



Snohomish County, Washington

## FIRE CHIEF

**\$183,000 - \$228,000**

*Plus Excellent Benefits*

Apply by  
**September 29, 2019**  
*(First Review, open until filled)*

**PROTHMAN**



## WHY APPLY?



Snohomish County is located in northwest Washington State, twelve miles north of Seattle and 100 miles south of Vancouver, British Columbia. The

county rests between the sparkling waters of Puget Sound and the snow-capped peaks of the Cascade Mountains.

The quality of life is heavily influenced by the spectacular scenery, and the county is a recreational mecca with a temperate climate that encourages year-round outdoor fun. Snohomish County has major urban centers, historic villages, rural retreats and seaside ports; each has its own scenic beauty and a multitude of attractions. If you are looking to join a dedicated team of fire professionals that places a high value on providing extraordinary services to a dynamic community, this is the position for you!

## THE COMMUNITY

Snohomish County has a population of approximately 757,600 and covers 2,090 square miles. It is one of the largest and fastest growing counties in Washington and has thriving cities, rich agricultural land and many small communities that contribute to its character and exceptional quality of life. South County Fire serves over 250,000 residents in unincorporated areas of southwestern Snohomish County and the cities of Edmonds, Lynnwood, Mountlake Terrace and Brier.



Home to over 40,000 residents, the City of Edmonds is the largest populated city within the borders of South County Fire. Bordered by the Puget Sound on the west, Edmonds offers a variety of waterfront activities including whale watching, boat cruises, hiking, sandy beaches, boating, and a marina playground. The Puget Sound coast also offers a variety of waterfront restaurants, parks, scenic views, and an underwater park with over 27 acres of underwater trails for scuba divers. Inland Edmonds also offers an abundance of additional restaurants, shopping, a skate park, tennis courts, a public swimming pool, an art center, and performance hall.

Bordering Edmonds to the northeast, Lynnwood is conveniently located just 16 miles north of Seattle at the junction of Interstate 5 and Interstate 405. With a population of over 35,000, Lynnwood is a pleasant mix of small city and suburban living. Lynnwood is committed to city-wide economic prosperity and is known to be the "hub city" of south Snohomish County because of all the retail shopping including Alderwood Mall, popular chain restaurants, and a variety of other shopping centers. Lynnwood neighborhoods present a wide variety of housing types and values, where townhomes, apartments, and single-family homes are intermingled with city parks and open spaces. Lynnwood's neighborhood parks and recreation centers offer a wide variety of activities for all ages. Year-round recreational options include a municipal golf course, 22 city parks, public tennis and basketball courts, sports fields, and a modern Recreation and Aquatic Center featuring 5 swimming pools, racquetball and a fitness room.

South of Lynnwood are the cities of Mountlake Terrace and Brier. As the southern border of South County Fire's boundaries, Mountlake Terrace covers just four square miles and is home to over 21,000 people. While small in size, the city provides over 7,000 jobs, is large in opportunity, and is surrounded by the natural beauty of evergreen trees and beautiful mountain views. Mountlake Terrace has 269 total acres of recreational attractions including nine neighborhood parks, soccer/tennis/baseball/softball playing fields, an 18-hole disc golf course, an off-leash dog park, and the Mountlake Terrace Recreation Pavilion which provides an indoor swimming pool and many other activities. Lake Ballinger and Ballinger Park also offer a public boat launch, fishing, swimming areas, beach access, and picnic tables.

Nestled on the eastern side of Mountlake Terrace is the smaller City of Brier. With a population of approximately 6,300, the City of Brier is a mainly residential community. Perfect for single families, Brier offers eight parks, a skate park, tennis courts, and an elementary and middle school that are a part of the Edmonds School District. The City aims to retain and maintain the basic, original, spacious and semi-rural wooded character of the area, and to remain as a relatively small, simple and intimate community.

## THE ORGANIZATION

Created by voters in August 2017 as a merger of Fire District 1 and the City of Lynnwood Fire Department, South County Fire is a Regional Fire Authority (RFA) that provide fire and emergency medical services to the cities of Brier, Edmonds, Lynnwood and Mountlake Terrace.

South County Fire (SCF) is governed by a board of seven elected commissioners. Currently, the Board of Commissioners consists of two appointed Lynnwood City Council members and five Fire District 1 Commissioners. The voters of South County Fire will elect a board of seven members in the Fall of 2019. Five commissioners will be elected from five districts of roughly equal population. The remaining two commissioner positions will be elected “at-large,” by all voters within the regional fire authority in 2021. The Board of Commissioners are responsible for defining the agency’s long-term vision and for adopting the budget and policies to be implemented by administrative staff.



South County Fire provides full-time staffing at 14 fire stations strategically located to provide prompt emergency response across a 53-square-mile area. All of the RFA’s over 270 firefighters are certified as either emergency medical technicians or paramedics. In an average year, the RFA responds to nearly 30,000 calls, with over 85 percent of those calls for emergency medical aid. Other services provided include hazardous material and technical rescue response with specially trained firefighters on duty daily, marine fire and rescue, fire and injury prevention and public education, fire inspections, fire investigation, and community paramedic outreach to help frequent 911 callers find resources and assistance to reduce reliance on the emergency response system for non-emergency needs. South County Fire is also the host agency for the Snohomish County Fire Training Academy which was initiated in the spring of 2018. To date, 31 South County Fire recruits have graduated from the academy. Starting in 2020, SCF will begin sending employees to Central Washington University’s new accredited paramedic program which will be housed locally at Edmonds Community College.

South County Fire operates on a 2019 budget of \$66,997,728 with 316 total FTE’s. SCF has a minimum daily staffing of 60 firefighters on duty during the day and 54 on duty overnight. At least one paramedic is on duty 24/7 at all fire stations, while three 12-hour Peak-Activity EMS Units are staffed to assist in all station response areas during peak demand times.

## THE POSITION

Under the Board of Fire Commissioners and supervising all organizational personnel, the Fire Chief administers and directs all activities of the Regional Fire Authority, ensuring that all operations and programs are efficiently and effectively carried out.

### Other responsibilities include:

- Executes and complies with all Board motions and resolutions, as well as applicable federal, state, and local laws and regulations relating to the RFA.
- Develops, recommends and implements policies, procedures, goals and objectives affecting the overall operation of the RFA.
- Leads and supervises assigned uniformed and non-uniformed staff to include training, planning programs, assigning duties and projects, monitoring work, ensuring completion of assigned tasks and conducting performance evaluations. Delegates supervisory duties as appropriate to RFA 's organizational structure.
- Monitors recruitment, examination and certification process for all positions within the RFA to ensure the highest quality staff.
- Meets with elected officials and representatives of other governmental agencies as necessary to carry out the goals and directives of the Board. Ensures RFA representation on various boards and commissions; and participation as appropriate in governmental, civic, educational, medical, service and business agencies, organizations, and enterprises, both public and private.
- Annually prepares and presents to the Board a proposed budget and a budget message, setting forth proposals for the RFA during the next fiscal year.
- Monitors expenditures to assure compliance with approved budget and purchasing procedures; maintains RFA inventory system. Ensures that appropriate research and investigation is accomplished in order to recommend major purchases.
- Provides on-going administration of collective bargaining agreements. Assures the timely investigation and resolution of employee job-related concerns. Advises and informs the Board of Commissioners regarding labor and employee relations issues.
- Assures the enforcement, through subordinate officers, of RFA, County, State and national fire prevention codes and standards.

- Prepares and presents to the Board proposed comprehensive or strategic plans and amendments thereto, including capital facilities plans and/or capital improvement plans for the present and futures needs of the RFA.
- Develops community awareness and public education of fire prevention throughout the RFA.
- Presents to the Board at a regular or special meeting a monthly report on the affairs of the RFA, including any operational goals established by the Board, and any other information or report which the Chief may deem necessary or advisable.

## CHALLENGES & OPPORTUNITIES

### Leadership

The new Fire Chief will have experience and a proven track record leading a larger organization, ensuring that the systems and policies are in place to maximize the efficiencies gained from the recent consolidation. The Chief will have the support of a well-established and supportive staff who is seeking a mature fire service professional that can take the organization to the next level.

### Growth

The organization is making positive progress in evolving and increasing its staffing model, identifying needed facility additions and upgrades, and identifying future needs organization wide. The new Chief will be faced with how to fund future growth; either through existing funding, increased tax levy or benefit service charges.

### Internal Operations

While much recent emphasis has been placed on consolidation and growth, staff feels that ensuring internal operations are running smoothly is a priority. This must be accomplished while maintaining and expanding relationships with partner agencies and with an eye towards potential future growth.

### Building and Maintaining Strong Relationships

The new Fire Chief must maintain an active presence in the diverse community served by the organization as the face representing the agency. The ability to build positive relationships with safety-related organizations, the partner cities, a variety of governmental agencies and the local community is critical. The Chief must also establish and maintain positive working relationships with neighboring agencies and at the County level.

## A New Agency

South County Fire has recently completed the hard work of becoming a voter approved Regional Fire Authority and is now looking for a new Fire Chief to lead the new and larger organization. The new agency is a consolidation of a former Fire District and the City of Lynnwood. The organization also contracts for service to the cities of Brier, Mountlake Terrace and Edmonds. The new Chief will have the opportunity to serve over 250,000 residents in a diverse, increasingly urbanized region of Snohomish County. The service area is evolving to one that includes taller buildings, light rail, continued growth and increased population density.

## IDEAL CANDIDATE

### Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Fire Science, Business Administration, Public Administration or a closely related field.
- A minimum of ten (10) years of progressively responsible fire service chief officer experience in a comparable-sized department is required. Applicants should have advanced fire service or management training such as NFA Executive Fire Officers' program; CFOD is highly desirable.
- A master's degree in Business or Public Administration is preferred, along with experience working through consolidations or mergers.
- Must have or be able to obtain and maintain a valid Washington State Driver's License and proof of insurance with acceptable driving record.

### Necessary Knowledge, Skills and Abilities:

- Excellent executive leadership skills and a comprehensive knowledge of all facets of the fire service including structural firefighting, fire-based EMS with ALS transport, community outreach, emergency management, fire prevention and code enforcement.
- Experience as a career Chief Officer in a similar sized or larger career fire department with a history of progressive and proactive program development.
- Experience working for a Board of Commissioners to build achievable goals that will take the Fire Department to its optimal level of service.
- The ideal candidate will be a respected emergency-services professional who will bring ethical and strong financial acumen with solid experience in budgeting and long-range financial planning.

- Experience working with City Councils and administering contracts for service.
- Experience working with partner agencies to achieve efficiency and effectiveness in areas of mutual interest.
- Political acumen and sensitivity to be effective within a broad range of interests.
- Able to draw upon his/her career experiences in leading and implementing strategic work plans and will interact effectively with the participating partners to help refine the vision for the future of fire and EMS services in the region.
- Exceptional written, oral and social media 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.
- Value community involvement and be comfortable participating in community events.
- Must possess strong leadership skills in guiding and mentoring staff.
- The ideal candidate will lead by example setting the standard for all department members and must have a strong and confident presence, willing to delegate authority, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation.
- Well versed with labor law in the State of Washington with a history of productive working relationships with staff. 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.
- Must be a dynamic, experienced leader well versed in personnel management, labor issues, and an ability to create a vision for the organization that both uniformed and civilian staff can build upon.
- Experience as a strategic innovator who looks for new ways to approach challenges that are well thought out and implemented in a deliberate and inclusive manner.

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 and relationship-building.

## COMPENSATION & BENEFITS

### Benefits provided by South County Fire

- **\$183,000 - \$228,000 DOQ**
- Medical, Prescription, Dental, and Vision coverage (all premiums paid by South County Fire for employee and dependents)
- Healthcare Reimbursement Account
- Basic Life Insurance
- Deferred Compensation Program (5.75%)
- Employee Assistance Program

### Additional voluntary benefits available

- Flexible Spending Account
- Dependent Care Assistance Plan
- Qualified Transportation Plan
- Additional Life Insurance and AD&D
- Short-Term & Long-Term Disability
- AFLAC
- Legal Shield
- Long Term Care



Please visit  
[www.southsnofire.org](http://www.southsnofire.org)

South County Fire is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 29, 2019** (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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