

JOHN DOE

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CHIEF FIRE OFFICER & EMERGENCY RESPONSE SPECIALIST

Career fire service and emergency response leader with 25+ years' experience, including 14 years as an executive-level chief fire officer. Broad-range experience in leading, planning, organizing, and organizational strategy focused on risk mitigation to both communities and firefighters. Demonstrated ability to perform effectively and make quick decisions under pressure to include high-risk, high-stress situations. Expertise includes command-level management of complex incidents and events, public relations management, instituting professional standards and industry best practices, service delivery improvements, community-driven strategic planning, fire department operations, and personnel management.

KEY SKILLS & CORE COMPETENCIES

Fire Department Administration & Command | Fire, Rescue & Emergency Medical Response | Policies & Procedures Implementation
Risk Management | Leadership & Development | Budget Preparation | Legal & Standards Compliance Labor Relations
Operational Readiness | Process Improvement | Grant & Report Writing | Public Relations & Education

PROFESSIONAL EXPERIENCE

ANYTOWN FIRE DEPARTMENT – Anytown, FL

Assistant Fire Chief

01/2011 – Present

Promoted x4 during 25 years of service to Assistant Fire Chief appointment. Accountable for fire department administration, management, and daily operations. Effectively manages risk mitigation, legal compliance, ISO/NFPA standards compliance, department information systems, inventory control, and annual budget including preparation, development, implementation and cost control. Leads and manages a team of 73 personnel under command authority, including recruitment, development, mentoring, and training on established policies/procedures to meet department goals.

- Assumes command of the fire department and all related functions, including department readiness for fire prevention, fire suppression, safety and emergency/non-emergency response, in the absence of the Fire Chief.
- Serves as accrediting organization peer assessor to evaluate other fire departments once a year. Assisted efforts to move department through the Commission on Fire Accreditation International (CFAI) cycle for re-accreditation in 2015, which resulted in the agency maintaining accredited status.
- Prepared and annually updated 275-page Community Risk Assessment and Standards of Coverage document.
- Proactively managed project to improve the department's Insurance Services Office (ISO) Public Protection Classification rating by identifying deficiencies and areas for improvement, resulting in increased operations efficiency and rating improvement to "2" from a "4". Efforts continue to further improve the rating to a "1" within the next 3-5 years.
- Prepares and writes grants resulting in securing approximately \$1 million in grant funding and served on team to secure over \$1 million in grant funds.
- Successfully increased size and diversity of new candidate pool through researching and implementing external recruitment process and establishing EEOC-compliant, nationally recognized minimum standards.
- Utilized leadership skills to research, develop, and implement a voluntary tobacco cessation program, resulting in an 84% reduction in tobacco use within the agency over a 12-month period.
- Facilitated effective collaborations with outside emergency response agencies, resulting in improved response initiatives, including automatic aid agreements, expanded operational guidelines, and establishment of Florida's first FEMA Type III All Hazards Incident Management Team.
- Served as Steward for the International Association of Firefighters, Local 2546 and as an employer consultant, which led to successfully negotiating labor-management contracts with union representatives.
- Planned, developed and implemented operating guidelines for active shooter joint training with certified law enforcement and fire/rescue teams throughout Manatee County.

Deputy Chief of Administration**01/2005 – 01/2011**

Supervised, planned, coordinated and directed fire department activities to include emergency response protocol, conducting training, and managing firefighter personnel, including handling grievances, disciplinary matters, union concerns, administrative investigations, budget preparation, capital equipment purchases, and equipment safety reviews. Ensured compliance with established departmental policies, procedures and operating guidelines.

- Planned, organized, evaluated and directed community protection programs related to fire suppression and prevention, rescue and emergency medical service.
- Assumed a central role to move department through the Commission on Fire Accreditation International (CFAI) cycle for re-accreditation in 2009, which resulted in the agency maintaining accredited status.
- Participated in and directed local and regional disaster responses and conducted media interviews for high-profile emergency incidents and other significant events.
- Engaged in regular meetings with union representatives to resolve labor-management issues.
- Served as agency representative on the project team assigned to a \$2M redesign of the city's dispatch center, including selection and implementation of new computer-aided dispatching software. The project was successfully completed ahead of time and under budget.
- Successfully researched and implemented a new record management system for collection of department data, customized data entry validation rules for quality control, and developed custom reports to meet agency needs.

ADDITIONAL EXPERIENCE

Lieutenant – Anytown Fire Department, Anytown, FL	02/2001 – 01/2005
<ul style="list-style-type: none">• 1st line supervisor; assigned as agency Network Administrator for the agency.	
Charge EMT – Anytown Fire Department, Anytown, FL	07/1997 – 02/2001
<ul style="list-style-type: none">• Researched, designed, built and implemented IT infrastructure for administration.	
Firefighter/EMT – Anytown Fire Department, Anytown, FL	02/1994 – 07/1997
<ul style="list-style-type: none">• Successfully completed step program requirements for journeyman firefighter 14 months ahead of schedule.	

EDUCATION, TRAINING & CERTIFICATIONS**Education / Training**

- Master of Public Administration – Barry University, Miami Shores, FL (Tampa Campus)
- Bachelor of Science in Business Management – National-Louis University, Chicago, IL (Tampa Campus)
- Mechanical Engineering (101 credits) – University of Florida, Gainesville, FL
- FEMA NIMS/ICS Training: I-100, I-200, I-300, I-400, IS-700, and IS-800 / FEMA Advanced Incident Command Training

Certifications

- State of Florida Firefighter II
 - State of Florida Emergency Medical Technician (EMT-B)
 - State of Florida Fire Officer II
 - State of Florida Fire Service Instructor III
 - Chief Fire Officer (CFO) Designation; Center for Public Safety Excellence, Commission on Professional Credentialing
 - Swift Assisted Victim Extraction (SAVE) Fire/EMS Instructor
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AFFILIATIONS

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- Manatee County Type III All Hazards Incident Management Team – (02/2013–Present)
 - Florida Fire Chiefs Association – (FFCA) (01/2005–Present)
 - Manatee County Fire Chiefs Association – (MCFCA) (01/2005–Present)
 - MCFCA Operations Committee, Chairman – (08/01/2013–12/31/2018)
 - Managerial Association of Emergency Services – (01/2005–Present)
 - International Association of Firefighters, Local 2546 – (08/1994–Present)
 - Anytown Firefighters Association – (02/1994–Present)
 - State College of Florida Fire Science Advisory Committee – (01/2011–Present)