



WASHINGTON

FIRE CHIEF

\$145,023 - \$152,699

Plus Excellent Benefits

Apply by

December 16, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Surrounded by water on three sides in the south basin of the Puget Sound, Key Peninsula is strategically located between the cities of Tacoma and Gig Harbor to the east, Shelton to the west, and Olympia to the south, offering a quiet rural lifestyle with many urban amenities just minutes away. Residents enjoy the best the Pacific Northwest region has to offer, including spectacular natural beauty and year-round outdoor recreational activities such as hiking, skiing, boating, and more.

Key Peninsula Fire Department offers a rewarding and challenging opportunity for an experienced fire professional. If you are interested in making a difference in a welcoming community that takes pride in its natural beauty and peaceful daily life and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!

Key Peninsula Fire Department offers a rewarding and challenging opportunity for an experienced fire professional. If you are interested in making a difference in a welcoming community that takes pride in its natural beauty and peaceful daily life and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!



THE COMMUNITY

Situated in the northwestern corner of Pierce County in western Washington, the Key Peninsula Fire Department serves the unincorporated communities of Home, Longbranch, Lakebay, Glen Cove, Minter, Herron Island, Wauna, and Vaughn – each a distinct and unique community with its own charm on the Key Peninsula. The peninsula is roughly 16 miles long, just under 2 miles wide at its narrowest point, and has more than 70 miles of highly accessible shoreline.



The area offers two wonderful forested state parks, scenic mountain and waterfront views, a wealth of open space, and a rich agricultural and maritime history. Key Peninsula is known for its specialty shops, a vibrant artist community, nurseries, wineries, and many small-scale farms which welcome all visitors. Residents and visitors also enjoy exploring untouched forest and coastline, hiking, camping, biking, paddle boarding, windsurfing, kayaking, scuba diving, crabbing, boating, tennis, golf, beachcombing, picnicking, and more.

To the east of Key Peninsula, the City of Gig Harbor is known as a quaint, charming, and historic city having a maritime-based heritage. Private marinas, public boat docks, diverse local businesses, lively neighborhoods, active community involvement, and a strong sense of community. As well, nearby Tacoma is a thriving city with a revitalized downtown that caters to visitors with its waterfront activities, shopping, fine dining, theaters, award-winning architecture, world-class museums, and art galleries. Tacoma’s cultural district is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.

Other nearby recreational attractions and activities include golfing at Gold Mountain Golf Course and Chambers Bay - the first course in the Northwest to welcome the U.S. Open Championship, sight-seeing and hiking at the 369 square-mile Mount Rainier National Park, wildlife encounters, world-class fishing and whale watching in the Puget Sound, and skiing and snowshoeing at both Crystal Mountain Resort and the Snoqualmie Pass Ski area, each under 2 hours away.



THE ORGANIZATION

Established in 1952, the Key Peninsula Fire Department is a combination department consisting of both career and volunteer firefighters, providing first-tier fire protection services and emergency medical transport services to the community on the Key Peninsula. The Department has a service area of approximately 65 square miles, serving a population of approximately 22,000.

Key Peninsula Fire is staffed by 27 firefighters including a Division Chief, Assistant Chief, and Fire Chief, and roughly 25 volunteer firefighters. The department has two full time staffed fire stations on the Key Peninsula, with one located in Wauna and the other located in Home. Each of the two staffed stations has a cross staffed Medic Unit and Fire Engine. As daily staffing allows, the Department staffs an additional third station located near Wright Bliss and SR 302 with a cross staffed Fire Engine and Aid Unit. The Fire Station in Key Center has administrative personnel working in the station during normal business hours and is the Department's central hub for training, administration and mail.

The Department responds to an average of 2,000 incidents per year, including roughly 100 fire calls, 1,260 EMS rescue calls, 40 hazardous condition calls, 200 service calls, 300 good intent calls and 100 false alarm or other calls.

The District is governed by a board of five (5) 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 2018 operating budget of approximately \$6.8 million.

THE POSITION

Reporting directly to the Board of Fire Commissioners (BOC), the Fire Chief provides guidance and direction in the overall management and administration of the Fire Department, while promoting response readiness and supporting the mission of the Fire District through effective and efficient management.

Other Main Responsibilities Include:

- Ensures that a performance management system is in place that provides well-founded personnel policies and includes an effective evaluation and development process.
- Assists the BOC in creating an annual and strategic financial plan that conforms and complies with the laws of the State of Washington, and regulations of the Washington State Auditor along with current and future financial goals of the District.
- Facilitates research, application and management of grants and alternative funding resources.
- Provides ongoing administration of collective bargaining agreements, personnel contracts, policies of the BOC and State and Federal Laws.
- Establishes and maintains an effective emergency service response plan for the District commensurate with policies and directives of the BOC, available resources, existing laws and regulations.



- Provides ongoing administration of contracts including mutual aid agreements and purchasing agreements with other agencies and businesses.
- Requires the effective application of political acumen, diplomacy, tact and integrity in building coalitions within the community among a wide range of persons and groups, including elected officials, all government and fire service agencies.
- Works to build the District as a team, through quality labor management relations by exhibiting a thorough understanding of collective bargaining rules and laws and volunteer program management.

OPPORTUNITIES & CHALLENGES

Community Involvement

Key Peninsula 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 and has done a great job of keeping the public informed through social media. The new Fire Chief must embrace these values and will need to be active in their participation. Visibility will be a key to success; an 'open door' policy is a must.

Long-term Financial Strategy

The new Fire Chief will need to get up to speed on the District's finances and work with the Board to develop a long-term financial strategy. The District is financed primarily by voter approved property taxes and is planning to propose a permanent EMS levy in 2019. The new Fire Chief will need to be knowledgeable of these funding mechanisms and continue to market the value of the fire/EMS service to the community. Maintaining sufficient revenue for current levels of service and preparing for increased demands and capital expenditures will be a priority.

Leadership and Mentoring

The Fire Chief needs to be a mentor and develop leadership capabilities among the staff. Approximately 25% of the employees (which includes a significant portion of the Department's current supervisors and management) are eligible for retirement in the next five years resulting in the loss of key experience and skill. A succession plan, supported by an emphasis on officer development, will be key to preparing for the challenges of the future.



Growth

The new Fire Chief will have an opportunity to work with the Board, the organization and the community to develop and implement a strategic plan to address the challenges of the future. The community's proximity to population and business centers in Pierce and Kitsap County 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 needs of the District, including the need for an updated or new headquarters fire station and vehicle replacement. Maintaining and fostering relationships with partner agencies will also be an important objective.

IDEAL CANDIDATE

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Fire Science, Public Administration or a closely related field strongly desired.
- A master's degree in Fire Science, Public Administration or a related field, graduate of the National Fire Academy Executive Fire Officer Program, and five (5) years experience as a current Fire Chief in a combination department is desired.
- A minimum of seven (7) years of progressively responsible fire service command experience including full-time supervisory experience, with five (5) years at Battalion Chief rank or higher required.

- Three (3) years experience in labor management and relations, and three (3) years experience as a career officer in managing fire department programs involving both career and volunteer personnel required.
- Must possess Advanced First Aid certification or equivalency within one year of hire.
- Must demonstrate the ability to understand standard accounting principles and/or the Washington State BARS or equivalent.
- Must have or be able to obtain and maintain a valid Washington State Driver's License and proof of insurance with acceptable driving record by date of hire and live with 15 minutes of the Fire District's response boundaries by the end of the probationary period.
- Experience with fire-based ALS/BLS transport services, media and public relations or PIO duties, and experience with grant writing and alternative funding resources is desired.

Necessary Knowledge, Skills and Abilities:

- Excellent executive leadership skills and a comprehensive knowledge of all facets of the fire service and EMS.
- Experience in a combination department and a history of progressive and proactive program development.
- Ability to maintain a cohesive combination department with a strong volunteer program.
- Experience working for a BOC to build strategic vision with achievable goals and objectives.
- A track record of fiscal responsibility, experience with financial statements and budgets, and a strong financial manager with the experience to understand the business side of the fire/EMS service, not only in budgeting and cost recovery, but as well in the true cost of providing services. A good understanding of the funding mechanisms available to fire districts in Washington State.
- Well versed in labor law in the State of Washington with a history of productive working relationships with labor. Is familiar with negotiation processes such as interest-based and collective bargaining, recognizing that good labor relations are based on maintaining an environment that values mutual trust and confidence.
- Skilled in strategic thinking and planning with the ability to communicate to all stakeholders.
- Lead by example, setting the standard for all department members.

- 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.
- Knowledgeable, preferably through extensive experience, with all aspects of the job, both as it relates to operations and administration.
- Understand their role as the Chief Executive Officer and balance their position as an 'employee' of the Board with that of being the 'head coach' for the staff and the 'advocate/liaison' to the community.
- Possess strong leadership skills in guiding and mentoring career, volunteer, and administrative staff.
- A strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- Exhibit strong, relational leadership throughout the organization, to include a clear vision with goals, objectives and accountability.
- A will to lead the department with passion and inspiration.
- Value community involvement and be comfortable participating in community events.
- A good understanding of the unique character of life in the Key Peninsula.

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

- **\$145,023 - \$152,699 DOQ**
- Medical & Dental Insurance
- LEOFF II
- 12 Paid Holidays including 2 Floating
- Paid Vacation
- Sick Leave
- Executive Leave
- Bereavement Leave
- Health Reimbursement Account
- Longevity Pay
- 457 Deferred Compensation
- District Cell Phone



**Please visit:
www.keypeninsulafire.org**

The Key Peninsula Fire Department is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 16, 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** 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

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050