



MONTANA STATE FIRE CHIEFS' ASSOCIATION

INTEGRITY COMMITMENT KNOWLEDGE RESPECT

We are recruiting for the **Chairperson** of the Training and **Professional Development Division (T&PDD)** of the Montana State Fire Chiefs Association (MSFCA).

The T&PDD provides oversight and guidance for the Homeland Security Grant administered by Columbus Fire & Rescue (CFR).

The grant is awarded by Montana Disaster and Emergency Services. The purpose of the grant is to enhance the capacity of local agencies to manage large events or help participants prevent, protect against, mitigate, respond, or recover from potential terrorist threats.

The T&PDD reviews and approves Training Activity Request that have been submitted throughout the month prior to the meeting.

Chairperson Responsibilities:

- Prepare annual strategy for use of grant funding (in conjunction with division members).
- Prepare promotional strategy to get the word out about the funding opportunity (in conjunction with division members).
- Be the liaison between the T&PDD Committee and Columbus Fire Rescue who administers the grant.
- Prepare periodic reports for MSFCA Board of Directors.
- Prepare agenda for monthly meeting (in conjunction with Administrator).
- Attend and facilitate 1 meeting per month (Third Tuesday at 11:00 am Mountain).

MSFCA will provide administrative support to:

- Set up monthly meetings, via conference call or Zoom.
- Prepare and distribute agenda for monthly meeting (in conjunction with Chairperson).

- Take and distribute meeting minutes at the monthly meetings.
- Collect and track Training Activity Requests to present at the monthly meetings for approval.
- Collect and track Training Activity Reimbursements Forms and initiate payment with CFR.
- Monitor Grant Finances.

To apply, complete this [application form](#) AND Email your resume or CV to mikel@montanafirechiefs.com.

Questions: Contact any of the [MSFCA Board of Directors](#) or Mikel Robinson, MSFCA Administrator, 406-625-7050 or mikel@montanafirechiefs.com