



EMPLOYMENT OPPORTUNITY

FIRE CHIEF – External Job Announcement

Jefferson County Fire Protection District #1, Port Townsend, Washington

Salary: \$140,000 - \$155,000 (Depending on Qualifications)

District Overview

The historic Victorian seaport of Port Townsend lies at the northeast corner of the spectacular Olympic Peninsula and offers miles of ocean waterfront and nearby mountain trails. The county seat is home to a sophisticated group of writers, artists and musicians and is known for its free-spirited citizens and quality of life as the gateway for Olympic National Park and Olympic National Forest. The city boasts the largest wooden boat festival on the west coast and numerous annual cultural events, as well as a maritime center for independent boat builders and related industries and crafts.

The Port Townsend Historic District is a U.S. National Historic Landmark District and the city was listed as one of the “Best Coastal Small Towns” and as one of the best “Small Towns to Retire in” by a 2016 USA Today poll. AARP listed Port Townsend among the Top 10 America’s Best Small Towns.

East Jefferson Fire Rescue

Jefferson County Fire Protection District #1, dba East Jefferson Fire Rescue (District), provides fire and EMS services to approximately 22,000 citizens in a 68-square mile service area on the Quimper Peninsula. The District provides emergency response to incidents involving fire, basic and advanced life support emergency medical services, motor vehicle accidents, hazardous materials, water rescue, and fulfills other requests for service. The District provides fire prevention and investigation services through the office of the fire marshal and public education in the areas of fire and life safety. The District responds to the needs of the community from three staffed fire stations, three volunteer fire stations and one administrative office. East Jefferson Fire Rescue responded to 4,537 calls in 2019.

The administrative staff includes the Fire Chief, Assistant Fire Chief of Operations and Training, Assistant Fire Chief of Facilities and Fire Prevention, District Secretary/Finance Manager, Business and Human Resource Manager, and part-time EMS Billing Administrative Assistant. The District currently has 40 career staff, Five Volunteer Resident firefighters and 30 Volunteers. The District’s 2020 budget was \$9,234,532.

The Ideal Candidate

The ideal candidate will be an engaged manager and mentor with a history of building and maintaining strong teams. In addition, the candidate must have demonstrated personal integrity and a proven track record of honesty at all times.

Scope of Responsibility

Under the general direction of five elected members of the Board of Commissioners, the Fire Chief plans, directs, manages, and oversees all activities of the District including fire suppression, hazardous material mitigation, emergency medical services, and administrative support services. The Fire Chief manages the development and implementation of goals, objectives and priorities, establishes appropriate staffing levels and allocates proper resources. In conjunction with the Finance Manager, the Fire Chief develops and manages administration of the budget including the allocation of funds needed for staffing, equipment, materials, and supplies as well as the preparation and implementation of budgetary adjustments.

The Fire Chief participates in labor negotiations and monitors labor contracts throughout the year. The Fire Chief frequently communicates with elected officials and policymakers in both the City of Port Townsend and Jefferson County.

Qualifications

The successful candidate should possess at least five years of fire suppression experience as a career member in a combination (career/volunteer) fire department; and at least three years of experience as a company officer. The Board of Fire Commissioners may consider any combination of relevant education, skills, and experience that demonstrates the ability to perform the essential duties and responsibilities. The Fire Chief will be required to live in the response area or within a reasonable distance in order to respond as a Duty Chief in a timely manner within three months of appointment.

The ideal candidate will possess the following experience/skills/abilities:

- Must have no felony convictions and no convictions involving moral turpitude.
- Must be a U.S. citizen or possess a valid work permit.
- Graduation from high school or GED equivalent is required.
- Meet membership standards and requirements for minimum health standards required by the Washington State Law Enforcement Officer and Fire Fighter Retirement Program (LEOFF).
- Must have, or be able to obtain a Washington State Driver's License.
- Successfully complete the Emergency Vehicle Incident Prevention Program or show recent annual proof of completion.
- Must be proficient with Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s).
- Must hold a current Washington State EMT certification or higher, or be able to obtain a certification within one year of hire.

Essential Duties

- Shall work to carry out the prescribed duties in a manner that secures and retains the respect of subordinates and exceeds the requirements of the District.

- Manages all District operations, oversees establishment of staffing levels, workloads, staff assignments; reviews progress, directs changes in priorities and schedules as needed.
- Responsible for maintaining and improving positive management/employee labor relationships.
- Shall provide direct oversight of programs and resources specific to volunteer recruitment and retention.
- Oversees planning and goals of the community's fire protection, emergency medical, and rescue service needs.
- Oversees the policies, standard operating guidelines, procedures and standards of the District.
- Enhances relationships with an array of partner agencies on local, regional, statewide, and national levels.
- Oversees the supervision of the systems and records that provide for the proper evaluation, control and documentation of District operations.
- Ensures effective and efficient internal management of the organization, incorporating an esprit de corps, improved morale, and professional decorum.
- Participates and coordinates in conjunction with the District Business and Financial Administrators the preparation of the annual budget. Ensures that District revenues and expenditures are kept within approved budgets.
- Will establish and maintain a high "standard" for all personnel. Must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with all personnel.
- Attends meetings, seminars, schools, and/or training sessions in support of professional development and continuing education.
- Determine appropriate action and response to incidents and direct operations accordingly; assure efficient and effective deployment of personnel, equipment and resources; direct evacuations and emergency medical care; request additional services and resources as needed.

Organizational Priorities

Leadership: The District has developed an atmosphere of trust between career, volunteer, administrative personnel and the Fire Commissioners. The new Chief will continue fostering these relationships to ensure that all embrace a shared vision regarding the District's future and their place within that future. The Fire Chief will have an enthusiastic and dedicated group of employees that wish to embrace the leadership needed to take the District to the next level.

Human Resources and Succession Planning: Formalize and implement succession planning throughout the organization including promotional exams, and improved programs to recruit, train, and retain qualified personnel. Instill strong leadership characteristics at all command levels to develop future leaders. Initiate the development of a Strategic Plan to assist in guiding the Districts' future.

Financial Acumen: The District is financially stable and has enjoyed positive community support, partly due to its responsible management of funds. New and innovative approaches to resolving funding gaps will have to be explored collaboratively with the Board and ultimately supported by the community.

Community Relations: The Chief will understand and value the close relationship the District has with the community and will strive to foster those relations by being involved in community events and organizations. This involvement is critical to understanding the needs of the community and to be the District's representative in maintaining community support.

Collaboration: Close cooperation with neighboring fire service agencies is critical to build relationships that can leverage mutually beneficial collaborative efforts to resolve issues. The new Chief will need to exhibit leadership in local and regional organizations to seek collaborative solutions to shared problems.

The Chief will approach organizational challenges in a strategic manner, soliciting and incorporating input from staff when seeking solutions. The ability to articulate a vision of the future, creating a path towards that goal and maintain progress is critical. Ensuring that staff concerns are heard and acted upon is critical to the new Chief's success.

Volunteer Recruitment and Retention: A significant amount of effort and resources have been committed to identifying volunteer recruitment and retention. The Chief will remain diligent and supportive of programs that support and enhance volunteerism.

Jefferson Healthcare: Continue to develop the positive and forward leaning relationship currently in place with Jefferson Healthcare. Future initiatives include implementation of Mobile Integrated Healthcare and the revision of the Ground Ambulance Transport Inter-local Agreement.

Labor Relations: Maintain, promote, and improve positive relationships with union leaders and participate in productive, collaborative labor management meetings and contract negotiations.

Performance Measures: Development and adoption of service delivery performance measures in order to provide a means to clarify programs in terms that are understandable to citizens, internal stakeholders, and elected officials in compliance with RCW 52.33.030. These are typically formulated as inputs, outputs, and outcomes.

EJFR intends to utilize the performance measurement outcomes to gain insight into, and make judgments about, the effectiveness and efficiency of our emergency response, programs, processes, and personnel.

To be considered, submit a packet consisting of your cover letter, resume and application to District Secretary, Terri Ysseldyke-All (tysseldyke-all@ejfr.org). Applications will be accepted until 7/30/2020.

Candidate applications that are in line with the District required and desired qualifications will be asked to continue. The application process will consist of an extensive *strategic written exercise, interview based on written responses and a tactical exercise.

Anticipated Timeline: Specific dates are subject to change - you will be notified if necessary.

Job Announcement: 5/29/2020

Applications Due: 7/30/2020

Notification of process advancement/assignment of strategic exercise: 8/6/2020

Strategic Exercise Due: 8/20/2020

Notification of process advancement: 8/27/2020

Strategic Exercise Interview & Tactical Exercise: 9/10-11/2020

Notification of process outcome: TBD (Post BOC Meeting)

Jefferson County Fire Protection District No. 1 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation, or age.

*The strategic exercise will be evaluated as a written response on items ranging from grammar and punctuation to demonstration of a needs assessment and planning. As the evaluation process continues your written response will then serve as a discussion piece in your strategic evaluation. In the strategic evaluation you will sit with various members of the District to discuss your written document. At that stage the panel will be evaluating your oral communication ability, as well as your understanding, recollection, and use of the provided data set to support your ideas from the written response; among other evaluation criteria.