

# FIRE CHIEF

## EXECUTIVE RECRUITMENT

\$135,000-\$150,000 | Plus Excellent Benefits | Apply by **November 30, 2023**

### The Community

Located in the northwest corner of Washington State on San Juan Island, just a scenic ferry ride away from the mainland. The area enjoys roughly 300 days of sunshine throughout the year and significantly less rainfall than Seattle, thanks to the Olympic Mountains. The area is one of the best places to view orca whales and is known for fishing, crabbing, and shrimping enthusiasts.

### The Department

Established in 1958, San Juan Island Fire Department provides first-tier all-hazard emergency response. The District has a service area of approximately 55 square miles, serving a population of approximately 10,000 which is augmented by a substantial seasonal increase.

SJI Fire operates seven fire stations strategically located to provide optimal response times to emergencies and employs 13 career staff including the Fire Chief, Assistant Fire Chief, an Administrative Officer, a Training Officer, two Captains, two Lieutenants, and five apparatus operators. The career staff works along side a robust volunteer force that provides emergency response and support roles. The District also maintains peer support and crisis response canines resources.



### Why Apply

San Juan Island Fire District offers a rewarding and challenging opportunity for an experienced fire professional. If you are interested in making a difference for a small, beautiful, connected community, and would like to lead a dedicated team, this is the position for you!





## The Position

The elected, three-person Board of Fire Commissioners appoints the Fire Chief. The Fire Chief for San Juan County Fire District #3 is the chief executive and administrative officer of the fire district. The Fire Chief must be well-versed in all operational and administrative aspects of a comprehensive emergency service organization including finance, human capital, structural and wildland fire suppression, fire prevention, hazardous materials response, emergency medical services, and associated services. The Fire Chief provides administrative direction for all Fire Department functions, operations, and personnel through the supervision of subordinate staff and review of their activities. They manage and oversee the District's \$3 million budget and multiple assets.

### *The Fire Chief's Primary Functions*

- ◆ Assures compliance with all appropriate federal statutes and requirements, all appropriate statutes of the State of Washington, and all policies and procedures of the fire district consistent with the level of service as defined by the Board of Fire Commissioners of the fire district.
- ◆ Supervises and/or manages the functional areas of administrative services, emergency incident readiness and response, equipment management, facilities management, financial management, personnel management, information management, planning services, and public relations as defined by and under the direction of the Board of Commissioners.
- ◆ Maintains an adequately staffed response organization to include effective, well-trained volunteer and career emergency response personnel, as well as sufficient non-response personnel to support emergency operations to ensure the fire district delivers the desired level of service as defined by the Board of Commissioners.
- ◆ Develops and maintains an annual budget for capital improvements, maintenance, training and safety and develops and maintains a five-year plan to accomplish these goals.
- ◆ Establishes a monthly reporting system to inform the Board of Fire Commissioners of the progress of established goals and objectives and other activities of the Fire District.
- ◆ Attends Board of Fire Commissioner meetings to provide staff support by presenting recommendations based on objective and valid information. □
- ◆ Develops and maintains an effective emergency response system and preventative activities to provide the Fire District with the established levels of service as defined by the Board of Fire Commissioner in the delivery of fire protection.□
- ◆ Recommends an annual budget that satisfies the defined level of service, and appropriate federal, state, local and district requirements. Develops funding sources through grant writing and alternative funding.
- ◆ Serves as human resource officer and develops and implements standardized personnel management procedures to include, but not limited to recruitment and selection of both career and volunteer personnel, career development, training, occupational health and safety, personnel retention, and personnel evaluations.
- ◆ Establishes and maintains a working relationship with the media, citizens, business community and other civic groups and stakeholders with the Fire District.

## Necessary Knowledge, Skills, and Abilities

- ▶ Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire Department policies, personnel, and budget administration
- ▶ Knowledge of modern management techniques, supervisory practices, and evaluation methods
- ▶ Knowledge of the modern principles and practices of human capital
- ▶ Knowledge of governmental organization management
- ▶ Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning
- ▶ Knowledge of the activities, objectives, and ideals of fire services and operations
- ▶ Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations
- ▶ Knowledge of the methods, equipment, and materials used in providing fire and medical services
- ▶ Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire Department activities
- ▶ Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring
- ▶ Ability to plan, organize, and direct a progressive public agency with several functional areas
- ▶ Ability to organize and direct the activities of staff engaged in providing optimum fire department services
- ▶ Ability to plan, prepare, and administer an annual departmental budget
- ▶ Ability to effectively analyze and resolve operational, procedural, and personnel problems
- ▶ Ability to develop formal agreements and contracts with other agencies and communities
- ▶ Ability to make effective verbal and written presentations
- ▶ Ability to establish and maintain effective working relationships with department staff, elected officials, community organizations, other agencies, and the general public
- ▶ Ability to act as a Duty Officer and Fire Command in a multi-agency response as needed





## The Ideal Candidate

### Experience and Education:

Ten (10) years of progressively responsible emergency services experience administrative, supervisory, and budgetary experience in fire prevention and suppression work. Five (5) years of which must be at the chief officer level (battalion chief or higher).

#### **Minimum:**

- An associate's degree (AA or AAS) from an accredited college or university with a major in Fire Science, Business Administration, Public Administration, or a related field
- CPSE - Chief Fire Officer (CFO) designated
  - CFO may be obtained within 2 years from appointment
- A bachelor's degree (BA or BS) in fire administration, business administration, or public administration is *strongly preferred*. A BA/BS in the above-mentioned sectors waives the CFO requirement
  - BA/BS may be obtained within 2 years from appointment

#### **Preferred:**

- Master's degree (MA or MS) in Fire/ Emergency Management, Public Administration, or associated field of study
  - National Fire Academy - Executive Fire Officer (EFO) credential

### Certifications:

All certifications must be current and remain current through the duration of employment

#### **Minimum:**

- Current EVIP/EVAP Certification
- ICS 100, 200, 700, 800, 300, 400
- HazMat Awareness/Operations
- Firefighter II or equivalent
- Wildland FF and Interface FF
- Washington or NREMT (or above certification/ license)
  - Certification may be obtained within 1 year from appointment

#### **Preferred:**

- Fire Officer 3 or 4 (Can be waived if EFO credentialed)
- All Hazard ICT3
- Incident Safety Officer
- NWCG Strike Team Leader (STL) or ICT3
- Fire Investigator
  - Must hold and maintain a Washington Driver's License
  - Must complete EVIP training within six months of appointment
  - Must meet the knowledge, health, and physical qualifications established by SJIF&R
  - Demonstrated consistent professional development throughout career including classes, seminars, and conferences.

Candidate 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.

### Residency

The incumbent must reside on San Juan Island and maintain knowledge of the geography of San Juan County Fire District #3 and its buildings, streets, roads, and special areas requiring pre-fire knowledge or special firefighting techniques.

## Compensation & Benefits

- ★ \$135,000 - \$150,000 DOQ
- ★ Medical, vision, and dental insurance
- ★ WA LEOFF Retirement
- ★ Deferred compensation
- ★ Health care reimbursement account
- ★ Generous Vacation and Personal Leave
- ★ 10 Holidays
- ★ Sick Leave
- ★ Three-year renewable contract

### The Process

The San Juan Island Fire Department is an Equal Opportunity Employer.

The candidate must submit, by the closing time and date of **4:00 P.M., PST, Thursday, November 30. 2023**, a personal resume and cover letter documents for the position to:

Frank Cardinale, Chairman  
Board of Commissioners  
[fcardinale@sjifire.org](mailto:fcardinale@sjifire.org)

The resume must specifically describe how the candidate's qualifications meet the requirements of the position, including all previous (applicable) education and training. The top candidates will be requested to submit responses to a set of supplemental questions specific to the position and will be asked to participate in a Zoom interview.

An assessment process is being scheduled in February 2024, in Friday Harbor, Washington, for candidate finalists. Expenses, within reason, will be covered by the District.

Questions specific to the position or process may be directed to Chairman Cardinale for follow-up.

For additional information search: San Juan Island County/San Juan Islands, WA; Friday Harbor, WA; and San Juan Island Fire and Rescue ([www.sjifire.org](http://www.sjifire.org)). Information on San Juan Island is available at [www.sanjuanisland.org](http://www.sanjuanisland.org).

