



**WASHINGTON**

## **DEPUTY FIRE CHIEF**

# **\$165,410 - \$179,794**

*Plus excellent benefits.*

*Apply by*

**March 5, 2023**

*(First Review, Open Until Filled)*

***PROTHMAN***



**THE COMMUNITY**



Located 35 minutes by ferry from Seattle and connected to Kitsap County by bridge, Bainbridge Island and its' over 25,000 residents enjoy a wonderful combination of scenic vistas, urban forests, trails, farms, wineries, local arts, and more. There are numerous recreation opportunities with over 53 miles of shoreline, over 1,500 acres of parks and open space, and miles and miles of trails for hiking, mountain biking, horseback riding, and more. The city and community have worked together to preserve the island's friendly aura, small-town charm, and natural environment. Islanders value the sense of country living and convenient nearby access to the Seattle metropolitan area.

A community values survey revealed that residents are committed to preserving the sense of community and green spaces - agricultural land, forests, parks, and trails. Cultural sites include the Bainbridge Island Museum of Art, Bainbridge Island Historical Museum, Bloedel Reserve, the Bainbridge Island Japanese American Exclusion Memorial, and the Bainbridge Performing Arts. Almost 60 percent of residents hold professional or management positions, resulting in significantly higher median household incomes than the national average. Employment on the island comes from a mixture of retail shops, service and home-based businesses, manufacturing, government, education, and healthcare. Bainbridge Island School District ranks third in the entire State of Washington.

To learn more about the Bainbridge Island community, please visit:

[www.bainbridgewa.gov](http://www.bainbridgewa.gov)  
[www.visitbainbridgeisland.org](http://www.visitbainbridgeisland.org)



**THE DEPARTMENT**

Founded in 1942, Bainbridge Island Fire Department (BIFD) is a combination fire department that serves the City of Bainbridge Island. BIFD is overseen by a five-member Board of Fire Commissioners who are elected by the voters. The Fire Chief is the Executive Officer of the Department who was recently appointed to the position effective February 1, 2023. BIFD is staffed by 41 paid, uniformed staff; 15 volunteers; and seven administrative personnel.

The Department has a 2023 budget of \$12,814,538 and operates out of three fire stations; Station 21, 22, and 23. Station 21 serves as the Department's headquarters and was expanded and completely rebuilt in 2018. Station 22 was rebuilt in 2019 and is the vehicle maintenance facility where preventive maintenance and routine repairs occur. Station 23 is the training facility and has a four-story training tower and other props necessary for firefighters to maintain their skills for fire and emergency response.

BIFD responds to over 3,000 calls for service each year. Approximately 70 percent of those calls are for emergency medical responses. BIFD's EMS program is heavily based on the King County Medic One system. EMS responses use a tiered system (BLS and ALS) to dispatch the appropriate units. Patients are primarily transported to definitive care facilities in Kitsap and King County (via ferry). Air transport via helicopter also occurs about 50 times a year.

## THE POSITION

Under the direction of the Fire Chief, the Deputy Fire Chief coordinates and manages the personnel, equipment, and activities associated with the day-to-day operation of the Department including emergency operations; community risk reduction; and support functions such as fleet maintenance, facilities maintenance and supply, training, safety, the volunteer program; and other programs assigned. The Deputy Chief remains up to date regarding federal, state, and local regulations that pertain to the protection and performance of assigned Department personnel and ensures that the Department incorporates these into Department procedures. Additionally, the Deputy Fire Chief provides periodic written reports regarding the Department's operational readiness.

For a full job description and to view the detailed responsibilities of the position, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. The new Deputy Fire Chief will work closely with the Fire Chief to evaluate the growing call volume and limited staff, and assist in developing a new Standard of Cover for the agency with an eye towards improving a staffing level that is both safe and effective to meet required state and recognized national standards.

2. As with many organizations, recruitment and retention have recently been difficult, and the Department has experienced a fair amount of turnover in operations during the past 18 months. In addition, the Volunteer Coordinator position is currently vacant and the volunteer program currently does not have enough certified firefighter/EMT's available that can be utilized on a regular basis to augment the on-duty staffing.



3. With the growth in the community and a limited staff, the new Deputy Chief will work with the Fire Chief and take a fresh look at programs provided by the District to establish priorities, make decisions and commit resources to the same.

4. The distance from a local hospital puts pressure on limited resources due to long transports and subsequent alarms which sometimes require mutual aid. Because the agency has a strong EMS culture, the ideal candidate will see elements of EMS as a way to improve service through mitigation with concepts such as community-based medicine or mobile integrated healthcare.

5. The agency currently has firefighter vacancies at the entry-level firefighter rank. An aggressive probationary process requires proficiencies (i.e. Driver/Operator) that precludes using its newest members as being counted as part of minimum staffing for their first six months putting a demand on others to work overtime under mandatory conditions on occasion. The Medical Services Officer position is vacant primarily due to a limited number of available paramedics. The duties ordinarily assigned to the MSO have been temporarily assigned to another position. The paramedic program certification requirement is harder to achieve due to maximum class size at Harborview Medical Center and high demand.

6. A new Kitsap County training consortium was recently established. The Department wants to look for ways to maximize its potential by improving member training and regional partnerships while maintaining coverage in the Bainbridge community.

## EDUCATION & EXPERIENCE

- A Bachelor's degree in fire command/administration or related fire service field.
- Ten (10) years progressive fire service experience.
- Five (5) years of experience in a fire command position, e.g., Battalion Chief, Assistant Chief or Deputy Fire Chief rank and/or company officer with program management experience, or as approved by the Fire Chief.
- Exposure/experience in EMS, Operations, Fire Prevention and Administrative duties, and experience working with a Board of Commissioners is preferred.

### Necessary Knowledge, Skills, and Abilities:

- A solid grasp and understanding of the operational and administrative duties and issues facing a modern-day fire department.
- History of working and leading in an agency providing EMS response, transport, and billing.
- Experience in managing change due to growth in the community and the courage and wisdom to take on tough issues that may conflict with cultural norms of the agency and community.
- Experience with a Health and Wellness Initiative and the ability to see the same as part of a foundation to the retention of new and incumbent members.
- The ability to lead by example and have requisite sensitivity and experience working with volunteer members.
- The ability to be firm, fair, consistent and "own" decisions, and require the same of staff.
- The ability to allow members at all levels to make decisions and knowing when to listen.
- Experience in positive collective bargaining and labor relations and the confidence and ability to build strong relationships internal and external to the agency.



### THE IDEAL CANDIDATE

The ideal candidate places a high value on a respectful, welcoming, and healthy work environment and expects the same of others. This includes the flexibility and support for members "to do the right thing" when a situation isn't specifically addressed in policy, a good sense of humor, the ability to foster leadership and ownership at all levels and recognize the strengths of others, while not micro-managing the work of staff. This person will develop a strong and trusting relationship with the Fire Chief, the Board of Commissioners, Staff, Local 4034, the Bainbridge Island Volunteer Firefighters Association, and the community. This includes but is not limited to an approach that is transparent, decisive, collaborative, and embraces accountability at all levels. The new Deputy Chief will believe in taking community metrics into consideration when making decisions or recommendations about programs, budget, and service delivery.

The ideal Deputy Chief will be visible and engaged with staff, listen for understanding, and consider alternative points of view and culture prior to making a decision that aligns with the agency's [Core Values](#) and [Succession Plan](#). The Deputy Chief will excel at team building; embrace the part of the learning process that includes making mistakes and also insist on accountability at all levels without being heavy handed.

This person will recognize good performance and will take the necessary time to learn the organization prior to making or recommending any significant changes.

The ideal candidate will embrace and champion external partnerships, have a strong business acumen and the necessary political acumen that will balance the needs of staff, budget, and the community. The new Deputy Fire Chief sees collaboration with all stakeholders as a foundation to their leadership style.

The selected candidate will have a passion for solving problems, have excellent follow through and inspire and manage change brought on by financial or political challenges. This will require someone with experience managing change amidst a growing community who values safe and effective staffing as a key to success in the face of changing community dynamics and the availability of volunteers to draw from on a regular basis.

The new Deputy Fire Chief will support professional growth and mentorship amongst the staff with a focus on job satisfaction while embracing essential succession planning for the agency. A key component to success will be to spend time with the staff and crews to understand their needs and/or desires.

## COMPENSATION & BENEFITS

- **\$165,410 - \$179,794 DOQ**
- Medical and dental insurance
- Short-term and long-term disability insurance
- WA Department of Retirement LEOFF 2
- Department HRA Contributions
- 457 Deferred Compensation Plan
- Paid Time Off
- 10 paid holidays, plus one (1) floating holiday COLA
- Assigned Department vehicle

To view the detailed benefits provided, please view the attachment found [here](#).

**To learn more about the  
Bainbridge Island Fire Department,  
please visit:**

**[www.bifd.org](http://www.bifd.org)**



Bainbridge Island Fire Department is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 5, 2023**. This position is open until filled. Applications will be reviewed as submitted. Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Bainbridge Island Fire Department, WA – Deputy Fire Chief**", and click "**Apply Online**", or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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