

St. James Fire Department
Press Release
November 1, 2025

Chief Scott Boyer Announces Retirement Plans

St. James Fire Department (SJFD) Chief Scott Boyer announces plans to retire in March 2026. In a message to the members of the Department, Chief Boyer said:

“My three years as Chief and seven years as a firefighter have gone by so fast; it seems only yesterday that I started. All of you have made the St. James Fire Department a great place to volunteer. The residents are so lucky to have you all! I have been in contact with our Board of Directors as to my intentions, and we’re working on a successor for my retirement and a plan for a smooth transition. In closing, it’s been a privilege and honor to have served as your Chief and fellow firefighter. What a great brotherhood to belong to!”

During a recent Annual Appreciation Dinner for Department members and guests, SJFD Board President Jim Crum commended Chief Boyer for his work in elevating the professionalism, training and administration of the Department. “It’s been a real pleasure to work with Chief Boyer on all aspects of the Department’s growth and evolution. He will be greatly missed, and we wish him the very best in his retirement.” Crum said.

Working with Chief Boyer, the Board of Directors are publishing a Job Posting for the Chief’s position, soliciting both internal and external candidates for consideration. Applications will be accepted through December 15, 2025, at President, St. James Fire Department, 3628 St. James Dr, St. James, NC 28461 or at president@stjamesfire.org. More information is available on the Department’s website at stjamesfire.org or on its Facebook page, @stjamesfirenc.

ST. JAMES FIRE DEPARTMENT
JOB DESCRIPTION
CHIEF OF THE DEPARTMENT

Job Summary:

The Chief of the Department is an unpaid volunteer position, responsible for overseeing and coordinating all activities of the fire department, including all activities related to Emergency Medical Services, Fire Suppression and the scene support of the Fire Police. The Chief of the Department ensures the safety and effectiveness of all crews and ensures that all equipment is

properly maintained. The Chief of the Department collaborates with other emergency services and other agencies outside of the fire department. This position requires strong leadership, extensive knowledge of firefighting techniques, a strong understanding of EMS operations, knowledge of the activities of the Fire Police and a commitment to community service.

Key Responsibilities:

Leadership and Supervision:

- Lead and supervise other officers during emergency and non-emergency situations.
- Understand the Incident Command System and how it is implemented at incidents both within the St. James Fire Department and with outside agencies. Ensure that it is used at every incident that the department responds to.
- Ensure that training is completed in accordance with department policy across all divisions (Fire, EMS, Fire Police).
- Mentor and develop the skills of the Assistant Chiefs, Captains and Lieutenants, including delegation of appropriate administrative and operational responsibilities.
- Maintain a department succession plan covering all divisions.
- Foster a sense of comradery across stations and between fire department disciplines (Fire, EMS, Fire Police).
- Oversee the development and implementation of department policies and procedures.
- Develop and recommend to the Board the annual operating budget and capital expenditures in cooperation with the department Treasurer and division officers.

Emergency Response:

- Command all emergency response operations or make appropriate delegations consistent with the department's Standard Operating Guidelines.
- Assess emergency situations and develop tactical plans.
- Ensure the safety of all members of the department and the public during emergencies.

Equipment and Maintenance:

- Oversee the maintenance and readiness of all department equipment.
- Oversee Inventory Management for all department vehicles and fire stations.
- Oversee the purchasing of necessary supplies and equipment.

Administrative Duties:

- Maintain accurate records of incidents, training, and equipment maintenance.
- Prepare reports and documentations as required.

- Manage activities and records to maintain or improve on our current ISO rating of 3.

Community Engagement:

- Promote fire safety and prevention within the community.
- Participate in public education programs and community events.
- Foster positive relationships with community members, key Fire District stakeholders (i.e. Town of St. James Mayor and Town Council, St. James Plantation POA President and Board, Brunswick County Commissioners and Emergency Services management), and other neighboring emergency services providers.

Qualifications:

- Minimum of 7 years of experience in firefighting including 5 years in a supervisory role.
- Firefighter 1 or higher (or equivalent) certifications/qualifications.
- Fire Officer 1 and Chief 101 certification.
- NIMS 100, 200, 700.
- Hazmat Operations certified.
- Strong knowledge of firefighting techniques, rescue operations, and emergency medical procedures.
- Excellent leadership, communications, and decision-making skills.
- Ability to remain calm and effective under pressure.
- Commitment to ongoing training and professional development.
- Valid NC driver's license and clean driving record.
- Clean criminal background check.
- Resident of the St. James Fire District.

Physical Requirements:

- Ability to perform physically demanding tasks in various environmental conditions.
- Capacity to wear and operate firefighting gear and equipment.
- Meet the physical fitness standards as required by the yearly departmental physical.

Preferred Qualifications:

- Additional certifications in specialized areas such as hazardous materials, technical rescue, or emergency medical services.
- Additional training and certifications beyond the Fire Officer 1 level.
- Previous experience in a volunteer fire department, especially in a supervisory role.
- Driver/Operator qualified.
- Medical Responder or EMT certified.

Other Requirements:

- Term of Office: 3 years with one renewal.at the option of the Board of Directors
- Administratively reports to the President, SJFD Board of Directors.
- Annual performance review by the President of the Board of Directors.
- Available to respond to emergency incidents 24/7 or arrange appropriate command coverage.
- Knowledge and understanding of applicable NC and local fire codes.

Job Posting – Fire Chief St. James Fire Department, Inc.

The St. James Fire Department, Inc. (SJFD) is seeking an experienced and dedicated **Chief of the Department** to lead our department in delivering exceptional emergency services to the citizens of the St. James Fire District. The ideal candidate will be a visionary leader with the skills to manage all aspects of departmental operations, oversee administrative functions, enhance community risk reduction initiatives, and provide strong, hands-on leadership to our volunteer membership. This is an unpaid volunteer position offered for a 3-year term with one renewal at the option of the Board of Directors. A Job Description is available upon request.

About the Community

St. James Fire Department, Inc. is a 501(c)(3) non-profit, tax-exempt organization located in the scenic coastal region of North Carolina, adjacent to Southport, Boiling Spring Lakes, and Oak Island. Our service area includes the Town of St. James and a significant portion of unincorporated Brunswick County, one of the fastest-growing regions in the state. The SJFD district serves a population of approximately 9,000 residents.

About the Department

Operating from two fire stations, SJFD provides fire suppression, Basic Life Support (BLS) emergency medical services, rescue operations, scene control Fire Police service and comprehensive community risk reduction programs. As of September 30, 2025:

- **Fire Operations:** 168+ calls
- **EMS:** 578 calls, including 94 patient transports
- **Fire Police:** 584 calls

In 2022, the department earned an ISO Class Three rating from the North Carolina Department of Insurance. Our FY25 annual budget is \$1.44 million. The department is fully volunteer based, with

over 100 dedicated members, and places a strong emphasis on training and professional development. All department members must reside in the St. James Fire District.

Our fleet includes four fire suppression apparatuses, one brush truck, one special rescue truck, two certified ambulances, two command vehicles, and a Chief's vehicle. We are proud to meet our target response time of eight minutes or less for **100% of incidents** within our jurisdiction.

For more details, please visit our website at www.stjamesfire.org.

Application Process

Interested candidates should submit the following:

- Cover letter
- Resume outlining relevant experience and certifications
- Three professional references

Submit applications to:

James Crum, President

St. James Fire Department Board of Directors

Email: president@stjamesfire.org

Mailing Address: 3628 St. James Drive, Southport, NC 28461

Application Deadline: December 15, 2025
