



City of Bothell™

1909 CENTENNIAL CELEBRATION 2009

W a s h i n g t o n

FIRE CHIEF

The City of Bothell is looking for an exceptional leader, a highly capable administrator, and an effective communicator to serve as the City's next Fire Chief!

\$111,192 TO \$141,048

Apply by **June 21, 2009** (first review, open until filled)

PROTHMAN



MISSION

"The City of Bothell Fire and Emergency Medical Services (E.M.S.) is dedicated to safeguarding the lives, property, and environment of our community through exceptional service in education, preparedness, prevention, and response to emergency incidents."

THE CITY

Located just 20 minutes north of Seattle on the north end of beautiful Lake Washington, Bothell has evolved from an isolated logging village, housing a handful of hardy pioneers, to a multi-faceted full-service city with a resident population of approximately 32,000 and a business population of about 20,000. Bothell incorporated April 14, 1909 and is celebrating its centennial year in 2009. Over time, the City has taken on several roles - way station, mill town, local farm



supplies and services center, suburban bedroom community, and, within the last decade, regional employment center.

The City is home to a growing bio-tech community, is undergoing a major downtown revitalization plan, and is preparing to annex approximately 26,000 additional people, which will greatly expand the service delivery area.

Bothell is a family-friendly community that retains the charm of its origins as a logging town yet has a strong link to the future. Its historic downtown features restaurants, fine shops and galleries, and is in close proximity to the high-tech corridor at North Creek and Canyon Park. East of downtown are the co-located campuses of Cascadia Community College and University of Washington - Bothell campus, providing convenient local access to higher education. The City serves a diverse customer base, including residential, commercial, and two major business parks.

Downtown Revitalization

In its 100-year history, City of Bothell has gone from frontier town to vibrant employment and educational center. The City is celebrating its Centennial this year and continually strives to provide even greater opportunities for citizens through new downtown jobs and housing options, new and improved public spaces, and by reconnecting the City to its river heritage. The City

is working on several projects to restore the vibrancy to downtown and give the figurative heart of the City its beat.

In Bothell's recent history, the development of the technology corridor fueled the local economy and



provided financial resources to fund municipal services. Now, proposed plans promise to produce the next generation of Bothell reinvestment. In the next 25 years, proposed downtown public projects using existing resources and grants are projected to catalyze \$670 million in private mixed-use investment which includes 1,360 new permanent family-wage jobs, 2,700 residential units, and 650,000 square feet of commercial space to house new business in Downtown Bothell. To learn more about this exciting project, please visit the City of Bothell's website at www.ci.bothell.wa.us and click on "Downtown Revitalization."

THE ORGANIZATION

The City of Bothell utilizes the Council/Manager form of government, with the City Manager reporting directly to the City Council.

The Fire Chief reports to Deputy City Manager Steve Anderson. Mr. Anderson has previously served as City Manager of Kenmore and Edgewood, and enjoys a reputation as a progressive and talented municipal manager.

The City is 12 square miles, has a \$204 million biennial budget, 280 employees, and provides a full range of municipal services.

THE DEPARTMENT

In April 1908, a major fire began in the Bothell Hotel, destroying five buildings on Main Street. In 1911, Bothell's worst fire destroyed all 11 buildings. Soon after the fire, the first Bothell Fire Department was



formed with their first "apparatus," a motorized hose cart purchased in 1916. Several of the structures rebuilt after the 1911 fire still stand today on Main Street.

Bothell Fire and EMS responds to many types of emergency incidents, including fires, medical aid calls, rescue calls, motor vehicle accidents, hazardous conditions and service calls. The majority of calls (about 70%) consist of medical aid responses. Over the past twenty years the Department's call volume has increased approximately 7% each year on average.



Snohomish County Fire District #10 (a separate taxing entity) contracts with the City of Bothell for all fire services. As the City of Bothell's representative, the Fire Chief is responsible for the administration of the contract between the City and the District and works directly with

the Board of Commissioners and attends their public meetings. This relationship has existed for over 30 years.

The Department provides the citizens of Bothell and Snohomish County Fire District #10 with fire suppression services, emergency medical services (E.M.S.), fire and life safety education, citywide emergency preparedness plan and response oversight, fire investigation, annual fire and hazard prevention inspection programs, and code enforcement. The Department works very closely with the other City Departments, especially Police and Public Works, to provide the best level of service to the citizens of Bothell.

The Department has 54 uniformed and 9 civilian employees and uses a three-platoon structure based out of three fire houses. The Department is organized in the following divisions:

- Administration
- Training
- Emergency Preparedness
- Community education
- Fire/Hazard Prevention
- Suppression and EMS
- Special Operations

The Chief has a Department management staff comprised of the Deputy Chief, Fire Marshal - Battalion Chief, Training Battalion Chief, Support Services Battalion Chief, and three shift Battalion Chiefs.

The Department provides emergency medical services under the auspices of the King County

E.M.S. program. As part of the program, advance life support services (Medic 1) are provided by Shoreline Fire Department for the City plus District #10. As part of that agreement, paramedics are stationed on a 24 hour basis at the Downtown fire house. Dispatch services are provided by the Bellevue Regional Dispatch Center until July 1, 2009 at which time dispatch services will be provided by NORCOM. The Department has a Class 3 fire insurance rating.

Department Statistics:

- **Coverage Area** – Just over 15 square miles, City boundaries & Snohomish County Fire District #10.
- **Coverage Areas Assessed Value** – \$5,979,825,920 City and District
- **Coverage Area Population** – Approximately 43,049 City and District
- **Equipment** – 3 Firehouses, 5 engines, 1 ladder truck, 4 aid units, 2 command units, TVI De-con trailer and various staff vehicles.
- **Year 2008 Call Volume** – 4665 incident responses. Average yearly increase in call volume is 7 percent.
- **Fire Stations**
 - #42 Downtown Firehouse
 - #44 Queensborough Firehouse
 - #45 Canyon Park Firehouse
- **2009-2010 Budget** – \$18,569,972

The Department has an excellent staff comprised of quality men and women dedicated to providing excellent service to the community. This is a younger department comprised of many firefighters in the first half of their career. The potential for significant department growth exists in the next decade.



THE POSITION

The Fire Chief reports to the Deputy City Manager and is one of the key members of the City's leadership team. The new Chief will be responsible for the management and administration of all fire and EMS services and resources that serve the community, in addition to serving as the City's Director of Emergency Services. The City of Bothell Fire Chief position is an outstanding professional opportunity to lead an excellent department and make it even better.



The Department has several high priority projects that will require the new Chief's attention. The Department is in the process of analyzing a station location study for the current service area and the area to be annexed. The Chief will have an integral role in the potential annexation of the North East West Bothell Area (NEWBA). The Chief will also lead the Department's visioning and strategic planning effort.

The Department is currently led by Interim Chief Rudy Alvarado. Chief Alvarado has decided that he will not be a candidate for the position.

IDEAL CANDIDATE

The ideal candidate will be a successful fire manager and leader from a progressive, well-managed organization and will be an expert in all facets of the fire service. The City is seeking a Chief with strong leadership and communication skills who can enhance an already strong Department.

This individual will be capable of making and communicating decisions in a timely manner. The ideal candidate will have demonstrated the ability to formulate, implement and manage operating and capital budgets. He/she will have a history of progressive, proactive, and innovative program development, as well as a history of successful follow-through and implementation.

Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive work environment characterized by teamwork and innovation. The successful candidate will have experience in evaluating fire and rescue service delivery, organizational structure and staffing.



The ideal candidate will bring an appropriate sense of humor, as well as a flexible "can-do" attitude. The Chief should lead by example, demonstrating personal and professional integrity/ethics beyond reproach, and communicate a sense of vision backed by specific goals and objectives, and a plan to achieve these goals. The ideal candidate will have

demonstrated the ability to develop positive and cooperative relationships with other agencies at the local, state and federal levels. The candidate will have demonstrated the ability to work effectively with the public and with elected and appointed officials.

The City seeks a Chief who can mentor, coach and lead the Department in continuing to progress from an outstanding Department to one that is recognized nationally for its excellence. The competitive candidate will exhibit an open, direct, and professional communication style. Further, the new Chief will be an effective listener who will be responsive to personnel throughout all levels of the organization in a consistent timely manner.

EXPERIENCE & EDUCATION

A bachelor's degree in public administration, fire science, business administration or a related field is required; a master's degree is desired. Experience can substitute for education.



The ideal candidate will possess a minimum of seven to ten years of experience in a comparable or larger agency with extensive experience in a senior management role, such as fire chief, deputy fire chief, operations chief or battalion chief. Competitive candidates will also have an ongoing record of training and professional development.

COMPENSATION

- **\$111,192 to \$141,048**
- Medical (AWC) Regence Plan A or Group Health
- Dental/Orthodontia (AWC) WDS
- Vision Plan
- Short-Term & Long-Term Disability
- Life Insurance & Accidental Death and Dismemberment
- Section 125 Flexible Spending Account
- Deferred Compensation Program – 3% employer match
- Retiree Health Savings Plan – 1% employer contribution
- LEOFF Retirement
- Employee Assistance Program

- Vacation Leave
- Sick Leave
- Management Leave (up to 80 hours)
- 12 Holidays
- Bereavement Leave (three days per death)
- The position is at will and the successful candidate will be offered an employment contract with severance

For more information about the City of Bothell,
please visit:

<http://www.ci.bothell.wa.us/>



'Safeguarding Our Neighbors'

The City of Bothell, Washington, is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 21, 2009** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and responses to the supplemental questions to Greg Prothman via email at humanresources@prothman.com or mail to the address below. The supplemental questions and application form can be found at www.prothman.com.

PROTHMAN

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