire or quit one day after their anniversary date. This could promote a very costly trend with future resignations or elections of retirement that the fire district in my opinion does not have the financial stability to cover. Our current policy states employees are given their full balance on their anniversary date.

>

> This concept needs more time prior to approval in my opinion. I have not have time to digest this request and I am on approved PTO through Wednesday. I understand there is a special board meeting this Saturday to decide this matter, however, this is not budgeted right now and I am sure there are other implications I cannot think off in such a short time frame.

>

> This is a major switch in direction that impacts all employees and a large financial impact to the district. In my opinion TFD cannot afford this policy change.

>

> I think this is highly inappropriate to change the policy with relatively no time for any of the above. The timing and manner of this request is a clear biased towards doing what is best for Greg Brush, not the district or the public.

>

> The attorney appeared to shared the same sentiments during the executive session. I recommend allowing more time to understand the true cost of this change in the long term.

>

> Respectfully,

> Kate Johnson



Tusayan Fire District

Invites your application for

Fire Chief

OUR DISTRICT

The Tusayan Fire District is located in Coconino County, northern Arizona, and serves as a gateway to Grand Canyon National Park. We are a small, proud organization formed in 1996 at the request of the Grand Canyon National Park, which could no longer provide the necessary services continuously outside the park boundaries.

In 1999, Tusayan Fire District hired our first full-time paid Fire Chief and one full-time EMT/Firefighter, providing Fire Protection and Emergency Medical Services to the district residents. As of 2026, we are a combination district and have 25 members, including a full-time Fire Chief, Chief of Administration, two Paramedic/Captains, one EMT/Captain, one Paramedic/Firefighter, five EMT/Firefighters, a volunteer roster of 13, and a part-time Administrative Assistant.

Like any good fire department, we are multifaceted. Services we provide to our citizens, residents, and visitors alike include:

- Fire Protection: Structural, Wildland, and Wildland-Urban Interface
- Provide mutual aid to National Park Service Structural and Wildland Fire, National Park Airport, Arizona Department of Forestry and Fire Management, United States Forest Service, Department of Public Safety, and Coconino County Sheriff's Office
- Emergency Medical Services
- Fire Prevention, Hydrant Inspections and Testing
- Public Education Including CPR Courses

The Tusayan Fire District proudly protects 600 permanent residents who live in our 5-square-mile district boundary. Being a gateway to the Grand Canyon National Park, roughly 4.5 million visitors come through our area annually, thus increasing our small town to the size of a small city daily. We operate out of 1 station that protects primarily commercial and small

residential areas in a heavily wooded forest known as the Kaibab National Forest. Our district is public, and its members are on a combination of paid and volunteer status. The areas we protect, in addition to our district, are two non-taxable agencies with Special Use Permits through the United States Forest Service. The agencies are the Grand Canyon National Park Airport, which consists of 658 acres of commercial property that includes 3 heliport operators, three fixed-wing operators, along with the associated aircraft fueling facilities and maintenance hangars. This airport is one of the busiest airports in Arizona, with one of the largest tour heliport operations in the United States. The airport also includes 23 private single-family residences and 4 separate terminal facilities. The second agency is the Kaibab National Forest Service housing area, which is 60-plus acres with 35 single-family residences on site.

Tusayan Fire District also responds to mutual aid requests from the Department of Public Safety and the Coconino County Sheriff's Department for medical, fire, and rescue extrication calls, as there are no other emergency service agencies for the next 45 miles south of the Grand Canyon and Tusayan area.

Deploying a minimum daily staffing of 3-5 personnel, the District responds to approximately 450 calls per year on federal, state, and private lands.

The district's fleet includes one first-line engine, two brush trucks, one ladder truck, two rescue units, and a utility pickup truck. Ambulance services are provided by Guardian Medical Transport, which is based out of the Tusayan Fire District's building. This ambulance provides the majority of all ground transportation to Flagstaff for both TFD and Grand Canyon National Park.

A combination district, TFD employs highly qualified and dedicated individuals, including civilian support staff. In addition to our career staff, the District benefits from the services of 13-20 volunteers. Tusayan Fire District feels that our personnel are our most important asset.

OUR STRUCTURE

The District is financed by property taxes assessed within the District, various grants that may be received yearly, various service fees, and financial assistance from the Town of Tusayan.

Recognized by the State of Arizona as a special taxing district, TFD is governed by a 5-person Board of Directors elected by the public. The Fire Chief reports directly to the Board. The Fire Chief directs and supervises all district personnel.

OUR MISSION

The Tusayan Fire District dedicates our efforts to provide for the safety and welfare of the citizens and visitors of Tusayan and our community through the preservation of life, property, and the environment.

QUALIFICATIONS

Qualified candidates will be experienced fire service professionals with a proven track record in Fire/EMS management. Minimum qualifications include:

- *Bachelor's Degree from an accredited university or college in Public Administration, Business Administration, Fire Service Administration, Fire Science, Political Science, or other related field; an equivalent combination of experience and/or education will be considered*
- *Minimum of ten (10) years of Fire/EMS experience at an Officer level, ideally with a focus on rural firefighting*

- *Wildland Urban Interface experience*
- *Wildland Fire Certification(s)*
- *Incident Command Certification*
- *Present Paramedic Certification or EMT Certification under National Registry or Arizona equivalent*
- *Haz-Mat Incident Certification*
- *Demonstrated ability and effectiveness in labor/management relations*
- *Demonstrated experience in managing civilian staff members in addition to sworn members*
- *The Fire Chief must reside within the District boundaries throughout their time of employment*
- *Have satisfactory results on a background check, drug screening, fingerprints, and driving record with possession of a valid Arizona Driver's license by hire date*
- *Must pass pre-employment physical*
- *Pursuant to § 48-803.i, must complete six hours of training to meet state statute within one year of hire*

COMPENSATION

Tusayan Fire District is committed to providing a competitive wage and benefit package to the ideal candidate.

Salary Range: Open for discussion.

Benefits include:

- Arizona State Retirement System
- Health, dental, and vision insurance
- AD&D insurance
- Paid vacation, Sick, and Holidays
- Tuition reimbursement opportunities
- Free housing (three-bedroom, two-bathroom mobile home unit within the District)
 - Utilities not included

APPLICATION PROCESS

If you are a progressive, results-oriented fire professional interested in continuing the vision and leadership of the Tusayan Fire District, we invite your application.

Qualified candidates must submit an application packet to include the following:

- Cover Letter
- Resume that contains information related to required qualifications, knowledge, and abilities
- Completed, signed application form
- Responses to the supplemental questionnaire

Completed applications shall be mailed or emailed to:

Tusayan Fire District
P.O. Box 3625
Grand Canyon, AZ 86023
Attn: ADMIN
admin@tusayanfire.org

Application Deadline: November 23, 2026

All applications will be reviewed based upon the qualifications and criteria outlined in the job description. Those candidates whom the District determines to be best suited will be invited to interview. The Fire Board anticipates making a final selection as soon as possible. *(TFD will not reimburse or pay for travel costs)*

The successful candidate will be required to undergo a pre-employment physical examination, drug screen, fingerprinting, and a criminal and motor vehicle background review.

Questions may be directed to:

Kate Johnson, Chief of Administration
(928) 638-3473 or kate.tfdgc@outlook.com



**TUSAYAN FIRE DISTRICT
FIRE CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE**

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of five typed pages.

1. Please give an overview of the demographics of the agencies in which you have been employed (i.e., population served, annual budget, number of personnel, number of stations, annual call volume, governing body, etc.)
2. Please describe your job responsibilities in your various positions as a Chief Officer, along with the dates you were promoted. Please include information regarding your administrative experience within these positions (budgeting, human resource management, labor relations, grant writing, etc.)
3. Please explain your reasons for applying for this position at this time in your career and what your professional goals are as you contemplate serving the District and the community.
4. Please describe your leadership style, experience, and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
5. Please describe your training and experience in budget management, including the size of budgets you have managed and your specific role.
6. Please describe your philosophy on succession planning, along with examples of your involvement in developing/mentoring for career growth and development.
7. Please give an overview of your personal involvement in professional and community service organizations.
8. Based on your knowledge of Tusayan Fire District, what would you identify as two key issues currently facing the organization, and how would you approach these issues if you were selected as the Fire Chief?

TUSAYAN FIRE DISTRICT EMPLOYMENT APPLICATION

408 Hwy 64, Tusayan AZ 86023
PO Box 3625, Grand Canyon, AZ 86023
Phone: (928) 638-3473 • Fax: (928) 638-2897

APPLICATION INSTRUCTIONS:

Read the job description and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from TFD. Applications must be **received** by the posted deadline, whether submitted in person, by mail or fax. The TFD is not responsible for applications that are not received by the posted deadline, are incomplete or are illegible.

GENERAL INFORMATION

Position Applying For:

Name (Last, First, MI):

Social Security Number :

Home Address:

City:

State:

Zip Code:

E-mail Address:

Telephone:

Message Phone:

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification :
☐ Yes ☐ No			☐ Yes ☐ No	

List any CDL endorsements:

Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No

EDUCATION INFORMATION

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Applicant's Name: _____

Professional Registrations, Licenses, and/or Certifications *that relate to this position*: (use back of sheet if necessary)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training and/or trade schools:

List equipment and/or computer software applications you are proficient in operating:

Specialized Certifications and additional information required for specific field positions:

	Cert Number	Type	Expiration Date
EMT CERT:		☐ State ☐ National	
MEDIC CERT:		☐ State ☐ National	

Are you a Veteran or qualified spouse of a Veteran? Yes No **(Please attach DD214)**

Branch of Service: _____ **Date of Discharge:** _____

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? ☐ Yes ☐ No			
Total Time Worked: Years:	Months:	Reason for wanting to leave:	

Applicant's Name: _____

IF NECESSARY, YOU MAY MAKE ADDITIONAL COPIES OF THIS SHEET.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			

Applicant's Name: _____

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize the Tusayan Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination and a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between me and the District is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- If employed, I authorize the District to deduct from my earnings amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of District property, group insurance premiums, uniform costs, lost tools/equipment/supplies, and tuition reimbursement.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

It is the policy of Tusayan Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

TUSAYAN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicant's Name: _____

Professional References

Name	Address	Telephone	Years known

To assist with verifying previous work experience and/or education, please list other names you have gone by:

Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory service?

☐ Yes ☐ No If yes, please name the employer, explain the circumstances, and date (mo/yr).

Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?

- Applicants are not required to report convictions that have been expunged by a court of law.
- Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements and employer policies.

☐ Yes ☐ No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

Tusayan Fire District

Job Description

Position Title: Fire Chief
Reports to: Fire District Board
Location: Tusayan, AZ
FLSA: Exempt

POSITION SUMMARY

The Fire Chief serves as the chief executive and operational officer of the Tusayan Fire District and is responsible for directing and managing all firefighting, fire prevention, emergency response, and fire service activities of the District. The Fire Chief is responsible for protecting life and property through effective planning, administration, personnel management, emergency operations, training, budgeting, and management of District resources.

The Fire Chief develops recommendations for the protection of life and property through study, evaluation, and consultation with the Board of Directors. The Fire Chief is responsible for recruitment and supervision of personnel, assignment of personnel and equipment, purchasing, expenditure control, budget preparation, operational readiness, and implementation of Board-approved policies and directives.

The Board of Directors establishes District policy, budget, and overall direction. Within those policies and directives, the Fire Chief exercises independent professional judgment and authority in managing the District's day-to-day administrative, technical, and emergency operations and is accountable to the Board for the effective operation of the Fire District.

ESSENTIAL FUNCTIONS

Leadership and Administration

- Directs and oversees the activities and operations of the Fire District.
- Plans, implements, and evaluates short- and long-range district goals and objectives.
- Develops administrative procedures and operational guidelines consistent with Board-approved policies.
- Establishes operational standards and maintains effective delivery of fire and emergency services.
- Provides professional recommendations to the Board.
- Represents the District with other agencies, partner organizations, businesses, residents, visitors, and the public.

Emergency Operations

- Directs fire suppression, emergency medical, rescue, hazardous materials, wildland fire, and other emergency services and operations.
- Responds to alarms and assumes Incident Command or other appropriate command responsibilities at significant incidents, as needed.
- Determines the appropriate deployment of personnel, apparatus, and resources.
- Requests and coordinates mutual aid and other resources when necessary.
- Maintains operational readiness and evaluates operations to improve safety and effectiveness.

Personnel and Training

- Directs personnel administration, including recruitment, selection, hiring, assignment, supervision, performance evaluation, discipline, and termination of District employees, consistent with applicable law and Board-approved policies.
- Establishes staffing schedules and operational assignments.
- Promotes employee accountability, professional and leadership development, and succession planning.
- Establishes and maintains training programs and ensures personnel maintain required certifications, qualifications, and competencies.
- Promotes a professional workplace based on safety, teamwork, respect, accountability, and integrity.

Employment Applicant Information Release Waiver

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Tusayan Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Tusayan Fire District.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Budget, Equipment, and Facilities

- Prepares annual budget recommendations and administers the approved budget.
- Controls expenditures within authorized limits and monitors the District's financial condition.
- Evaluates needs and makes recommendations regarding capital improvements.
- Develops long-range apparatus, equipment, and facility replacement plans.
- Oversees purchasing and ensures resources are maintained and utilized effectively.
- Identifies and administers grant opportunities consistent with District needs and Board direction.

Fire Prevention and Community Risk Reduction

- Directs fire prevention, inspection, public education, and community risk-reduction activities.
- Develops recommendations and programs for the protection of life and property within the Fire District.
- Promotes wildfire preparedness, fire safety, emergency preparedness, and community resilience.
- Identifies community hazards and recommends appropriate mitigation measures.

Emergency Preparedness and Interagency Coordination

- Develops and maintains emergency response, disaster preparedness, and continuity-of-operations plans.
- Coordinates emergency planning and response with neighboring fire agencies, Coconino County, Grand Canyon National Park, state and federal agencies, law enforcement, EMS providers, and others as appropriate.
- Maintains effective mutual-aid relationships and participates in emergency planning and training.
- Prepares the District to respond to wildfires, severe weather, hazardous materials incidents, mass-casualty events, infrastructure failures, and other emergencies.

Board Relations, Communication, and Continuous Improvement

- Consults with the Board of Directors, District administrative staff, and command personnel regarding firefighting, emergency medical services, and other District operations.
- Attends Board meetings and provides timely reports, recommendations, and information necessary for Board decision-making.
- Implements lawful decisions and directives of the Board.
- Communicates professionally with employees, residents, businesses, visitors, and partner agencies.
- Continuously evaluates District operations to improve efficiency, streamline processes, utilize resources effectively, and provide high-quality, responsive service to the community.
- Attends appropriate conferences, seminars, and professional development opportunities to remain current with developments in fire administration and emergency services.

Safety, Compliance, and Records

- Ensures District operations comply with applicable laws, regulations, standards, and Board policies.
- Promotes a strong organizational culture of firefighter, employee, and public safety.
- Ensures appropriate operational, training, personnel, financial, and administrative records are maintained.
- Investigates or oversees significant accidents, injuries, and safety incidents and implements appropriate corrective measures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards, fire prevention, and community risk-reduction practices.
- Emergency medical services, rescue, hazardous materials response, and wildland fire operations
- Incident Command System principles and emergency management practices.
- Fire records, reporting systems for fire prevention, fire protection, and administrative management.
- Personnel administration, supervision, training, and employee development.
- Public-sector budgeting, purchasing, financial management, and grant administration.
- Fire apparatus, equipment, facilities, and communications systems.
- Occupational safety, risk management, and firefighter safety practices.

- Rules, regulations, policies, laws, and standards applicable to the Fire District and its operations.
- Mutual-aid agreements and multi-agency emergency response operations.

Ability to:

- Direct and coordinate a multidisciplinary staff in firefighting, fire prevention, emergency medical services, and related fire service activities.
- Maintain appropriate employee discipline, accountability, and professional conduct.
- Lead and command effectively during emergencies and make sound, timely decisions under pressure.
- Plan, organize, coordinate, and evaluate District programs, services, and operations.
- Recruit, supervise, develop, and evaluate personnel.
- Prepare and administer budgets, control expenditures, and effectively manage District resources.
- Observe, monitor, and evaluate information and data to determine compliance with operating standards.
- Review the work of others for accuracy, quality, and conformance with established standards.
- Develop and implement procedures, operational guidelines, and programs consistent with Board-approved policies and directives.
- Establish and maintain effective working relationships.
- Communicate clearly and effectively, both orally and in writing, in individual and group settings.
- Comprehend, interpret, and draw appropriate conclusions from written materials and information.
- Prepare clear, organized, and grammatically correct reports, correspondence, and written documents.
- Analyze organizational and community needs and develop practical solutions.
- Work independently, exercise sound professional judgment, and remain accountable to the Board.
- Maintain composure, professionalism, and effectiveness during emergencies and stressful situations.
- Maintain confidentiality of sensitive personnel, medical, operational, and administrative information.
- Represent the Tusayan Fire District professionally and positively.
- Perform assigned duties safely and in a manner that does not create an unreasonable risk to self, coworkers, or the public.

ACCEPTABLE EXPERIENCE AND TRAINING

Qualified candidates shall be experienced Fire/EMS professionals with demonstrated strong leadership, management, and operational experience.

- Bachelor's degree from an accredited college or university in Fire Science, Fire Service Administration, Public Administration, Business Administration, Political Science, or a related field; an equivalent combination of education and experience may be considered.
- Minimum of ten (10) years of Fire/EMS experience at an Officer level, ideally with a focus on rural firefighting.
- Demonstrated experience in Wildland Urban Interface operations, personnel management, labor/management relations, and management of both sworn and civilian employees.
- Current certifications appropriate to the position, including Structure Fire, Driver Operator, Fire Instructor, Fire Officer, Wildland Fire, Incident Command, Hazardous Materials, and Paramedic or EMT through NREMT or an Arizona equivalent.
- Must possess a valid Arizona driver's license.
- Must successfully complete required background, fingerprinting, drug screening, driving record review, and pre-employment physical.
- Must complete required ARS 48-803.i training within one year of hire, or as otherwise required by law.

ADDITIONAL REQUIREMENTS

- This position requires the use of personal or Fire District vehicles on Fire District business. Must possess a valid Arizona driver's license, maintain an acceptable driving record, and be physically capable of safely operating Fire District vehicles and apparatus as required.
- Performs other related duties as assigned.
- The Fire Chief must reside within the boundaries of Tusayan Fire District. The Fire District provides free housing with the position. Utilities are not included.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by the Fire Chief to perform the essential functions of the position successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

While performing the duties of this position, the Fire Chief may be required to:

- Frequently stand, sit, walk, talk, and hear.
- Use hands to handle or operate objects, tools, controls, communications equipment, and other devices.
- Reach with hands and arms.
- Climb, balance, stoop, kneel, crouch, and crawl as required.
- Use the senses of sight, hearing, and smell to identify hazards and conditions.
- Frequently lift and/or move equipment and materials weighing up to 50 pounds as needed.
- Operate emergency vehicles and apparatus as authorized.
- Wear required personal protective equipment, including respiratory protection when required.
- Respond to emergency scenes and work in physically demanding environments.
- Work in smoke, heat, cold, dust, darkness, noise, uneven terrain, and other hazardous conditions.
- Remain on their feet and perform physical activities for extended periods during emergency incidents.
- Perform emergency response and command functions during stressful or rapidly changing incidents.
- Demonstrate sufficient physical and mental capacity to safely perform assigned duties.
- Possess the visual abilities necessary to perform assigned duties, including close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those the Fire Chief may encounter while performing the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Fire Chief may work in:

- Office, fire station, vehicle, outdoor, field, and emergency-response settings.
- Emergency scenes, incident command locations, and other operational environments.
- Structure or wildland fires, vehicle accidents, rescue incidents, medical or mass-casualty incidents.
- All weather conditions and other environmental conditions.
- Areas with high levels of noise, including sirens, emergency apparatus, firefighting and EMS activities.
- Environments involving smoke, noxious odors, fumes, and other hazardous substances.
- Environments involving infectious substances and other occupational health hazards.
- Areas near moving mechanical equipment and vehicles.
- Elevated, confined, wet, humid, slippery, or otherwise precarious locations.
- Environments with potential exposure to toxic or caustic chemicals, electrical hazards, radiation, vibration, and other emergency-response hazards.

- Physically demanding and stressful conditions for extended periods during emergency incidents.

The position may require:

- Work outside normal business hours, including nights, weekends, and holidays during major incidents.
- Responding to significant emergencies, incidents, issues, and matters requiring executive-level attention.
- Maintaining availability and responding to emergencies outside normal working hours as needed.

DISCLAIMER

This job description describes the general nature and level of work performed by the Fire Chief and is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position.

The Tusayan Fire District reserves the right to modify this job description subject to applicable law and Board approval where required.

Nothing in this job description supersedes applicable law, Board-adopted policy, employment agreements, or other legally binding District documents.