

CIMARRON HILLS FIRE DEPARTMENT

The Cimarron Hills Fire Protection District is seeking accomplished professionals to serve as:

EMS SUPERVISOR



*A Community Centered Family Department*

Final Filing Date: December 2, 2024 at 8:00 am MST  
Cimarron Hills Fire Department Headquarters  
1835 Tuskegee Place, Colorado Springs, Colorado 80915



## MISSION

The **MISSION** of the Cimarron Hills Fire Department is to honorably serve our community by providing professional and aggressive fire and emergency medical services.

## VISION

The **VISION** of the Cimarron Hills Fire Department is to lead by example through community-focused preparedness and an unparalleled commitment to training excellence.

## VALUES

### CUSTOMER SERVICE

We will serve every customer with the utmost care, compassion, and commitment. Our community is our top priority, and **THEY** are the reason we do what we do.

### PEOPLE

We value people by being an aggressive minded and aggressively trained organization to ensure we are the best at what we do when it matters most.

### TACTICAL SUPERIORITY

Quick Water, Quick Search, and Quick Care will be our priority on every fire and EMS call, and will be accomplished with extreme pride and ownership.

## SLOGAN

“A Community Centered **Family** Department”

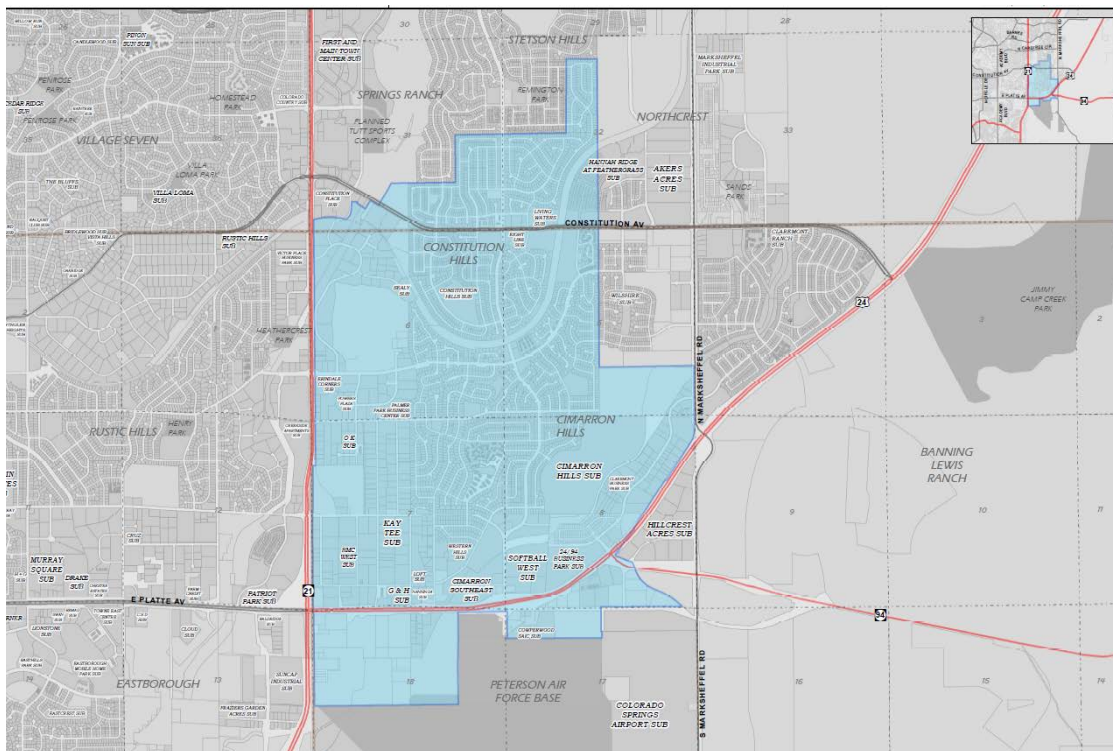


# CIMARRON HILLS FIRE PROTECTION DISTRICT

## EMS SUPERVISOR POSITION ANNOUNCEMENT

### The Cimarron Hills Fire Protection District

The Cimarron Hills Fire Protection District (CHFPD) is a progressive emergency services organization dedicated to providing quality response to the community it proudly protects. The organization provides both emergency and non-emergency services to community members, business owners, and visitors. The area protected by CHFPD encompasses a densely populated and diverse community to include single-family homes, large apartment complexes, a variety of businesses, and a light-industrial warehouse and manufacturing district. CHFPD was established in 1972 and has grown to an organization of excellence and continuous improvement. The organization operates under the philosophy that we serve the people of our community. CHFPD responds out of two facilities serving approximately 28,000 community members as well as visitors to the densely populated commercial area. The organization responds twenty-four hours a day/seven days a week, through a three-platoon shift system, to a variety of incidents such as structure fires, wildland and brush fires, vehicle fires, and much more. Additionally, the organization provides Advanced Life Support (ALS) transport to the community, heightening the level of quick emergency medical care received. The organization responds to approximately 2,100 calls for service annually. The department's total operating budget is approximately \$5,900,000, which is primarily funded through property tax collection.

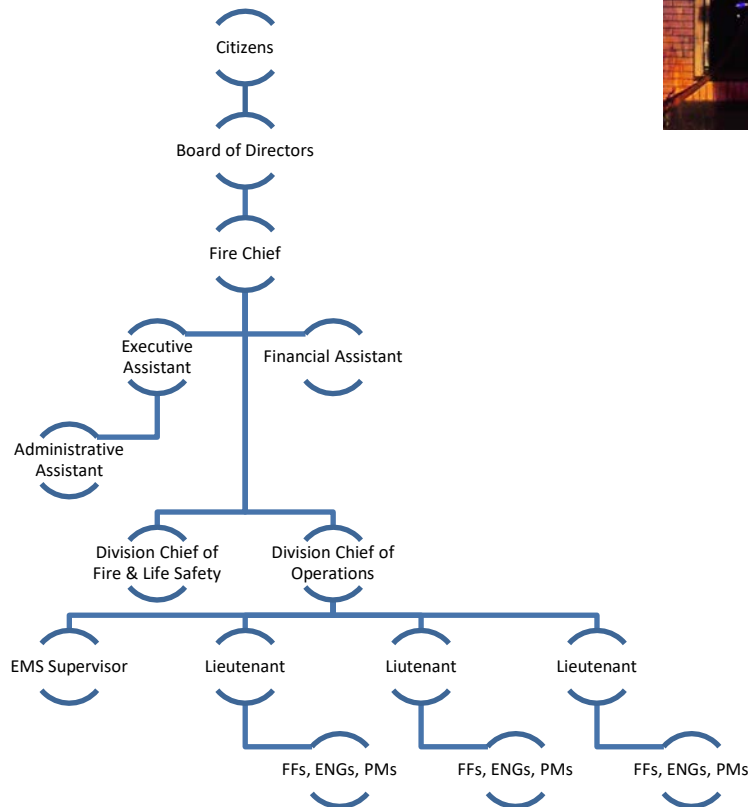




### Organizational Structure

The Cimarron Hills Fire Protection District is a public sector organization operating as a Colorado Special District, under the governance and leadership of a five-member board of directors. The Board is elected from the community, by the community, to represent the community and their fire department. Cimarron Hills Fire Protection District Board members serve in four-year terms. The Board works with the executive staff in establishing vision for the organization, strategic and master planning objectives, as well as overseeing financial operations.

CHFPD is organized as a professional and fully-paid fire department utilizing a para-military structure. The organization has 29 full-time employees (FTE) and a varying number of part-time employees (PTE). FTEs include 24-line staff on a 56-hour workweek, 3 chief officers on a 40-hour workweek, EMS Supervisor on a 4-hour workweek, and an executive assistant on a 40-hour workweek. PTEs include line staff with varying work schedules, wildfire specialists, a civilian financial planning assistant on a 20-hour workweek, and a civilian administrative assistant on a 24-hour workweek.





A Message from the Fire Chief

Hello and thank you for your interest in the Cimarron Hills Fire Protection District EMS Supervisor Position. I hope 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. We are transitioning our EMS Division from being managed by an EMS Lieutenant who is a transport paramedic on a 48/96 schedule to an EMS Supervisor (who is not assigned to transport) who works a 40-hour workweek. I strongly believe this will help ease the burden of our transport personnel who are assigned program roles and responsibilities. This position will help build upon our amazing EMS foundation established by our EMS Lieutenant and will help guide us forward as a very progressive and proactive EMS agency.

We are seeking individuals who are above average, highly skilled, and committed to providing top-notch emergency medical services skills and leadership. As the Fire Chief, I am looking for an EMS Supervisor who challenges the status quo, is never ready to settle, and has their own and can work within extremely high expectations. I am aware Rome was not built in a day; however, I live and believe in trying to do just that. As an organization, we will never reach perfection but it does not mean we should not strive for it and, in the process, become the best possible leaders and EMS tacticians our community deserves. Candidates should possess a quality of humor and humility, never taking themselves too seriously, desiring to build a family atmosphere by engaging with and enjoying relationships with our team members.

CHFPD is proud to adopt the slogan, *A Community Centered Family Department*. This concept is embraced by our personnel and leadership, and we continue to find new ways to live this in our daily actions. We seek an individual who share this view, are committed to living it, and bring new ways to continue this innovative method of proud emergency services. Though we highly value the qualification requirements of this position, as they create a baseline standard of professional competency, I hold in high regard individuals of compassion and sincere dedication to the proud fire service tradition of family and community service. I personally desire an individual with the attributes to provide our team with dedication, compassion, and accountability to continuous improvement.

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.

Andrew York  
Fire Chief  
Cimarron Hills Fire Department





## EMS Supervisor

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The Cimarron Hills Fire Protection District is seeking qualified applicants for the position of EMS Supervisor.

The Cimarron Hills EMS Supervisor is a leadership team member, responsible for managing the operations of the EMS Division. Additional duties may include prevention, education, and preparedness, as well as supervising, encouraging, and mentoring assigned personnel. The EMS Supervisor places a strong emphasis on training, participating in and facilitating a variety of high-frequency training activities to promote team building and professional development. The EMS Supervisor incorporates up-to-date and efficient emergency medical technologies into daily operations and assists in planning, organizing, directing, and evaluating. The EMS Supervisor serves as the executive of the EMS Division, with responsibilities in budgeting; policy development; supply ordering; vehicle and equipment maintenance tracking; licensing; billing; report and provider quality assurance and quality improvement; and other duties associated with program management. The EMS Supervisor may serve as a transport paramedic at the discretion of the Fire Chief for training purposes, staffing shortages, and personnel evaluations. The EMS Supervisor demonstrates courage to be an innovator of the future, respectful of tradition but not constrained by it, ensuring the department incorporates up-to-date and efficient emergency medical technologies into CHFD procedures, equipment, and methods. The EMS Supervisor works under the direct supervision and guidance of a Division Chief. The EMS Supervisor does not provide direct supervision daily; however, does provide supervision related to program management and for those personnel assigned to program responsibilities.

The full-time non-exempt CHFPD EMS Supervisor works a 40-hour workweek, primarily assigned to district headquarters.

The minimum qualifications an applicant must meet at time of appointment are to be 18-years of age and possess a high school diploma or GED, Colorado State EMT-Paramedic, AHA Advanced Cardiac Life Support, AHA Pediatric Advanced Life Support, and CPR. Must possess, or be eligible to obtain within 30-days of hire, a valid Colorado Driver's License. Selected candidates must obtain NIMS 100, 200, 700, and 800, NWCG S130/190, NWCG Red Card-Light, and CPR Instructor, PALS and ACLS Instructor, and Carseat Installation Technician within one year of hire and maintain certification throughout employment.

***See the EMS Supervisor Position Description for experience, education, certification requirements, and associated duties.***

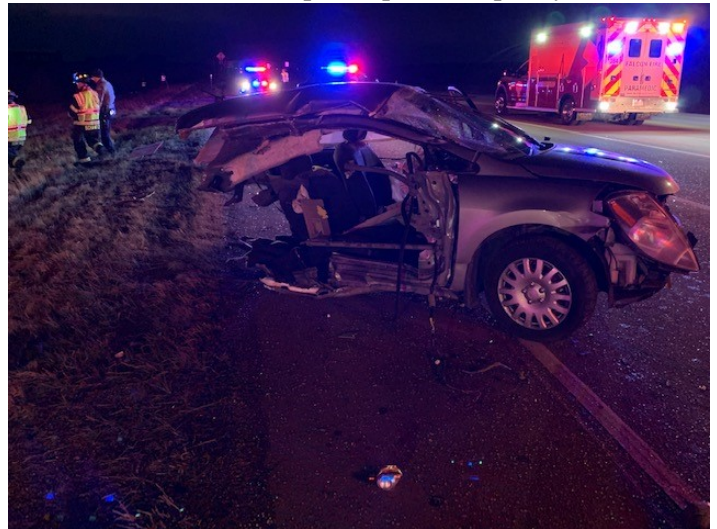


## CIMARRON HILLS FIRE PROTECTION DISTRICT

### EMS SUPERVISOR POSITION ANNOUNCEMENT

#### Compensation and Benefits

- Base Pay: \$93,808.00 annually (based on position start of 1/1/2025)
- Employee and Family Healthcare: Cost-share with employer for Health, Dental and Vision coverage is available. The District provides a Healthcare Reimbursement Account (HRA) of up to \$5,000.00 for employees and their family per year to offset many out of pocket medical expenses. The district provides a pre-tax plan for the cost of medical related expenses through the Total Administrative Services Corporation (TASC) Section 125 FLEX Plan.
- Retirement: A retirement plan is provided by the District through the Fire and Police Pension Association (FPPA). In 2024, contributions equaling 10.0% of gross salary are made by the district, and employees contribute 12.0%. An optional 457 Deferred Compensation Plan as a deduction from employee pay is available. 457 service longevity match is available based upon department policy.
- Paid Time Off: Vacation and sick leave is based on service time parameters and can be found in the Cimarron Hills Fire Protection District Employee Handbook.
- Paid Holidays: The District has approved nine official paid holidays each calendar year.
- Uniforms: Personnel are provided uniforms upon hire and an annual allowance to maintain uniforms.
- Development and Training: Employee development is encouraged by the district through job-specific training programs, education, and seminars. To support our employees, approved travel and related expenses for these programs are paid for by the district.



#### The Application Process

Application and position description are available on the CHFD website ([www.cimarronhillsfire.org](http://www.cimarronhillsfire.org)), as well as at the Cimarron Hills Fire Department Headquarters facility located at 1835 Tuskegee Place.

**Position opens November 21, 2024. Applications must be received by 08:00 am Mountain Standard Time (MST), on Monday, December 2, 2024.**

**Selected Candidate will not officially start in the position until after January 1, 2025 due to this being a new position and appropriated by budget for 2025.**

All documents must be delivered to the Cimarron Hills Fire Protection District Administrative Offices, located at 1835 Tuskegee Place, Colorado Springs, Colorado, 80915. The hours of operation at this facility are Monday through Thursday, except holidays, from 8 am to 4:30 pm. Applications may be emailed to [vmattson@cimarronhillsfire.org](mailto:vmattson@cimarronhillsfire.org).

The organization will screen applications as they are received and reserves the right to change the date of deadline.



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Applicants will use only the approved Cimarron Hills Fire Department Application and will include a detailed resume, cover letter, and proof of all required certifications, licensures, and qualifications outlined in the EMS Supervisor Position Description.

#### Process Specifics

Candidates may be required to complete an assessment process which may include an essay portion, phone interview, panel interviews, written assessments, in-box prioritization assessment, emergency medical scenarios, role play assessment, NWCG wildland pack test at the light level, and/or project-based assessment. Additional interviews or assessments may be required beyond initial process dates.



**\*\* If needed, the onsite process will take place December 9-10, 2024, at Cimarron Hills Fire Department Headquarters. Candidates must arrange for their own transportation, lodging, and meals. The district will incur no cost for candidates and will not provide reimbursement. Interested candidates must be prepared to participate both days and additional testing days if required.**

*All dates are subject to change.*



**The Cimarron Hills Fire Department is an equal opportunity employer. For questions, please contact our administrative offices at 719-591-0960.**