

EMPLOYMENT AGREEMENT
AN AGREEMENT BETWEEN
CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT
AND
TIMOTHY M. McHARGUE, DISTRICT FIRE CHIEF

Their Employment Agreement ("Agreement") is made and entered into their 11th day of September 2025 by and between the Central Lyon County Fire Protection District, a Nevada fire protection district and public employer, hereinafter "District" or "Employer," and Timothy M. McHargue, who has been hired by the District to serve as the District Fire Chief, hereinafter "Employee." Employer and Employee may each be referred to herein as a "Party" or collectively as the "Parties."

RECITALS

1. The Central Lyon County Fire Protection District is a political subdivision of the State of Nevada and, pursuant to Nevada Revised Statutes 474.010 to 474.450, has the power, through its elected Board of Directors ("Board of Directors"), to hire and fix the terms of employment of a District Fire Chief; and
2. Employee has the experience, education, training, ethics, and desire to serve as the District Fire Chief for the District; and
3. The Board of Directors of the District, at a duly conducted public meeting on August 25, 2025, voted to employ Employee as District Fire Chief, and on September 11, 2025, voted to enter into a contract with Employee establishing the terms of their employment, providing the proper and legal inducement for him to remain in such employment and providing a means of terminating Employee's contract and services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Duties** The District agrees to employ Employee to serve as the District Fire Chief and to perform the functions and duties of the District Fire Chief for the District as set forth by law and District policy and as further specified in the District Fire Chief Job Description, as is more fully set forth in Exhibit A, attached hereto and incorporated herein by reference, and to perform all other legally permissible and properly assigned duties and functions as determined by the Board of Directors or required by law. Employee accepts the same and agrees that he shall be an exempt employee within the meaning of the Fair Labor Standards Act.
2. **Term** This Contract is effective on October 1, 2025 (the "Effective Date"), irrespective of the date of execution, and shall remain in effect until September 30, 2030, or until earlier

terminated by either Employee or District pursuant to the provisions of Section 4 hereof, with payment as set out in the wage scale document attached hereto and incorporated herein by reference as Exhibit B. Upon mutual agreement in writing and as approved by a majority vote of the Board of Directors, their Agreement may be extended or modified. Any such extension or modification shall be signed by both Parties hereto.

3. **Conditions of Employment**

- A. Employee agrees to remain in the exclusive full-time employ of the District during the term of their Agreement and will not accept other employment by any other entity until said termination date, unless said termination date is modified as hereinafter provided. Any part-time employment or representing themselves as an officer or board member of a professional association that may affiliate your employment with the District, by Employee shall be preapproved in advance by motion of the Board of Directors.
 - i. Employee will be allowed to participate as a member of a State or Federal Incident Management Team, or participate in responding to other emergency incidents, where the District is fully reimbursed by the state, federal or other governmental agency for Employee's salary and other costs while he is absent from their normal working schedule with the District ("Reimbursable Incidents"). Employee's participation shall include Reimbursable Incidents inside and outside Nevada. While participating in a Reimbursable Incident, Employee shall be paid their normal hourly rate for any hours worked in excess of 40 hours in one week, but only so long as the District is fully reimbursed by the state, federal or other governmental agency for those hours paid to Employee. In addition, Employee's right to participate in such Reimbursable Incidents shall be subject to the District's right to require their reasonably immediate return to the District in the case of an emergency, as determined by the President of the Board of Directors.
- B. The term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off.
 - i. Employee will be allowed to teach and consult with First Responder Health (FRH), a company that provides wellness resources, including counseling, behavioral health treatment, and retreats for trauma, resilience, and wellness to public safety, and their affiliate organizations to increase awareness and treatment for mental health in first responders. Employee will have the option to use their own personal leave while being paid by FRH or the District will be reimbursed Employee's normal hourly rate by FRH for any time spent teaching or consulting during their normal business hours. At no time will Employee conduct any teaching or consulting for FRH during normal business hours without prior notification of the Board and use of personal leave or reimbursement to the District. Employee understands that at no time can District resources, including time, be used to conduct any business on behalf of FRH without use of Annual Leave or reimbursement. Employee will be allowed to adjust their working hours

to allow monthly participation in one-hour virtual meetings with FRH one or two times per month. When an Employee is teaching or consulting on behalf of FRH, during their normal business hours, they will not represent themselves as Fire Chief of the District and will not be working on behalf of the District. The Board reserves the right to limit Employee's teaching and consulting with FRH if it determines that their participation is affecting the efficient operations of the District.

- C. Employee is an at-will employee as that term is defined and interpreted under Nevada law. By executing the Agreement, Employee acknowledges that at-will employment may be terminated by an employer, including the District, for any reason or no reason. Nothing in the Agreement shall be construed to destroy Employee's at-will status, nor shall anything in their Agreement prevent, limit, or otherwise interfere with the right of the District to terminate services of Employee at any time, subject only to the provisions set forth in Section 4 of their Agreement.
- D. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from their position with the District, subject only to the provision set forth in Section 4(B) of their Agreement.
- E. The District may suspend Employee with full pay and benefits at any time during the term of the Agreement pending investigation or other proceedings pursuant to disciplinary action or to determine cause as described in Section 4(E) of the Agreement.
- F. Employee shall work a minimum of 40 hours per week and hereby acknowledge that the position of District Fire Chief inherently requires work to be performed outside regular business hours, including, but not limited to, work in excess of 40 hours, work during evenings and weekends as circumstances dictate, and travel outside the District. Such work shall not be construed to change Employee's status as an FLSA-exempt employee. The District offers both five eight-hour day or four ten-hour work schedules for 40-hour employees at Employee's discretion. The regular work schedule consists of five eight-hour days, from 0800 to 1700, with a one-hour lunch break. Employee may choose a work schedule of four ten-hour days, either 0700-1700 or 0800-1800, without a lunch break, and may alternate in a pattern from week to week. Designated as an FLSA Exempt employee, Employee shall be required to work during such hours as necessary to carry out the duties of their position, and such hours may be varied so long as the work requirements and the efficient operations of the District are met.

4. **Termination and Severance Pay**

- A. At any time during the term of the Agreement, the District may, without cause, terminate the Agreement by providing written notice to Employee. Notice shall be given in accordance with Section 4(H) below.
- B. At any time during the term of the Agreement, Employee may terminate the Agreement by providing ninety (90) days written notice to the District. Notice shall be given in accordance with Section 4(H) below.

- C. Unless terminated for cause, as described in paragraph E of Section 4, if the District terminates Employee during the term of the Agreement and after the District has given notice in accordance with paragraph 4(A) above, on the date of termination of Employee's services the District shall pay Employee a lump sum cash severance payment equal to three (3) months with an additional month for each full year of service with the District, up to a total of six (6) months of aggregate salary of the then-current annual base salary of Employee ("Severance Pay"). If Employee is terminated without cause, after at least twelve (12) months have elapsed after the Effective Date, they shall not be required to repay any portion of the Relocation Stipend, regardless of the remaining term.
- D. Severance Pay shall be in addition to any other payments for accrued unused annual leave or other benefits that may be payable to other exempt and non-represented management employees of the District with service credit equal to that of Employee.
- E. For purposes of the Agreement, termination for cause is defined as conduct which knowingly and willfully violates District Policy or which constitutes a crime, except for misdemeanor traffic citations, or constitutes conduct which knowingly and willfully violates a law governing the conduct and ethics of public officers or employees, or for any gross misdemeanor or felony. In a misdemeanor criminal case, cause shall be established upon a conviction. In a more serious case in which Employee has been arrested or summoned into court, cause shall be established once Employee either waives their preliminary hearing or a preliminary hearing is held, and Employee is bound over for trial; is indicted by a grand jury; or makes their first appearance in district court. Cause also exists where there is a willful and continuous failure by Employee to comply with the District policies and procedures, follow the explicit direction of the District, or any other act which by its nature brings discredit to the District. In such event, the District shall give written notice of its intent to terminate Employee for cause, and the effective date of the termination shall be at the discretion of the Board of Directors and in accordance with Section 4(H) below. If Employee is terminated for cause, Employee is not entitled to Severance Pay.
- F. In the event Employee voluntarily resigns their position with the District, then Employee shall give the District notice in accordance with paragraph B of Section 4. The Parties may subsequently agree to a different notice period. Employee shall receive their current salary during the notice period and Employee is not entitled to receive Severance Pay.
- G. Automatic Termination of the Agreement and Employee's employment occurs upon:
 - i. When Employee has been unable to perform all or substantially all of the essential functions of their position, with or without reasonable accommodation, due to illness or other disability for a period of ninety (90) days.
 - ii. Upon the Death of Employee.
 - iii. Upon the natural expiration of the initial term or any authorized succeeding terms if the agreement, as provided herein.

- H. Notices. When required by the Agreement, notice shall be in writing. It shall be served by personal service, if to the District, upon the President of the District Board of Directors or their designee, and if to Employee, by personal service or certified mail. The addresses set forth below shall be used for purposes of service:

District:

Central Lyon County Fire Protection District – Director of Human Resources
246 Dayton Valley Road, Suite 106
Dayton, Nevada 89403

Employee:

Timothy M. McHargue
36575 Ivy Ave
Yucaipa, CA 92399

Service shall be effective if sent as set forth in Section G to the addresses above. Employee shall be responsible for apprising the District of a different address to be used for giving notice.

5. Compensation, Benefits, and Awards

- A. The District agrees to pay Employee for their services rendered pursuant to the Agreement, the annual salary set out in Exhibit B hereto for the applicable period, plus any adjustments as provided for in paragraph C of Section 6 or as may be determined by the Board of Directors. The annual salary is payable in twenty-six biweekly installments, in the same manner as all other District employees.
- B. The annual salary of Employee shall be provided as set forth in the District's Wage Scale (Exhibit B hereto), at Step 3, EE or ER, established for the position of District Fire Chief.
- C. The District agrees that Employee shall participate in the Public Employees Retirement System ("PERS") of the State of Nevada within the rules of that system and Nevada Revised Statutes 286. It is further agreed that the District will pay 100% of the PERS contribution in the Employer-only (ER) pay program or share the contribution according to the system in the Employer-Employee (EE) pay program. Contribution changes will be addressed according to District Policy and NRS 286.
- D. Employee will receive the same Health Insurance Benefits, Life, Dental, and Vision Insurance package provided to all employees, with the premiums paid 100% by the employer for employee and qualified dependents, and a maximum annual District-contribution to Employee's Health Savings Account (HSA) of up to \$3,000 as per the amount all other employees receive for that year.
 - i. If Employee provides the District with satisfactory proof of alternate group health coverage comparable to the District's offered health insurance plans, they can decline, in writing, coverage on the District's medical insurance plans. The alternative health coverage must meet all requirements of the Affordable Care Act (ACA) and related regulations for an eligible Opt-Out Arrangement. In the

instance where Employee's alternative health coverage meets the ACA requirements, he may request 50% of the premium paid by the District for "employee plus spouse" or equivalent coverage; said premium amount shall be provided in the form of twenty-six cash disbursements (payable 26 times per year with normal paychecks). Cash disbursements to Employee are subject to being taxed, pursuant to the appropriate tax codes. If, at a future date, Employee chooses to use the District's offered health insurance plan, he may do so during the qualifying open enrollment period.

- a. Employee will not receive the District HSA contribution if they are not enrolled in an eligible HSA.
- E. The District will provide a vehicle and pay any related expenses for its use by Employee for travel related to their job duties and emergency response. The vehicle shall be used in accordance with District policies and special directives as may be applicable. The vehicle may be occasionally used for personal business. Such use may include, but is not limited to, running errands while traveling on business or commuting, picking up a spouse for a business function, or engaging in other incidental personal matters.
- F. Employee shall accrue and maintain vacation time in accordance with District Policy and shall be eligible to participate in the District's Annual Leave yearly Buy Out Program as defined in District Policy. The District will recognize 20 years of service for Annual Leave accrual and provide an initial bank of 40 hours.
 - i. The District recognizes Employee's spouse may not be able to relocate to Nevada for at least two years and agrees that Employee may travel at least one weekend a month, during normal days off or utilizing Annual Leave, outside of the District. During Employee's absence, they will designate a single point of contact, Chief Officer, as the Acting Fire Chief to communicate with the Board and Staff as necessary and act on the Fire Chief's behalf.
 - ii. Whenever Employee is outside of the District and has an anticipated return time to the District exceeding four (4) hours, Employee will designate a Chief Officer to serve as Acting Fire Chief. The designation will be communicated to the Board, Chief Officers, and Executive Staff, and the Acting Fire Chief will serve as the single point of contact and act on the Fire Chief's behalf as necessary until Employee returns to the District.
- G. Fire Chief shall receive forty (40) hours of annual administrative leave per fiscal year credited on the first pay period of each calendar year. Employee may not carry over unused leave from year to year.
- H. Employee shall accrue and maintain sick time in accordance with District Policy and shall be eligible to participate in the District's yearly and retirement Sick Leave Buy Out Program as defined in District Policy. The District will recognize 20 years of service for Sick Leave accrual and provide an initial bank of 120 hours.

- I. Employer shall provide an initial uniform allowance of \$2,400 for the purchase of uniforms, including a Class A uniform as specified by the Employer, and \$1,200 per year thereafter for the maintenance of uniforms to maintain a professional appearance and uniform standard according to District Policy.
- J. Employee shall be eligible for participation in the Post-Retirement Health Fund according to District Policy. The District will recognize 20 years of service for the calculation of Post-Retirement Health Fund premium contributions.
- K. Employee shall be entitled to the thirteen (13) paid holidays per year set forth in NRS 236.015(1), and any additional holiday that may be appointed by the President of the United States, for public fast, Thanksgiving or as a legal holiday, except for any Presidential appointment of the fourth Monday in October as Veterans Day honoring Nevada's recognition of Veterans day on November 11. *In addition, should the District provide any additional paid holiday, recognized holiday, equivalent holiday benefit or increased bereavement benefits to any represented or unrepresented employee group during the term of this Agreement, Employee shall be entitled to the same additional holiday or equivalent benefit.*
- L. Employee will be provided a District-owned cell phone for the sole purpose of conducting District business. Phone is subject to Nevada Public Records Request and is subject to District Policy on use. Additionally, District shall provide Employee with the necessary technology tools, including and not limited to computer, software, and such other technologies as required by Employee to perform their duties and to maintain communications.
- M. Employee shall be eligible for Longevity after the completion of the first year and every year thereafter in accordance with the District Policy. The District will recognize 20 years of service for Longevity calculations.
- N. Employee shall be eligible for incentive pay above the minimum job requirements as follows: Upon submission of documentation, Employee shall receive an additional five percent (5%) of their regular base salary for holding a Master of Science degree from an accredited university. Employee shall also receive twelve thousand dollars (\$12,000) per year, payable in equal installments with their base salary, for holding an Executive Fire Officer Certificate from the National Fire Academy.
 - i. Employee agrees to waive receipt of the Incentive Pay for Master of Science Degree and Executive Fire Officer Program Certificate Pay, forty-eight (48) consecutive months following payment of the Relocation Stipend term in 5(O). On the forty-ninth (49th) month, the District will resume payment of these incentives to Employee.
- O. Employee shall be eligible for the District to pay the customary fees and provision of continuing education required by the State to maintain Paramedic or EMT licensure.
- P. Employee shall receive a one-time, advance relocation stipend in the amount of One Hundred Thousand Dollars (\$100,000.00) (the "Relocation Stipend"). The Relocation

Stipend is provided to the Employee with the intent to assist with costs associated with relocating to the State of Nevada in compliance with the residency requirement of the Agreement. The Relocation Stipend shall be paid in a one-time lump sum payment within thirty (30) days of the Agreement's Effective Date.

The Relocation Stipend shall be issued as an advance, but will not be considered earned until such time as Employee has been with the District for a period of forty-eight (48) months, beginning October 1, 2025 and ending September 30, 2029. On October 1, 2029, the Relocation Stipend will be considered fully earned.

Early Separation: Should Employee separate from their employment with the District before September 30, 2029, he agrees to repay all unearned portions of the Relocation Stipend, to be repaid based on the remaining prorated portion of the Stipend amount, calculated as follows:

For each whole month of continuous employment completed by Employee under the Agreement, the repayment obligation shall be reduced by one-forty-eighth (1/48th) of the total Relocation Stipend amount. The remaining unearned portion of the stipend shall be calculated based on the number of whole months remaining in the forty-eight (48) month term at the time of termination.

In the event Employee's employment is terminated with cause or Employee voluntarily resigns prior to completing the full forty-eighth (48) month term, Employee agrees to repay the unearned portion of the stipend to the District within one-hundred eighty (180) days of the termination date, if additional time is needed to repay the unearned portion, Employee must contact the District in writing as soon as possible to work out an alternative repayment plan, which must be signed by both Employee and the District. If Employee is terminated for cause, no further reduction in the repayment obligation shall occur after the date of termination, and the remaining unearned portion shall be due and payable within one hundred eighty days (180).

If Employee is terminated without cause, after at least twelve (12) months have elapsed from the Effective Date, Employee shall not be required to repay any portion of the Relocation Stipend, regardless of the remaining term, as per the terms established in Section 4(C).

6. **Performance Evaluation and Goal Setting**

- A. Upon hiring and at the time of each annual evaluation thereafter, the Board of Directors, with input from Employee, shall adopt priorities and expectations for Employee for the ensuing year. The priorities and expectations may be amended from time to time as the Board of Directors may determine in its sole discretion, after consultation with Employee.
- B. At the monthly meeting of the Board of Directors that follows the completion of Employee's first six (6) months of employment, the Board of Directors shall conduct an evaluation of Employee's performance. Upon the completion of that evaluation, the Board of Directors may, in its sole discretion, schedule one or more evaluations of

Employee to take place prior to Employee's first annual evaluation. Notice of each evaluation prior to the first annual evaluation shall be given to Employee as set forth below in Section 6(C).

7. Each year, prior to the anniversary date of Employee's hiring, or as soon thereafter as possible, the Board of Directors shall review and evaluate Employee's performance. Employee shall be duly served with notice at least thirty (30) days prior to their anniversary date of the schedule for their annual evaluation. The evaluation shall be based on the goals and expectations developed as provided in paragraph A above, as well as Employee's overall performance over the course of the evaluation period. Employee shall be given notice of each evaluation in accordance with NRS 241.033, and the evaluation shall be conducted in accordance with NRS 241.030. Upon completion of a satisfactory evaluation following the initial twelve (12) months of employment, Employee shall receive a five percent (5%) increase to base salary. *If, after October 1, 2026, the District grants an across-the-board or general base salary increase to represented or unrepresented District employees, Employee shall receive an equivalent percentage increase to Employee's base salary. If different general base salary increases are granted to different employee groups, Employee shall receive an increase equivalent to the highest general base salary percentage increase granted to a District employee group.*
8. **Professional Development**
 - A. The District agrees to budget and pay for travel and subsistence expenses of Employee for travel to meetings and conferences that will assist Employee to continue their professional development and to adequately pursue other functions of the District, including, but not limited to any national, regional, state, and local government groups and committees thereof which Employee serves as a member, not to exceed the amount budgeted each year in the appropriate District accounts. Travel Request and Approvals shall be completed according to District Policy.
 - B. The District agrees to budget and pay for the travel and subsistence expense of Employee for courses, institutes, and seminars that are necessary for their professional development and for the good of the District. The approval of the Board of Directors is required for any course or seminar that is longer than five (5) working days and/or costs in excess of \$2,500. Travel Request and Approvals shall be completed according to District Policy.
 - C. The District agrees to budget and pay for the professional dues and subscriptions of Employee necessary for their continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for their continued professional and community participation, growth and advancement, and for the good of the District.
9. **Residency in District**
 - A. The District has a strong preference that the District Chief reside within the District. Should Employee elect to reside outside the District, Employee must reside within a reasonable proximity, as determined by the Board of Directors, to the District

jurisdictional boundaries, but should provide a reasonable commute to the District Office at 246 Dayton Valley Rd., Suite 106, Dayton, Nevada 89403 without placing an undue burden on the District-provided take-home vehicle. Employee must reside in the State of Nevada, obtain and maintain a Nevada driver's license class C, and Employee should obtain an F endorsement.

10. **Indemnification**

- A. District shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Employee's duties or resulting from the exercise of their judgment or discretion in connection with the performance of their duties, unless the act or omission involved unlawful conduct. District shall not unreasonably refuse to provide for legal representation at the District's expense. Legal representation, provided by District for Employee, shall extend until a final determination of the legal action including any and all losses, damages, judgment, interests, settlements, fines, court costs, and the reasonable costs and expenses of legal proceedings, including appeals, and including attorneys' fees, and expert witness fees and all other trial and appellate costs, and other liabilities incurred, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of Employee's duties.

The District's agreement to defend, hold harmless, and indemnify Employee does not apply to situations where Employee has acted against the direction of, or otherwise acted in violation of a direction from, the District Board of Trustees, Employee has engaged in gross negligence, or where Employee has engaged in unlawful conduct outside the scope of his duties.

- B. District agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any District-related litigation to which Employee is a party, witness, or advisor to the District. Such expense payments shall continue beyond employment with the District as long as litigation is pending. Post-employment, District agrees to pay Employee for reasonable consulting fees, travel expenses, and other costs when Employee serves as a witness, advisor, or consultant to District regarding pending litigation.

11. **General Provisions**

- A. The Agreement shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding the Agreement shall be resolved by binding arbitration, with an arbiter selected from a list maintained by the Nevada Supreme Court of senior district court judges, or other arbitrator agreed upon by the Parties, with each party paying one-half of the costs and each paying their own attorney fees incurred as a result of the arbitration. There shall be no presumption for or against the drafter in interpreting

or enforcing the Agreement. The District shall select the arbiter if both parties cannot mutually agree on one.

- B. The Agreement supersedes and replaces all previous agreements, whether oral, written, or implied in fact, with Employee. The Agreement constitutes the entire agreement between the Parties and may be modified only by a written amendment signed by both Parties and executed with the same formalities as the Agreement.
- C. If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the Parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of the Agreement.
- D. Waiver of any provision herein shall not be deemed a waiver of any other provision herein, nor shall waiver of any breach of the Agreement be construed as a continuing waiver of other breaches of the same or other provisions of the Agreement.
- E. If Employee dies while owed compensation by the District, the District agrees that such compensation, to include wages, payment for accrued but unused vacation and/or sick leave for which Employee is eligible to cash out in accordance with the District's policy, shall be distributed in the manner set forth in NRS 281.155.
- F. This Agreement shall become effective on the Effective Date set forth above.

IN WITNESS THEREOF, the Central Lyon County Fire Protection District has caused the Employment Agreement for Employee to be signed and executed.

EMPLOYEE

CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT

Timothy M. McHargue

Board President

Date

Date

ATTACHED:

EXHIBIT A- District Fire Chief Job Description

EXHIBIT B – Fire Chief Wage Scale

EXHIBIT A- District Fire Chief Job Description



CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT

Job Description

Job Title: District Fire Chief

FLSA: Exempt

Division: Administration

Approved:

Reports To: District Board of Directors

Revised:

Job Summary:

The Fire Chief provides administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing and implementing policies and procedures, administration of the labor relations program; and providing policy guidance. Also, the Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Board of Directors appoints the Fire Chief. The Fire Chief receives general supervision from the Board of Directors, who reviews work based on overall results achieved. The Fire Chief may consult with the Board of Directors on problems relating to policy planning but works independently in supervising the global operations and is responsible for the proper administration of all affairs of the Fire District.

Essential Functions:

- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the general public.

- Represent CLCFPD with effective verbal and written presentations
- Inform public groups on the plans, programs, and goals of the Fire District.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency services.
- Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.
- Coordinate Fire District activities in accordance with federal, state, and local emergency services organizations, and city departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget
- Responsible for all personnel matters, which include employment and termination of all district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Resolve complex problems involving diverse functional areas.
- Analyze information, statistics, and reports on district activities.
- Develop plans designed to maintain district efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develop and implement policies and procedures applicable to administrative functions and provides policy guidance.
- Maintain a cooperative and collective relationship with CLCFPD membership in the labor/management process with the leadership and membership of Central Lyon County Firefighters; Local 4728.
- Maintain a cooperative relationship with the CLCFPD Volunteer Fire Department membership.

- Work more than 40-hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Knowledge, Skills, and Abilities:

Knowledge of, including but not limited to:

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of the modern principles and practices of human resources.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire and medical services.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective verbal and written presentations.

- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies, and the general public.

Required Training and Experience:

- Minimum bachelor's degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or a closely related field.
- Minimum rank of Battalion Chief with extensive experience (5 years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district
- Professional affiliations reflecting the commitment to continuous learning and self-improvement
- Certifications in firefighting, emergency medical services (EMS), leadership, and other aspects of the fire service that illustrate the level of experience and rank
- Or an equivalent combination of training and/or experience as determined by the District Board of Directors

Manager/Supervisor Expected Behavior:

The Fire Chief is expected to embrace, support, and promote the Fire District's core values, beliefs, and culture, which include, but are not limited to, the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees suppression, ground transport, and administrative staff
- Encourage teamwork and participation by all employees
- Lead by example
- Institutionalize and promote safety principles and safety awareness as a culture for CLCFPD members and external customers
- Provide outstanding customer service to internal and external customers
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.

Special Requirements:

- If offered employment applicant will be required to submit to a background investigation. Failure to pass the background investigation will result in offer being withdrawn.

- Residency within reasonable proximity of the Central Lyon County Fire Protection District is required.

Required License or Certifications:

- Must obtain and maintain a Nevada Class C driver's license at the time of employment; Class C with F Endorsement within one year of employment.

Physical Requirements and Working Conditions:

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Strength and stamina to sit at a desk and/or drive long distances, and perform occasional lifting up to 75 pounds; reaching, bending, and standing for long periods of time; sufficient mobility to stand, climb, or balance, stoop, kneel, crouch, or crawl; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus; hearing and speech to communicate in person or over the telephone.
- In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

NOTE: Applicants must submit to a pre-placement physical that will include testing for the use of controlled substances.

Work is performed under the following conditions:

- Both in the office and in the field. While performing the duties of their job in the office, Employee may work in a generally clean office environment with limited exposure to conditions such as dust, fumes, odors, or noise. In the field, Employee will be frequently exposed to outside weather conditions including extreme cold and extreme heat, wet and/or humid conditions, high, precarious places, smoke, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock. May be exposed to bodily fluids of other persons. The noise level may be loud.

FLSA STATUS:

Non-Exempt

Special Conditions:

Their position has been identified as affecting public safety. Persons offered employment must submit to a pre-employment and annual screening test for controlled substances. Candidates will be required to submit to an extensive background investigation, pre-employment criminal history check, and fingerprinting. Required to complete an annual State of Nevada Revised Statutes 617 medical examination.

In compliance with applicable disabilities laws, may be provided reasonable accommodation for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

I, _____ (print name) have received
a copy of my job description.

Signature

Date

EXHIBIT B – Fire Chief Wage Scale

Grade	Position	Step 1	Hourly Step 1	Step 2	Hourly Step 2	Step 3	Hourly Step 3	Step 4	Hourly Step 4
As of July 2025 40 hour									
FC	Fire Chief	\$195,482	\$93.98	\$205,770	\$98.93	\$216,600	\$104.13	\$228,000	\$109.62
FC ER	ER	\$163,318	\$78.52	\$171,914	\$82.65	\$180,962	\$87.00	\$190,486	\$91.58