



WASHINGTON

FIRE CHIEF

\$145,023 - \$182,020

Plus Excellent Benefits

Apply by

February 27, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Surrounded by water on three sides in the south basin of the Puget Sound, Key Peninsula is strategically located between the cities of Tacoma and Gig Harbor to the east, Shelton to the west, and Olympia to the south, offering a quiet rural lifestyle with many urban amenities just minutes away. Residents enjoy the best the Pacific Northwest region has to offer, including spectacular natural beauty and year-round outdoor recreational activities, including hiking, skiing, boating, and more.

The ideal candidate for the Key Peninsula Fire Department Fire Chief position will be a proven fire service leader from a similar size or larger agency that can embrace the unique characteristics of a combination fire department in a small community and have experience integrating staff and building a cohesive team. The ideal incumbent will have a strong financial background, business and political acumen, experience working with volunteers, and experience working with a unionized workforce and the collective bargaining process. The Department is looking for a Fire Chief who will make a long-term commitment to the organization, be accessible and ensure all staff is treated equally, establish a strong connection with the community, and be transparent as they manage the affairs of the fire district. If you are interested in making a difference in a welcoming community that takes pride in its natural beauty and peaceful daily life and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!



THE COMMUNITY

Situated in the northwestern corner of Pierce County in western Washington, the Key Peninsula Fire Department, also known as Pierce County Fire Protection District No. 16 serves the unincorporated communities of Home, Longbranch, Lakebay, Glen Cove, Minter, Herron Island, Wauna, and Vaughn – each a distinct and unique community with its own charm on the Key Peninsula. The peninsula is roughly 16 miles long, just under 2 miles wide at its narrowest point, and has more than 70 miles of highly accessible shoreline.

The area offers several wonderful, forested state and local parks, scenic mountain and waterfront views, a wealth of open space, and a rich agricultural and maritime history. Key Peninsula is known for its specialty shops, a vibrant artist community, nurseries, wineries, and many small-scale farms which welcome all visitors. Residents and visitors also enjoy exploring untouched forest and coastline, hiking, camping, biking, paddle boarding, windsurfing, kayaking, scuba diving, crabbing, boating, tennis, golf, beachcombing, picnicking, and more.

To the east of Key Peninsula, the City of Gig Harbor is known as a quaint, charming, and historic city having a maritime-based heritage. Private marinas, public boat docks, diverse local businesses, lively neighborhoods, active community involvement, and a strong sense of community is a source of pride. As well, nearby Tacoma is a thriving city with a revitalized downtown that caters to visitors with its waterfront activities, shopping, fine dining, theaters, award-winning architecture, world-class museums, and art galleries.

Gig Harbor's cultural district is also the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.

Other nearby recreational attractions and activities include golfing at Gold Mountain Golf Course and Chambers Bay - the first course in the Northwest to welcome the U.S. Open Championship, sight-seeing and hiking at the 369 square-mile Mount Rainier National Park, wildlife encounters, world-class fishing and whale watching in the Puget Sound, and skiing and snowshoeing at both Crystal Mountain Resort, and the Snoqualmie Pass Ski area, each under 2 hours away.

THE DEPARTMENT

Established in 1952, the Key Peninsula Fire Department is a combination department consisting of both career and volunteer firefighters, providing first-tier fire protection services and emergency medical transport services to the community on the Key Peninsula. The Department has a service area of approximately 65 square miles, serving a population of approximately 22,000.

Key Peninsula Fire has six fire stations, three of which are staffed full-time. Two of the staffed stations have a cross-staffed Medic Unit and Fire Engine, and the third station has a staffed engine and serves as the duty station for the Battalion Chief. The Fire Station in Key Center has administrative personnel working in the station during normal business hours and is the Department's central hub for training, administration, and communication. There are two additional unstaffed stations one of which is located on Herron Island accessible by a private ferry.



The District is governed by a board of five (5) commissioners elected to serve six-year terms, alternating election periods every two years. Commissioners define the long-term vision for the fire district and adopt policies to be implemented by staff. The District has a 2022 operating budget of approximately \$10.9 million and has 41 employees and 20 volunteers who respond to an average of 2,500 incidents per year.



THE POSITION

Reporting directly to the Board of Fire Commissioners, the Fire Chief provides guidance and direction in the overall management and administration of the Fire Department, while promoting response readiness and supporting the mission of the Fire District through effective and efficient management. For a full job description and to view the essential functions of this position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Organizational Structure

The Fire Chief will lead a review of the Department's organizational structure to identify and address workload, reduce organizational stress, and ensure staffing needs are met while aligning with District finances. In addition, there has been a decline in the number of firefighters in the volunteer program that has been in place since the inception of the department, which is held in high regard in the community. The new Fire Chief will have an opportunity to work with the community to address the volunteer program and continue it into the future. A succession plan, supported by an emphasis on officer development and attracting and retaining volunteers will be key to preparing for the challenges of the future.

Long-term Financial Strategy

The new Fire Chief will need to get up to speed on the District's finances and work with the Board to develop a long-term financial strategy to address investments made in staffing and future capital investments. The District is financed primarily by voter-approved property taxes. The new Fire Chief will need to be knowledgeable of these funding mechanisms and continue to market the value of the fire/EMS service to the community. Maintaining sufficient revenue for current levels of service and preparing for increased demands and capital expenditures will be a priority.

Community Involvement

Key Peninsula is a small, close-knit community that takes pride in its fire department. The District strives for fostering positive public relations, demonstrating transparency, and maintaining a strong working relationship within the community. The new Fire Chief must embrace these values and will need to be active in their participation. Visibility will be a key to success; an 'open door' policy is a must.

Growth

The new Fire Chief will have an opportunity to work with the Board, the organization, and the community to develop and implement a strategic plan to address the challenges of the future. The community's proximity to population and business centers in Pierce and Kitsap County is positioning the area to further develop both residentially and commercially. This growth will require the Department to meet the challenges of funding increased service demands. An important aspect of this effort will be to determine the long-term needs of the District, including the need for an updated or new headquarters fire station and vehicle replacement. Maintaining and fostering relationships with partner agencies will also be an important objective.



THE IDEAL CANDIDATE

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Fire Science, Public Administration, or a closely related field is desired, though not required.
- A minimum of seven (7) years of progressively responsible fire service command experience including full-time supervisory experience, with five (5) years as a Chief Officer or equivalent.
- Three (3) years' experience in labor management and relations, and three (3) years' experience as a career officer in managing fire department programs involving both career and volunteer personnel.
- Must possess Advanced Fire Aid certification or equivalency within one year of hire.
- Must demonstrate the ability to understand standard accounting principles and/or the Washington State BARS or equivalent.
- Must have or be able to obtain and maintain a valid Washington State Driver's License and proof of insurance with an acceptable driving record by date of hire and live with 15 minutes of the Fire District's response boundaries by the end of the probationary period.
- A master's degree in Fire Science, Public Administration or a related field, graduate of the National Fire Academy Executive Fire Officer Program, and five (5) years' experience as a current Fire Chief in a combination department is desired.
- Experience with fire-based ALS/BLS transport services, media and public relations or PIO duties, and experience with grant writing and alternative funding resources is also desired.

Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will value making decisions that are in the best interest of the community and the members of the fire district. The new Fire Chief will lead in a manner that welcomes a diverse workforce, embraces a work environment that is firm, fair, and consistent, and will develop a team that integrates a workforce that is composed of volunteers, career, and the professional support staff.
- The delegation of work with the corresponding authority and responsibility for the same is a high priority for job satisfaction and the professional development of the staff. A key outcome is developing future leaders within the organization.

- The selected candidate will have a record of inspiring great performance through their actions and attitude. This will include embracing a culture that welcomes input from stakeholders when making decisions about their work, and when things don't work out, the ability to be humble and make necessary adjustments.
- The ideal fire chief will have the skills to develop a vision for the fire district with staff that places importance on the history and evolution of the Key Peninsula Fire Department. The community is a key stakeholder in the process and community identity is held in high regard.
- The ideal candidate will have strong written and verbal communication skills and will demonstrate excellent interpersonal skills while developing relationships with internal and external stakeholders. The selected candidate will embrace honesty, integrity, and transparency as a foundation for communication.
- The ideal candidate will have strong business acumen. This includes a thorough understanding of a fire service budgeting process, the development of a long-term financial plan, and the ability to communicate the same to the Board of Fire Commissioners, the members of the Department, and the citizens of the District.
- The new fire chief will see the volunteers, staff, and Local 3152 as partners when making decisions about the Department's day-to-day operations and its future.
- The ideal candidate will develop a relationship with the Board of Commissioners that values the Fire Chief as the chief executive officer and partners with the Board in leading the organization.
- The ideal candidate will have the ability to establish clear expectations of performance and accountability for the same and do so in a manner that is consistent for all members.

- The new Fire Chief will see innovation as a key to success and as being a team process. This includes looking for creative ways to maintain current service levels, evaluating the current organizational structure, and evaluating and picking up or continuing existing initiatives, with the confidence to make suggestions where adjustments might be warranted.

COMPENSATION & BENEFITS

- **\$145,023 - \$182,020 DOQ**
- Education Premium
- 100% Medical/Dental/Vision Insurance
- Paid Family Medical Leave Premiums
- Health Reimbursement Account
- Longevity Pay
- 457 Deferred Compensation
- LEOFF II
- Disability Premiums Paid
- District Vehicle
- District Cell Phone
- 13 Paid Holidays including 2 Floating
- Paid Vacation
- Sick Leave
- Executive Leave
- Bereavement Leave

**To learn more about the Key Peninsula Fire Department, please visit:
www.keypeninsulafire.org**



The Key Peninsula Fire Department is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 27, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to www.prothman.com, click on "Open Recruitments" select "Key Peninsula Fire, WA – Fire Chief" and click "Apply Online" or click [here](#).



www.prothman.com

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