



# DEPUTY FIRE CHIEF

## \$70,000 - \$75,000

*Plus Excellent Benefits*

*Apply by*

**March 4, 2018**

*(First Review, Open Until Filled)*

# **PROTHMAN**



## WHY APPLY?



Located in Cowlitz County on the Columbia River in Southwest Washington, Kalama is a small, quiet town which provides its residents with access to many regional recreational and cultural opportunities to be found

on the Pacific coast, the nearby mountains, and the two major metropolitan cities of Seattle, Washington and Portland, Oregon.

Cowlitz County Fire District #5 offers an experienced fire professional a challenging and rewarding career opportunity. If you want to make a difference in a unique community that offers an outstanding quality of life, and would like to lead a dedicated staff in an organization that places a high value on providing outstanding service, this is the position for you!

## THE COMMUNITY

The City of Kalama was created in 1870 when the Northern Pacific Railway Company arrived and established the community as the western terminus of the cross continental rail system. Kalama was officially incorporated in 1890 and got its name from the river that runs through the area just north of the town. The Kalama River was named after John Kalama, a native Hawaiian who originally settled the area in 1830.

The current population within the city limits is 2,550 and approximately 8,000 including the surrounding unincorporated areas. The local port district lies both inside and outside of the City's jurisdictional boundaries along the Columbia River as well as east of Interstate-5 at the north end of the City. The Port of Kalama has a significant industrial base and provides considerable recreational river access for the community. The City has some areas of steep and unique topography creating dramatic Columbia River views to the west.

Kalama has a strong community spirit, with some families able to trace their roots back to the City's incorporation in 1890. Kalama maintains its historical appeal in the Downtown Central Business District while embracing current growth through development in the Central Port District and prepares

for future growth in the East Port Spencer Creek Development. Kalama citizens enjoy several parks in the downtown Kalama area, at the Port of Kalama along the Columbia River, and most recently in East Port at Haydu Park along the Kalama River. Amenities include baseball fields, soccer fields, fair grounds, covered picnic shelters, a five-acre day-use park that is bordered by a pedestrian/bicycle pathway along the Columbia River and features the world's tallest totem pole carved from a single tree. The 1.8 miles of paved and boardwalk pathways offer views of the Marina and the Columbia River. The 222-slip marina and boat launch at the Port of Kalama provides boating opportunities to the public.

Throughout Cowlitz County there are many opportunities to enjoy the great outdoors, including kayaking, boating, water sports, and swimming, as well as golfing, hiking, camping, hunting, snowmobiling, and cross-country skiing. Kalama is famous for its Chinook, steelhead, and sturgeon fishing. Cowlitz County's crown jewel is Mount St. Helens, currently the only active volcano in the continental United States.

Excellent educational opportunities are provided by the Kalama School District, which includes an elementary school and a junior/senior high school. Residents of Kalama and the surrounding region have access to higher education at several nearby institutions, including Lower Columbia College in Longview, Clark College and Washington State University-Vancouver in Vancouver, and many acclaimed institutions in the greater Portland, Oregon area, just 45 minutes away.





## THE DISTRICT

Cowlitz County Fire District #5 is a full-service emergency service provider, operating out of 3 stations in the City of Kalama, Washington, with fire services being delivered from two of the three fire stations. Headquarters Station 51 is located in the downtown core area with Station 52 located on the south end of the District and Station 53, which is leased to the Department of Natural Resources located in the Kalama River drainage. In addition, the District has mutual and auto-aid agreements with neighboring jurisdictions.

The District has a service area of approximately 66 square miles, serving a population of approximately 6,500. The District is protected by two structural engines, two wildland engines, two ALS ambulances, two water tenders, one medium rescue, a utility unit, a Duty Officer unit and a Chief unit, with two career staff per shift (6 total), and 24 volunteers on 24/7. In an average year, the District responds to more than 700 calls, with over 70 percent of those calls for emergency medical aid.

The District has four divisions, including Fire Administration, Fire Prevention, Fire Operations, and Fire Support and Logistics. The Fire Administration Division provides leadership, long-range planning, budget development, financial management, interdepartmental coordination, grants and project management, and general customer service, in order to ensure the efficient daily operations of the Fire District. The Fire Prevention Division provides or brings in resources for inspection services, plans review, fire cause investigations, citizen safety awareness programs, public fire education, public information services, and Fire District community relation events. The Fire Operations Division provides fire protection, emergency medical services, technical rescue, facilitates ongoing

training in fire suppression and rescue, and supervisory and managerial development, and currently staffs 1 Advanced Life Support ambulance with additional staffing through its Volunteer members on call 24/7. The Fire Support and Logistics Divisions are responsible for capital projects, facility and equipment maintenance and repair, including fleet and facility supply acquisition, and internal safety programs.

Cowlitz County Fire District #5 is governed by a board of three commissioners elected to serve six-year terms, alternating election periods every two years. Commissioners define the long-term vision for the fire district and adopt policies to be implemented by staff. The District has a 2017 operating budget of approximately \$2.3 million.

## THE POSITION

Reporting to the Fire Chief, the Deputy Fire Chief plans, organizes and directs the emergency service operations of CCFD5, and may act as the Fire Chief in his/her absence, representing the agency in emergency service matters at the county, regional and state levels.

### Other Responsibilities Include:

- Assist with implementation of agency short and long-range goals.
- Develop and maintain a thorough and current knowledge of agency administrative policies and procedures, Standard Operating Guidelines, Labor Agreements, fire ground tactics and techniques, EMS protocols and training.
- Assist in supervision and evaluations of all career staff and volunteers. When necessary discipline of personnel up to and including suspension, may recommend other disciplinary actions to the Fire Chief.
- Plan, implement, and oversee emergency operations, training, and maintenance programs for equipment, apparatus, and facilities.
- Assist with budget preparation and budget forecasting.
- Assist with acquisition and preparation of grants or alternative sources of revenue.
- Assist Incident Command or assumes Incident Command during emergency operations including hazardous materials.

## OPPORTUNITIES & CHALLENGES

### A Strong Combination Fire Department

Cowlitz 5 has a strong history as a combination department and it is anticipated that it will remain this way well into the future. Volunteer firefighters and EMTs are a critical component of the service provided by the District. The new Deputy Chief will need to strengthen the volunteer program by putting an emphasis on recruitment and retention, and will continue to set clear, definable roles, for both career and volunteer firefighters to establish mutual support and respect.

### Growth

The new Deputy Chief will have an opportunity to work with the Board, the Fire Chief and organization to implement the strategic plan and address the challenges of the future. The community's proximity to the Vancouver/Portland metro area is positioning the area to further develop both residentially and commercially. This growth will require the department to meet the challenges of funding increased service demands. An important aspect of this effort will be to determine the long-term personnel needs of the district. Maintaining and fostering relationships with partner agencies will also be an important objective.

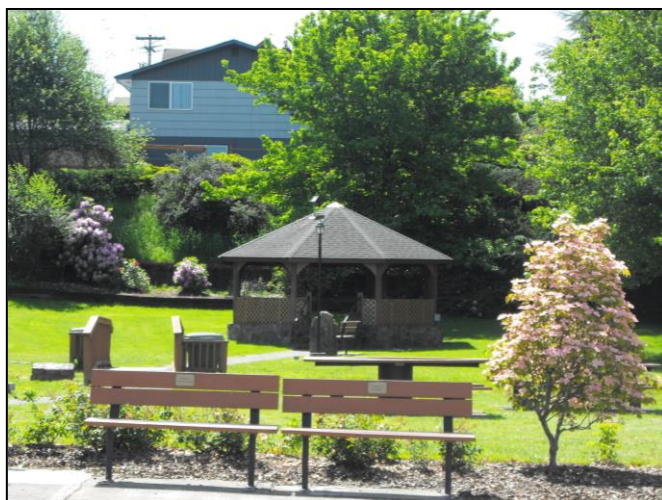
### Building a Team

The Deputy Chief will need to recognize the talent and passion of all the staff within the organization and seek ways to maintain (and enhance) a positive work environment. A collaborative approach with clear goals, objectives and accountability is necessary to be successful. Developing effective communication throughout the organization will be critical. Professional development and personnel evaluations are specific areas needing attention.



### Community Involvement

Cowlitz 5/Kalama is a small, close-knit community that takes pride in their fire department. The department has done an excellent job of fostering positive public relations, demonstrating transparency and maintaining a strong working relationship within the community. This includes good relationships with the City, School District and Port Authority, as well as participation in professional, civic, and service groups. The new Deputy Chief must embrace this value and will need to be active in their participation. Visibility in this will be a key to their success; an 'open door' policy is a must. Along with this the candidate needs to understand the dynamics of a small agency and community. Housing, infrastructure and services are limited locally, making the choice to work in the area challenging.



## IDEAL CANDIDATE

### Education and Experience:

This position requires five years of increasingly responsible fire administration experience, including IFSAC accredited Fire Instructor 1 or equivalent, and successful completion of ICS (700-800-100-200-300). Candidates must have knowledge of modern firefighting and EMS techniques, and be a current Washington State EMT or become one within 12 months of hire. Candidates must also have a valid Washington State driver's license, or the ability to obtain one within 90 days of hire. The ideal candidate will have a Bachelors Degree in Fire Services Administration, Public Administration, or Business Administration, be a current Washington State Paramedic, IFSAC accredited Fire Instructor II or equivalent, and IFSAC Fire Officer I or II or equivalent.

**Necessary Knowledge, Skills and Abilities:**

- Experience in a combination department and a history of progressive and proactive program development.
- Experience working with their supervisor (Fire Chief) and the Board of Commissioners to build achievable goals that will take the Fire Department to the next level of service.
- Knowledge to formulate, implement and manage operating and capital budgets.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and procedures established by the Board to department staff and citizens in a clear and concise manner.
- As a 'hands-on' officer, the unique and varied response hazards within the jurisdiction will require knowledge in many operational disciplines.
- The ability to maintain a cohesive combination department with a strong volunteer program to work closely with career staff.
- Well versed in labor law in the State of Washington with experience in labor negotiations.
- Strong leadership skills in guiding and mentoring career, volunteer, and administrative staff.
- Ability to lead by example setting the standard for all department members.
- Ability to have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- The ideal candidate will have a good understanding of the dynamics of working within a small agency and community.
- A history of building strong relationships with both fire department and partner agencies as well as within the community at-large.

- A track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation, along with leading the department with passion and inspiration.
- Demonstrated success with participation and involvement in various aspects of their community beyond the fire department.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$70,000 - \$75,000 DOQ**
- Medical – WFCA PPO or HMO (Kaiser) 100% employee – 90% dependents
- Vision – WFCA or Kaiser Vision
- WFCA Dental
- LEOFF 2 Retirement
- Long Term Disability – Employee Paid
- Life Insurance – District Paid
- VEBA – Employee Contribution Only
- Deferred Compensation – Voluntary Employee Participation Only
- Vacation
- Sick Leave
- 11 Holidays

**Please visit:**  
**[www.cowlitzfd5.org](http://www.cowlitzfd5.org)**  
**&**  
**[www.cityofkalama.com](http://www.cityofkalama.com)**

Cowlitz County Fire District #5 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 4, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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