

Highland Fire Department

Yakima County Fire District #1



FIRE CHIEF



The Fire District

Yakima County Fire District #1, also known as Highland Fire Department (HFD), provides fire and EMS response to 42 square miles. The District also covers an additional 10 square miles of land outside the District for EMS responses through a county wide EMS levy. The District serves the populations of Cowiche, City of Tieton, and unincorporated areas of Yakima County northwest of Yakima and north of Naches. HFD serves a population of 6,000 residents, as well as a broad range of residential, industrial as well as large amounts of agricultural production and processing.



In 2025, HFD responded to 322 requests for service. The District is experiencing growth, primarily in and around the City of Tieton.

The 2026 Fire District combined budget (Fire and EMS) is approximately \$930,000. The District is currently staffed with 19 volunteer personnel, which includes 2 Captains, 2 Lieutenants and 15 Firefighters. In addition, the District has 1 part-time Administrative Assistant/ District Secretary, and a part-time paid Deputy Chief. The District has two stipend positions, one in operations and one in training. The Fire Chief position will be the first full-time Fire Chief for the District.



The Position

The Fire Chief is an FLSA exempt position working under the direction of the Board of Fire Commissioners. The Chief functions as the head of the Fire District, responsible for completing or supervising the completion of all Fire District responsibilities. Primary focus will be on the administrative duties for the District but will also lead the operations of the department with the aid of the District officers. The Chief must be capable of responding to all incident types and will participate in the Duty Officer program primarily during the weekdays.

General Job Functions

- ❑ Partner with the Board of Fire Commissioners to create a vision for the Fire District.
- ❑ Perform supervisory and administrative duties within the district such as organizing, coordinating, scheduling, inspecting, and evaluating of district personnel and equipment.
- ❑ Respond to appropriate incidents and assume the role of Incident Commander at major incidents.
- ❑ Preparation of the annual budget as well as direct operations to achieve goals within the approved budget.
- ❑ Review workloads and staff assignments, measure progress, and direct change in priorities and schedules as needed to assure safe and efficient service delivery.
- ❑ Review response performance and effectiveness to formulate strategies to correct identified deficiencies.

- ❑ Plan and direct District operations, supervise the implementation of operational plans, and works with the Districts Operations position in overseeing the maintenance and repair of equipment and apparatus.
- ❑ Performs the duties of the District Health and Safety Officer according to WAC 296-305.
- ❑ Works with the District's Training Officer to develop, implement, and oversees the district training programs ensuring all personnel meet applicable standards.
- ❑ Participates in and directs the implementation of in-service training delivery.
- ❑ Oversees an up-to-date record management system for emergency responses, training and district operations.
- ❑ Develop and/or update department SOP's and SOG's as needed to ensure compliance with local, state, and federal standards.
- ❑ Performs the role of the District Financial Officer as needed.
- ❑ Develop personnel for future growth.

NOTE: For a more comprehensive list of duties and assignments, reference the Fire Chief's job description.

Required Qualifications

- ❑ Must be twenty-one (21) years of age or older at time of hire.
- ❑ No felony convictions or disqualifying criminal history. Have not been convicted of a job-related crime or released from prison within the last ten (10) years.
- ❑ Must possess or be able to obtain in a reasonable time frame, a valid Washington State driver's license without record of suspension or revocation of driving privileges in any state.
- ❑ Must successfully complete the Washington State Emergency Vehicle Incident Prevention certification program with three months of hire.
- ❑ Ability to develop pre incident plans.
- ❑ Ten (10) years of fire service experience as a member of a fire organization; with five (5) of those years as a Company Officer or higher. A combination of education and experience will be considered.
- ❑ Must possess, or able to obtain within 12 months of hire, NWCG Firefighter 1 or higher qualification.
- ❑ Must successfully complete the Advanced First Aid course within six months of employment
- ❑ Must successfully complete EMT within two years of employment.
- ❑ Ability to read and write the English language.
- ❑ Ability to meet the Districts physical standards.
- ❑ Possess excellent reasoning and critical thinking skills with the ability to generate solutions.
- ❑ Must have knowledge of the budgeting process as well as budget control.
- ❑ Ability to work a flexible exempt schedule as needed including Saturday & Sunday, to allow for early morning, evening, or weekend appointments, training, responses or meetings when necessary.

- Knowledge in the recruitment and retention of volunteers.
- Must be able to foster and maintain good working relationships.
- Must live within a 15-minute emergency response time of either Highland Fire Station 1 or Highland Fire Station 2 within two (2) years of employment.

Preferred Qualifications

- Graduated from an accredited college or university with a Bachelor degree in Fire Science, Public Administration, Fire Service Administration, or related field of study.

**An Associate degree with three (3) years of Chief Officer experience will be considered equivalent to the Bachelor degree requirement.

- IFSAC Fire Officer 2 and IFSAC Fire Instructor 2
- History of successful grant writing.

Compensation and Benefits

- Salary: \$100,000 to \$110,000 annually DOQ
- Up to \$1,300 per month towards medical, dental, vision
- Airlift Northwest or Life Flight membership
- LEOFF 2 retirement
- Vacation, sick leave, and holiday package.
- District vehicle provided for official use.

How to Apply

- Request an application packet from Commissioner Tony Judd, at ajudd@highlandfire1.org
- Return the following items:
 - Highland Fire Department application
 - Cover letter
 - Resume
 - Completed supplemental questionnaire

All application materials must be returned to the District by July 3, 2026 to PO Box 177, Cowiche, WA, 98923 or email to administrator@highlandfire1.org. The packet must be complete to be considered. Any missing items may eliminate the applicant from consideration.

Following an application packet review, candidates will be invited to an assessment center between July 28th and 30th. The top candidate(s) will be invited to an interview with the Board of Fire Commissioners at a later date. Anticipated hire date is October 1, 2026.

Questions regarding the process can be directed to:
Tony Judd, Fire Commissioner
Headquarters Station - (509) 678-4563