

Kevin P. Noles

June 4, 2015

Mrs. Lisa Chastain, City Clerk
City Hall, City of Cochran
P.O. Box 8
Cochran, GA 31014

To Whom It May Concern:

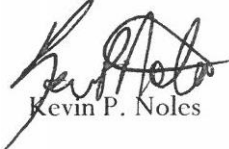
My name is Kevin Noles, and I am interested in applying for the position of Fire Chief of the Cochran/Bleckley County Fire Department as advertised on the City of Cochran's website. Currently, I serve as the Assistant Chief/Training Officer of Houston County Fire Department, a position which I have held for over nine years. Houston County Fire Department is a combination department with both paid and volunteer firefighting staff. While my office is located in Warner Robins, GA, I oversee seven different stations located throughout and covering all of the unincorporated areas of Houston County. I have an Associate of Applied Science in Fire Science from Columbia Southern University, which I earned in 2012. I began my career with Houston County Fire Department in 1993 as a volunteer firefighter. I was promoted through the volunteer ranks from firefighter to station training officer then to station Captain, in addition to beginning to work part-time for the department. I also worked as a full-time shift firefighter for the City of Perry Fire Department for six years prior to being hired into my current position with Houston County Fire. I am a certified NPQ Fire Instructor I and II, POST Certified Instructor, as well as a certified NPQ Evaluator. I also hold numerous other instructor certifications. Additionally, I am a State of Georgia Certified Firefighter, certified NPQ Firefighter I and II, a State of Georgia and National Registry certified Paramedic as well as a POST Certified Basic Peace Officer. I also hold other certifications and qualifications as demonstrated in my resume.

As the Assistant Chief/Training Officer of Houston County Fire Department, I supervise the department-wide training program, including fire, medical, and driver training. I am also responsible for managing the day-to-day operations of the department and have assisted with updating and implementing Standard Operating Guidelines and Procedures for the department. During my tenure, I have worked to improve and increase the training of the firefighters by keeping myself up-to-date on current firefighting procedures and techniques and developing training classes to pass this knowledge on to the firefighters. Additionally, I have implemented an online training program called Target Solutions in order to assist the firefighters with being able to keep up with their training when they are not able to be present at station training meetings each week. I have also developed and maintained a training schedule for the paid staff that allows the various stations to work together to complete required company training. In the last two years, I have selected training officers from among the paid and volunteer staff to assist with the station training, as well as selecting two Field Training Officers who assist with teaching our Recruit Class each year and handling other training scenarios.

While much of my current position focuses on training, I also work alongside the Chief of the department on budgetary matters and selecting trucks, equipment, and other supplies needed within the department. Additionally, I attend County Commission meetings as needed and have recently assisted the department through an ISO evaluation. I also oversee and manage the grant funding for both the Hazardous Materials Response Team and the Central Georgia Search and Rescue Task Force. As the Assistant Chief/Training Officer, I also respond to calls within our jurisdiction and act as Incident Command once on scene. I am responsible for assisting our Fire Investigator with investigations and recently was called to testify in an arson case where the suspect was convicted. Additionally, in the last few months, I have worked to create a Central Georgia Fire Investigator's Association through the Georgia Fire Investigator's Association so that regional investigators can have an opportunity to meet, share information and receive training on a regular basis. In May 2015, I completed the Arson Investigation Level I class at the Georgia Public Safety Training Center. I also participate in fire safety activities such as giving talks to the Lions and Exchange Clubs and participating with school visits. I am currently the only member of our department to have attended and completed training as a Public Information Officer offered through the Georgia Public Safety Training Center.

In closing, I would like to thank you for the opportunity to apply for the position of Fire Chief of Cochran/Bleckley County Fire Department. I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at 478-550-2698 or by e-mail at knoles2@windstream.net. I have enclosed my resume for your review. I look forward to hearing from you.

Sincerely,



Kevin P. Noles

Enclosure