



ASSISTANT FIRE CHIEF APPLICATION AND INFORMATION PACKET

Thank you for your interest in participating our Assistant Fire Chief application process. Carefully read this information.

Application Submittal Due Date:

No later than 4:00 P.M. April 8th, 2010

Application Procedures:

1. Prior to completing the application, read the minimum requirements to assure you meet the qualifications.
 2. Return or mail your completed package including:
 - + **Application Form** (attached)
 - + **Your current resume**
 - + **Authorization for Release of Information** (form attached)
 - + **Current Five year Driving Abstract**
 - + **Photo-copy of your Drivers License**
 - + **Copy of any certifications**
- To: Attn: District Secretary Heidi Prince
Thurston County Fire Protection District 8
3506 Shincke Rd NE
Olympia, WA 98506**
3. Tentative schedule of events for process:
 - Application process closes: **April 8th**
 - Review of applications, notification to applicants: **by April 16th**
 - Short-list applicants to complete on-line behavioral survey: **April 19-23**
 - Short-list applicants to attend assessment center: **first week in May**



Thurston County Fire Protection District 8

3506 Shincke Rd. N.E. Olympia WA 98506 (360) 491-5320 Fax: (360) 438-0523

ASSISTANT FIRE CHIEF JOB ANNOUNCEMENT

Nature of Work:

As a part of both the District's Executive Team (Fire Chief, Assistant Chiefs and District Secretary) and Management Team (the Executive Team and Incident Readiness & Response--IR&R--officers), the Assistant Chief will be involved in the overall planning, directing, oversight and control of operational and administrative functions for the District. The Assistant Chief is expected to act in a professional, positive and (as needs dictate) confidential manner at all times. As a senior operational officer for the District acting on behalf of the Fire Chief, the Assistant Chief will be necessarily called upon to exercise independent judgment on a regular basis. The Assistant Chief also responds to emergency incidents and manages the incident consistent with Incident Management System (IMS) protocols as needed.

Salary & Benefits:

1. Salary range between \$5,695.34 to \$6,992.39 monthly;
2. Pension benefit conversion at retirement or termination (LEOFF);
3. Deferred compensation plan;
4. Annual leave, sick leave, and holidays (as provided under *WAC 357 Section 31*);
5. Long-term disability available through the subscribed health care provider;
6. Medical insurance, including preventative medical, dental, vision, and family health care programs available through the Washington Fire Commissioner Association Plan;
7. Family medical leave (as provided by the Family Medical Leave Act);
8. Employee special support (the District Member Assistance Program)
9. Military leave (as provided under *WAC 357 Section 31*); and
10. Educational support program.

Minimum Qualifications:

1. Must have an Instructor Level II certification within one year of appointment.
2. Must pass Thurston County EMT protocol test within 90 days of appointment.
3. Must have NIMS ICS-300 & 400 certification within one year of appointment.
4. Must have valid Washington State Driver's License at time of hire; must certify under District Driver-Operator program within six months of appointment.
5. Must be able to safely perform physical requirements for District emergency responders and successfully pass the District Physical Ability Test (see *Appendix 2*).
6. Five years experience in the fire service supervising personnel at a company (3-5 persons) level or higher, including management of emergency incidents.
7. Must have minimum of five years experience in training personnel.
8. Must have working experience with *MS Windows* and *MS Office* software systems.
9. Must have minimum two years experience in managing volunteer programs.
10. Within one year of appointment, must reside within 20 minutes travel time of fire district.

Desirable Qualifications:

1. Associate degree in Fire Science or Administration and/or
2. Baccalaureate degree in fire services administration or public administration or related discipline. Education may substitute for up to three years of desired experience.
3. Experience in the training and occupational health & safety field.
4. Supervisory and administration experience.

General Criteria & Responsibilities:

1. A uniform fire officer position reporting to the Fire Chief.
2. A full-time, paid position is FLSA over-time exempt.
3. Customarily and regularly exercises discretionary power and independent judgment.
4. Manages and supervises IR&R officers commanding the various District operational units, including performance evaluations and recommendations for promotion & discipline.
5. Shall regularly be required to be on duty for 24-hour periods, which may be at the firestation to provide direct supervision as needed or to respond to incidents timely.
6. As part of the Executive and Management Teams, is responsible for District administrative and business functions as assigned by the Fire Chief. Assures compliance with laws, ordinances and District policies for those assigned functions.
7. Participates in the development, review and implementation of rules and regulations, guidelines and policies pertaining to the District.
8. Acts as a liaison to local, state and national agencies and professional associations to maintain knowledge of current public safety trends.
9. Shall attend and participate in District Executive Team and Management Team meetings as called by the Fire Chief to discuss and make recommendations regarding all District functions as set forth in the Responsibility Matrix (functions listed below in "*Business Functions Responsibilities*").
10. Will perform other duties as required.

Knowledge Skill and Abilities:

1. Ability to provide organizational leadership promoting the mission, values, and goals of the District.
2. Maintain current knowledge of the requirements and standards established by local, federal, and standard developing agencies for assigned functional areas.
3. Demonstrate the initiative and ability to follow through on projects and programs to timely completion.
4. Demonstrate the initiative and ability to exercise independent judgment & discretion.
5. Possess written and oral communication skills.
6. Skill to organize and manage tasks.
7. Skill to coordinate activities with other staff and line personnel.
8. Ability to recognize sensitive issues and addresses them in a professional and (as needs dictate) confidential manner.
9. Ability to follow direction in a positive manner.
10. Knowledge of effective supervisory and management techniques.
11. Ability to manage people in a positive manner that provides motivation and encouragement.
12. Must have knowledge and experience operating as an incident commander under the IMS protocols.

Business Functions Responsibilities:

1. Administrative Services: Primary responsibility for District Health & Safety Program. Includes contract management of Northeast Thurston (NET) Cooperative Health & Safety Program intergovernmental agreement, leadership of the District Health & Safety Committee, and policy management for occupational health & safety (WISHA) issues, procedures and functions.
2. Personnel Management: Primary mentor and supervisor for one or more Temporary Firefighters participating in the District Internship Program.
3. Personnel Management: Primary supervisor of three shift Captains.
4. Personnel Management: Primary responsibility for District Training Program including development, delivery, compliance and requirements standards, practices and content.
5. Personnel Management: Support responsibility for staffing recruitment, selection, retention and promotion.
6. Public Relations: Responsibility for media communications at incidents.
7. Financial Management: Support responsibility for District budget, purchasing and capital planning functions.
8. Information Management: Responsibility for statistical reporting of health & safety related information.
9. Incident Readiness & Response: Responsibility for command, control and operations at fire suppression, emergency medical and rescue incidents.
10. Code Management: Support responsibility for administration of District Open Burning Program.
11. Community Services: Support responsibility for District participation in public events.
12. Investigation Services: Responsibility for initial cause & origin determination at District fire incidents.

Work Environment:

Work is often performed in emergency and stressful situations. While equipped with and expected to use proper personal protective equipment, the individual may be exposed to hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Physical Requirements:

The physical demands described herein are representative of those that must be met by this position to successfully perform the essential functions of this job. The Assistant Chief must be able to safely perform physical requirements defined in District Policy 3-15 "Emergency Responder Fit for Duty Status".

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Appendix 1: District Information

Fire Services in Thurston County:

District Call Volumes

From 1953-1977 (per year):

Fires: 24.3 (57%)
Medical: 12.1 (28%)
All Other: 6.5 (15%)

Total: 43.0/year

From 1978-2009 (per year):

Fires: 65.1 (16%)
Medical: 270.3 (68%)
All Other: 60.5 (15%)

Total: 395.8 / year

Past 10 years:

Fires: 66.7 (12%)
Medical: 398.8 (70%)
All Other: 100.4 (18%)

Total: 565.8 / year

2009 Annual Call Volume:

Fires: 63 (11%)
Medical: 440 (74%)
Public Svc: 74 (12%)
False: 19 (3%)

Total: 596

Fire services in Thurston County are provided by 14 separate fire departments, of which three are municipal (part of city government), and the rest are fire districts. Fire districts are separate taxing entities, governed by a board of three or five elected commissioners, with the purpose of providing fire protection for that geographically designated area. All of the fire departments in Thurston County provide fire protection and emergency medical services (EMS) on the basic life support (BLS) level. There is a separate county agency in Thurston County called Medic-One, who provides advanced life support (ALS) functions and operates in coordination with each of the fire departments. Each of six ALS units is housed in a strategically located fire station. Thurston County has a centralized dispatch center with enhanced 9-1-1 service and computer aided dispatch capability. All alarms are transmitted to the fire departments over radio paging equipment.

All of the fire departments in Thurston County, with the exception of the City of Olympia, have volunteer firefighters. Most of the departments are either fully volunteer or have a mix of career and volunteer staffing. There are approximately 260 career and 450 volunteer firefighters in Thurston County.

Fire District 8 History:

What now is known as Thurston County Fire Protection District 8 (also known by its more common name of South Bay Volunteer Fire Department), was formed by a group of neighbors in April of 1953. It started with a loaned pick-up truck (with a pressurized water tank in the back) parked in the firestation (a garage belonging to the South Bay Grange), and the neighbors responded to a grand total of 15 fire calls that year. Later, a new station was built on South Bay Road and a brand new pumper purchased for \$3,500 (the District still owns this truck, and is housed in its new station).

Fire response continued to be the mainstay for the department for many years until 1973 when the Thurston County Medic One system came into existence. Quickly, EMS calls began to outnumber fire calls in volume.

A substation was built in 1965 on the Johnson Point Road (Station 8-2) and another built in 1979 on the Puget Beach Road (Station 8-3). The first resident firefighter (living in a mobile home behind a firestation) was added in 1984, and the first full-time employee was hired in 1985. In 1998, the District moved into its new headquarters station across the

District 8 2010 Facts:

Assessed Value: \$1,124,535,223

Operating Budget: \$1,568,000

Population*: 7,620

Average Pop Growth*: 1.9%/yr.

Area: 23 square miles

ISO Rating: 8 (w/tender credit)

Volunteer Members: 60

Career Members: 8

Fire Commissioners: 3

Stations: 3

* Source: 2009 TRPC
Population Forecast

street of the old main station. In 1998, the District responded to over 500 calls for the first time, and in 2006 exceeded 600 calls.

Fire District 8 Demographics:

Thurston County Fire Protection District 8 lies in the northern portion of the county covering an area of 23.1 square miles, generally on a point of land surrounded by inlets of the Puget Sound. The District currently has a \$1,590,000 annual operating budget (labor costs for career & volunteer members, operating & maintenance costs, incident readiness & response costs). The current population of the District is listed at just over 8,010 with an average annual rate of growth (through 2025) of 1.9%. The District features some high value waterfront properties; only 18% of the homes in the District existed prior to 1960. Many small farms and other agricultural lands have been converted to low or mid density housing, with 53% of the total District housing being built since 1980. The median income for a household in the District [FY 2000] is over \$63 thousand, with 2.67 residents. Over 44% of the households have moved into the District since 1995. The median age of a District resident is 41 years.

There is very little commercial and no industrial occupancy in the District. Of the significant occupancies, there are two salt-water marinas, a grange hall, an elementary school, and a dozen or so small commercial concerns. Fire prevention inspections are conducted by the Thurston County Fire Marshal. There are three areas in the District that have fire hydrants, each of a different water system, with less than 10% of the District's assessed valuation covered. Firefighting water must be delivered by tender trucks for most exposures. The District currently has an Insurance Services Office fire rating of "8", with tender credits for all residential properties.

Fire District 8 Governance & Staffing:

The District is administered by a Board of Fire Commissioners, elected for six-year terms on a staggered schedule (every two years). The Board appoints the Fire Chief (a full-time career position) who manages the day-to-day activities of the District. The Fire Chief appoints the staff of officers for the District, some of which are full-time career and some volunteer. Currently, there are four full-time career officer positions, one full-time career District Secretary, three temporary intern firefighters, and sixty volunteer firefighters. Volunteers are organized into nine duty shifts each commanded by a Captain; each shift is on-call on a nine-day rotation.

Ongoing training for all staff is coordinated by the District's training officer in coordination with the Thurston Fire & Rescue Training Consortium and Thurston County Medic-One. Training is provided every week for two-to-three hours, on duty-shifts and during other special drill periods. Most of the District's staff has received Emergency Medical Technician or First Responder training. Firefighter training is based upon nationally recognized standards and curricula.

Current Fire District 8 Issues:

“To meet [call volume] demands and those imposed by regulatory agencies and recommended standards, the general level of training for firefighters has been increased significantly.”

Increasing response load and complexity of the type of calls presents a significant challenge to the District. In the EMS field, delivery of cardiac defibrillation treatment by first responders is in place. Fires, even in single family residences, can present new dangers with more and more synthetic and exotic fuel loads. Hazardous materials, from agricultural chemicals and household materials to a growing presence of methamphetamine labs, is an ever-present potential problem. To meet these demands and those imposed by regulatory agencies and recommended standards, the general level of training for firefighters has been increased significantly. Likewise, the ability of volunteer fire departments to retain qualified staff has correspondingly suffered due to the increasing demands for training and response participation as well competing distractions (e.g. family, job, and hobbies). It is because of these issues that the District has undertaken and continues to maintain its comprehensive strategic planning process.



Appendix 2: Physical Requirements

District Physical Ability Test

1. Simulated Stair Climb: The Member will climb stairs on the stair mill for 3 minutes at 60 steps a minute while wearing a 50 pound vest.
2. Simulated Extension Ladder Exercise: The Member will lift 45 lbs tied to a rope hand over hand and return it to the ground two times while wearing a 50 pound vest.
3. Simulated Forcible Entry: The member will swing a sledge hammer 20 times (10 L 10 R) while wearing a 50 pound vest.
4. Equipment Carry: The Member will carry two 2½” hose rolls a designated number of feet and set them on a shelf while wearing a 50 pound vest.
5. Dummy Drag: The Member will drag a 180 pound rescue dummy around a cone while wearing a 50 pound vest.
6. Hose Drag: The Member will carry a dry hose line through an obstacle and while kneeling pull the hose hand over hand while wearing a 50 pound vest.
7. The Member will complete Tests 1 through 6 within 7 minutes.

Essential Function for Emergency Responders

Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods
Wearing an SCBA, which includes a demand valve-type positive-pressure face piece <u>or</u> HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA
Climbing four or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lbs
Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F
Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility
Advancing water-filled hose lines up to 2-1/2 inches in diameter from fire apparatus to occupancy, approximately 150 ft, which can involve negotiating multiple flights of stairs, ladders, and other obstacles
Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards
Unpredictable emergency requirements for prolonged periods of extreme physical and/or psychological exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
Critical, time-sensitive, complex problem solving during physical and/or psychological exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
Ability to communicate (give and comprehend verbal orders) under conditions of high background noise, poor visibility, and adverse scene conditions
Functioning as an integral component of a team, where sudden incapacitation of a Emergency Responder can result in mission failure or in risk of injury or death to civilians or other team Emergency Responders



APPLICATION FORM

Please type or print in ink

Position applied for: Assistant Fire Chief	Date
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Personal Data

Name (Last, First, Initial)		SSN
Street Address	City	State/Zip
Mailing Address (If Different)	City	State/Zip
Driver's License No. and State	Contact Phone#:	Second Phone #:
E-mail Address:		
Have you ever been convicted of a misdemeanor or felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain date, charge, place and action taken: (Use back page if necessary)		

Education

School Name and Location (attach additional sheet if more space is needed)	Number of Years	Did you graduate?	Course of Study/Degree
High School			
College			
Other			
List Licenses, Certificates or Registrations	Where Issued	Issue Date	Expiration Date

References (Please do not list relatives)

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Employment and/or Volunteer History: Start with current/last position held. Attach additional pages if necessary. You may attach a resume, but this section must be completed.

Company Name:		Telephone No:		Employed (Mo/Yr)	
				From: To:	
Company Address:		Okay to contact?		Reason for leaving:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Your Title:		Monthly Salary:	
Specific Duties:					
				No. Employees Supervised:	
Immediate Supervisor:					
Company Name:		Telephone No:		Employed (Mo/Yr)	
				From: To:	
Company Address:		Okay to contact?		Reason for leaving:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Your Title:		Monthly Salary:	
Specific Duties:					
				No. Employees Supervised:	
Immediate Supervisor:					
Company Name:		Telephone No:		Employed (Mo/Yr)	
				From: To:	
Company Address:		Okay to contact?		Reason for leaving:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Your Title:		Monthly Salary:	
Specific Duties:					
				No. Employees Supervised:	
Immediate Supervisor:					
Company Name:		Telephone No:		Employed (Mo/Yr)	
				From: To:	
Company Address:		Okay to contact?		Reason for leaving:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Your Title:		Monthly Salary:	
Specific Duties:					
				No. Employees Supervised:	
Immediate Supervisor:					

Special Skills

If you have other skills obtained through hobbies, volunteer work, etc., relevant to the position for which you are applying, please describe:

Special Equipment

List machines/equipment that you can operate which are necessary or useful to this position.

Languages

List any languages other than English that you speak fluently.

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I hereby declare the information provided by me in this Application is true, correct, and complete to the best of my knowledge. I understand that if I am selected to be a member, any mis-statement or omission of fact on this Application shall be considered cause for dismissal. I authorize investigation of all statements in this Application.

I authorize all previous employers to furnish employing agency my record, reason for leaving, and all information they may have concerning me and I hereby release them and the employing agency from all liability or any damage whatsoever arising there from.

I SPECIFICALLY AUTHORIZE ANY PERSON, FIRM OR CORPORATION CONTACTED BY THURSTON COUNTY FIRE PROTECTION DISTRICT 8 TO RELEASE ANY OF THE FOLLOWING:

- Job related achievements, performance, attendance, personal & disciplinary history by an employer;
- Confirmation of status of driver’s license and records;
- Documentation and records of any criminal convictions;
- Copies of medical records; and
- Documentation and records of educational background and training.

I AGREE TO:

- Waive any privilege of confidentiality I may have with respect to these records & documents
- Waive any claims against the District or against any prior employer(s) as a result of the District’s collection of said information.

Applicant Signature: _____

Date: _____

THURSTON COUNTY FIRE PROTECTION DISTRICT 8 IS AN EQUAL OPPORTUNITY EMPLOYER