

Fire Chief

An invitation to lead — and to build something new

Position Guide • July 2026



SALARY RANGE
\$97,000 – \$145,000

FIRST REVIEW
September 4, 2026

STATUS
Full-time • Open until filled

Apply to Shannon Martinez, Town Manager • jobs@sunapeenh.gov

The Town of Sunapee is an Equal Opportunity Employer.

THE OPPORTUNITY IN BRIEF

Sunapee is hiring its first full-time Fire Chief.

For more than a century, the Sunapee Fire Department has been run by people who leave their kitchens, job sites, and offices when the tones drop. That tradition is not going away. What is changing is the leadership behind it.

The Town has created a full-time Fire Chief position — the first in the Department's history. The person selected will set the standard for the role: building the systems, the training pipeline, and the long-range plans that a modern call department needs, while protecting everything that already works.

If you want a job where the org chart is already drawn and the playbook is already written, this is not it. If you want to write them, read on.

Position	Fire Chief — Town of Sunapee, New Hampshire
Status	Full-time; the Department's first full-time Chief
Reports to	Board of Firewards, working closely with the Town Manager
Department	Approximately 22 call firefighters and EMS providers, with per-diem shift coverage
Stations	Main Station, 9 Sargent Rd • Georges Mills Station
Community	About 3,400 year-round residents; population rises sharply each summer
Salary	\$97,000 – \$145,000, commensurate with qualifications and experience
Benefits	NH Retirement System, health and dental, paid leave, Town vehicle, training support
Residency	Must live within 30 miles of the Sunapee Safety Services Building
Timeline	First review of applications September 4, 2026; open until filled
Apply to	Shannon Martinez, Town Manager — jobs@sunapeenh.gov

Welcome

Dear Candidate,

Thank you for your interest in becoming the next Fire Chief for the Town of Sunapee.

We are pleased to present an opportunity to lead the Sunapee Fire Department at an important moment in its history. The person selected will become the Department's first full-time Chief and will help establish the foundation for professional, full-time leadership — while preserving the commitment, experience, and traditions of Sunapee's call firefighters.

Our Department has long depended on dedicated call members who respond from their homes and workplaces to protect residents, visitors, businesses, and natural resources. Their service remains the backbone of the organization. The next Chief will be expected to respect and strengthen that tradition while providing consistent leadership, administrative oversight, operational coordination, training support, and long-range planning.

The Chief will work closely with the Board of Firewards, the Town Manager, municipal officials, department members, neighboring agencies, and community partners to strengthen recruitment and retention, improve operational readiness, support firefighter development, plan for future apparatus and facility needs, and maintain public confidence.

We are seeking an approachable, ethical, and collaborative leader who understands the unique needs of a call fire department — someone who can build trust, communicate clearly, support members, establish effective systems, and balance a proud volunteer tradition with the expectations placed on today's fire and emergency services.

We appreciate your interest in serving the Town of Sunapee and look forward to learning about your experience, your leadership philosophy, and your vision for the Department.

Sincerely,

Sunapee Board of Firewards

Neil Senior, Chair • Rick Mastin • Jake Paris

Welcome to Sunapee



Nestled in the heart of New Hampshire's Lake Sunapee region, Sunapee is a four-season community known for its natural beauty, strong civic spirit, and quality of life. Roughly 3,400 people live here year-round — and that number climbs sharply each summer as seasonal residents and visitors arrive for the lake, the trails, and the village.

The mix is what makes the job interesting. Residential neighborhoods and seasonal homes. Local businesses and a busy harbor. Rural back roads, waterfront property, islands, and interstate frontage. Sunapee offers the close connections of a small town alongside the operational demands of a destination community.

YEAR-ROUND RESIDENTS ≈ 3,400	FIRE STATIONS 2	SEASON Four-season demand
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The Chief will work in partnership with the Board of Firewards, the Town Manager, neighboring agencies, and the community to shape the future of emergency services in one of New Hampshire's most desirable places to live.

About the Sunapee Fire Department



The Sunapee Fire Department protects life, property, and the environment through all-hazards emergency response, fire prevention, public education, and community service. It provides fire suppression, emergency medical first response, rescue operations, prevention, education, and emergency preparedness for residents and visitors alike.

Calls range widely: structure fires and motor vehicle collisions, water and ice rescues on Lake Sunapee, wildland fires, hazardous materials incidents, and medical emergencies — in rural, residential, commercial, and waterfront settings.

About 22 call firefighters and emergency medical providers respond from their homes and workplaces at all hours, supported by per-diem shift coverage at the station. Mutual aid partnerships with neighboring departments, regional EMS agencies, schools, businesses, and municipal departments extend the Department's reach across the area.

A full department profile — mission, vision, staffing, and apparatus — appears at the back of this guide.

What the Fire Chief will do

As the professional head of the Department, the Fire Chief provides leadership, vision, strategic direction, and administrative oversight for all operations. Reporting to the Board of Firewards and working closely with the Town Manager, the Chief ensures effective delivery of emergency services while fostering a culture of professionalism, accountability, safety, and public trust.

LEAD AND DEVELOP PEOPLE

- Supervise and support officers, call firefighters, and per-diem personnel through clear communication and professional development.
- Build strong relationships with members and foster a culture of professionalism, accountability, safety, teamwork, and continuous improvement.
- Strengthen recruitment, retention, training, and career development across the Department.

PLAN AND STEWARD RESOURCES

- Develop and administer the annual operating and capital budgets with responsible stewardship of public funds.
- Lead long-range planning for personnel, facilities, apparatus, equipment, and capital improvements.
- Identify, pursue, and administer grants and other funding sources that expand Department capability.

DIRECT OPERATIONS AND READINESS

- Provide direction and oversight for fire suppression, EMS response, rescue, prevention, training, and emergency preparedness.
- Maintain operational readiness through training, equipment management, emergency planning, and performance evaluation.
- Ensure compliance with applicable federal, state, and local laws, regulations, and fire service standards.

REPRESENT THE DEPARTMENT

- Serve as principal representative to the Board of Firewards, Town Manager, Select Board, residents, and community stakeholders.
- Strengthen mutual aid and regional collaboration with neighboring departments, emergency management, EMS providers, schools, and municipal departments.
- Expand community risk reduction, fire prevention, public education, and outreach.
- Promote transparency, accountability, fiscal responsibility, and public confidence through open, ethical leadership.

BUILD THE FOUNDATION

- Establish and refine the policies, administrative systems, and strategic initiatives that will support the Department's long-term success as it transitions to full-time leadership.

Who we're looking for

Sunapee is seeking a leader who embraces servant leadership, values collaboration, and understands what it takes to lead a call department. The right person will preserve what the Department is proud of while providing the vision and organizational development the community's future requires.

The successful candidate will bring:

- **Servant leadership.** A genuine commitment to public service, leading by example, and putting members and community first.
- **Communication.** Exceptional interpersonal, verbal, and written skills, with the openness to inspire confidence among members, officials, and the public.
- **Trust-building.** The ability to earn and keep the confidence of call firefighters, officers, elected and appointed officials, neighboring agencies, and residents.
- **Collaboration.** A leadership style grounded in teamwork, transparency, and shared problem-solving.
- **Culture.** Experience developing a positive organizational culture built on accountability, professionalism, and mutual respect.
- **Strategy.** The capacity to develop and carry out long-range plans for personnel, facilities, apparatus, and operations.
- **Financial management.** Sound skills in municipal budgeting, capital planning, and grant administration.
- **Administration.** Strong organizational ability to establish effective policies, procedures, and operating systems.
- **Composure and judgment.** The steadiness to remain calm, decisive, and effective on emergency scenes and in complex administrative situations alike.
- **Member wellbeing.** A real commitment to firefighter health and safety, professional development, and continuous improvement.
- **Respect for the legacy.** An appreciation for the traditions of the Sunapee Fire Department and a desire to build on them.

This is a chance to lead a respected call department, strengthen its traditions, and guide its future — alongside dedicated firefighters, engaged municipal leadership, and a community that supports them.

What you'll need

Required at appointment

- High school diploma or equivalent; an Associate's or Bachelor's degree in Fire Science, Emergency Management, Public Administration, or a related field.
- Specialized training in fire service administration.
- Ten (10) years of prior work experience as a firefighter.
- Minimum of four (4) years of supervisory or command-level experience.
- Firefighter II certification.
- Emergency Medical Responder (EMR) certification.
- Hazardous Materials Awareness and Operations certifications.
- Valid New Hampshire driver's license.
- CPAT (Candidate Physical Ability Test) or an approved waiver.
- Satisfactory background check, which may include verification of employment history, education, criminal records, social media, and other relevant factors.

Strongly preferred

- Experience leading a combination, call, volunteer, or rural fire department.
- Fire Officer I or higher, Fire Instructor I, and Fire Inspector I certifications.
- EMT certification or higher.
- Experience with municipal budgeting and capital planning.
- Experience pursuing and administering local, state, and federal grants.
- Emergency management experience.
- Demonstrated success in firefighter recruitment and retention.
- Working knowledge of Microsoft Office or equivalent; experience with social media is a plus.

Required after appointment

Within a mutually agreed timeframe and subject to program availability, the successful candidate must obtain or maintain:

- Residency within 30 miles of the Sunapee Safety Services Building.
- New Hampshire CDL Class B license with air brake and tank endorsements, and a valid medical card.
- New Hampshire Boater Education Certificate.
- Fire Officer I (or equivalent), Fire Instructor I, and Fire Inspector I.
- EMT-Basic certification or higher.

The offer

SALARY RANGE \$97,000 – \$145,000	RETIREMENT NH Retirement System	VEHICLE Town vehicle provided
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Salary is commensurate with qualifications, certifications, and experience. The Town of Sunapee offers a comprehensive benefits package designed to attract and retain exceptional leadership:

- Participation in the New Hampshire Retirement System (NHRS).
- Comprehensive health insurance and dental insurance.
- Paid vacation, sick leave, and holidays in accordance with Town policy.
- Ongoing professional development and leadership training.
- Fire service training and certification support.
- Uniforms and required duty apparel.
- Municipal technology resources, including a Town-issued cell phone.
- A Town vehicle for official business.

How to apply

Submit a cover letter and résumé, combined into a single PDF, to:

Shannon Martinez, Town Manager

jobs@sunapeenh.gov

First review of applications begins **September 4, 2026**. Applications will be accepted until the position is filled.

Questions about the position may be directed to the Town Manager's office. The Town of Sunapee is an Equal Opportunity Employer.

Sunapee Fire Department at a glance

Main Station: 9 Sargent Rd, P.O. Box 15, Sunapee, NH 03782 • Georges Mills Station

Non-emergency: (603) 763-5770 • Fax: (603) 763-7358 • **Emergencies: dial 911**

Business office: Mon, Tue, Thu 8:00 AM – 5:00 PM • Emergency response: 24/7

Mission

To protect life, property, and the environment through professional emergency response, fire prevention, public education, and community service — delivering the highest level of service with integrity, dedication, and respect, while safeguarding the well-being of members and the community served.

Vision

To be a progressive, highly trained, community-focused fire and rescue service protecting the lives, property, and natural resources of the Town of Sunapee — pursuing exceptional response, prevention, and education through professionalism, innovation, and strong regional partnerships, and building a resilient organization that blends its volunteer tradition with evolving training, technology, and leadership.

Staffing

Model: Predominantly on-call (compensated per response), supplemented by per-diem shift coverage at the station. Roster of approximately 22 members, with capacity for growth.

POSITION	MEMBER	NOTES
Assistant Chief (C2)	Matthew Pollari	Currently serving as Interim Fire Chief
Captain (C3)	Steve Marshall	
Lieutenant (C4)	Keith Ricci	
Lieutenant (C5)	Joe Hampson	
Lieutenant / PIO (C6)	Timothy White	Public Information Officer
Safety Officer (C7)	John Gosselin	

Firefighter roster: 16 members currently assigned (F1–F16), including one probationary member; roster capacity extends to F25.

Certifications: 14 Firefighter I • 12 Firefighter II • 14 EMS-certified (2 AEMT, 7 EMT, 5 EMR) • 4 Ice Rescue Technicians • 2 Fire Instructor I • Certified Safety Officer and Incident Safety Officer.

Apparatus and equipment

The fleet includes 1 engine, 2 rescue engines, 1 ladder truck, 1 tanker, 2 boats, 1 off-road rescue vehicle, 1 forestry truck, 2 EMS first-response vehicles, and Haz-Mat trailers.

UNIT	VEHICLE	CAPABILITY
Rescue 1	2025 Spartan/Alexis rescue engine	1,000 gal water / 30 gal foam; 1,500 GPM side-mount pump; primary for motor vehicle collisions, extrication, ice and technical rescue; onboard EMS cabinet; 5-person cab
Engine 2	2011 HME Ahrens-Fox rescue engine	1,000 gal / 30 gal foam; 1,500 GPM top-mount pump; primary structure fire and alarm response; mutual-aid engine; roof light tower; 6-person cab
Engine 3	1999 Freightliner/V-Tec engine	750 gal; 1,250 GPM top-mount pump; housed at Georges Mills; major structure fires and all Georges Mills calls
Tanker 4	2015 International/E-One tanker	3,000 gal; 750 GPM side-mount pump; water supply at structure fires, highway scene blocker, regional mutual aid; 1,500-gal porta-tank
Ladder 5	2001 Pierce Dash 100-ft aerial	Elevated operations, technical rescue, chimney fires, mutual aid; no onboard water
Forestry 6	2019 Ford F-550 with CET skid unit	250 gal / 30 gal foam; 500 GPM pump; brush fire, storm damage, flooding, traffic control; tows boats and trailers
Car 1	2013 Ford Explorer	Primary EMS response — cardiac monitor, LUCAS CPR device, oxygen, airway, medications, bleeding control
Utility 2	2022 Chevy 2500	Backup EMS response and incident command unit; V-plow for storm access; tows boats and trailers
Boat 1	2023 Milpro SRA-750, 22 ft	Lake Sunapee marine response; 375 GPM front pump with deck gun; water rescue, island and boat fires, disabled vessels
Boat 2	2013 Rescue One Connector, jet drive	Georges Mills; smaller water bodies, mutual-aid water rescue, support to Boat 1
Argo & Special Ops Trailer	2021 Argo 8x8 tracked UTV	Wilderness rescue and remote brush fire access; all-terrain rescue trailer with Stokes basket
Haz-Mat Trailers (2)	Land and marine spill response	Portable containment booms for waterways; land containment equipment and scene lighting

Department profile compiled from the Town of Sunapee official website (sunapeenh.gov), Fire Department & Emergency Medical Services pages. Roster and fleet details current as of July 2026.