



Clallam County Fire District 3
Washington

FIRE CHIEF

\$185,000 - \$210,000

Plus Excellent Benefits

Apply by
October 15, 2023
(Open Until Filled)

PROTHMAN



THE REGION



Sequim (Pronounced Sqwim) and the surrounding area are bathed in natural beauty and are full of small-town charm. With a vibrant downtown, abundant with many shops and restaurants, Sequim is a popular destination for tourists and outdoor enthusiasts. The region is one of the driest places in western Washington, nestled in the rain shadow of the Olympic Mountains in the Sequim-Dungeness Valley where the community's approximate 8,000 citizens enjoy fantastic weather with just 16 inches of rain per year.

An outdoor-lover's paradise, the area is home to the world famous Olympic National Park, three 18-hole golf courses, the John Wayne Marina, and the Olympic Game Farm. Hiking through pristine forests, biking along the Olympic Discovery Trail, fishing in fresh or saltwater, and visiting local farms are just a few of the highlights of this spectacular location.

The region also offers great opportunities for walking. A forest trail through the wildlife refuge at the Dungeness Recreation Area extends approximately 5-1/2 miles out into the Strait of Juan de Fuca and the Dungeness Spit is the longest natural sand spit in the United States. At the end of the spit is the historical New Dungeness Lighthouse.

Many portions of the Olympic Discovery Trail (ODT) and its route through Sequim are complete. The ODT will ultimately stretch approximately 100 miles east west, and is envisioned as a non-motorized, multi-user, transportation system connecting all the communities of the North Olympic Peninsula. The area is particularly known for its production of lavender, as Sequim's unique climate allows a commercial growth industry that is only rivaled in France. The area is also known for its Dungeness Crab and resident elk herd. Although retirees make up a large part of the community, young adults are also making Sequim their home; Sequim offers many educational opportunities with their public education, private schools, home school associations and a community college in the neighboring city of Port Angeles. The City of Sequim is truly a community located in one of the most beautiful settings in all of Washington State.



THE DISTRICT

Clallam County Fire District 3 is a combination volunteer/career fire department that serves a population of approximately 35,000 residents situated in an area of nearly 142 square miles. The City of Sequim, with a population of 7,200, was annexed into the Fire District in 1987. District personnel responded to over 8,400 calls for service in 2022. Currently, the District has six fire stations, three of which are staffed full-time with a minimum of 10 members per shift/per day. The District also has a large maintenance facility and training ground. The District is governed by a Board of three Commissioners elected to serve six-year terms, alternating election periods every two years. In 2023, the District has an operating budget of approximately \$14 million dollars. The District currently has approximately 56 employees, 43 volunteers, and also oversees a robust CERT team with 500 - 700 members.



THE POSITION

The Fire Chief reports directly to the Board of Commissioners and, as directed by the Board, is responsible for fulfilling the Fire District's mission of providing public safety services. Performing within the scope of the District's policies and standard operating procedures, the Fire Chief oversees management of the District's operations, assets, members, and other day-to-day affairs. This includes, but is not limited to, managing acquisitions, assuring the care and management of real and personal property, selecting suitable candidates for hire, directing the supervision and management of all members as required for the District's operations, and managing the District's operational budget.



The Fire Chief serves as the District's Chief Administrative officer, filling a confidential upper management position that must maintain a confidential, collaborative and respectful working relationship with the community and its citizens, the Board of Commissioners, administrative staff, and all other members. This position must carry out their prescribed duties in a manner that fosters respect and collaboration of partner agencies and colleagues, meets the District's performance requirements, and provides effective leadership.

The Fire Chief's conduct and workplace performance shall be guided by and remain consistent with the District's Mission, Vision and Values, and the Fire Chief's ultimate duty is to assure the delivery of quality and professional service to the citizens within Fire District 3.

To view the full job description, please view the attachment found [here](#).



OPPORTUNITIES

1. The District has a need to increase staffing to meet the increasing demands for service; crews tend to experience periods of simultaneous alarms that can be difficult to cover. Current facilities will not accommodate the number of staff that is needed. The new Fire Chief will ideally have experience developing and managing a fleet and facilities plan to include relocation and managing fire station remodel projects.
2. Emergency call volume has increased in the last several years and staffing has not kept pace. The District needs to evaluate needs, and potential funding, to add additional emergency response resources to address the increased call volume and expand the current resource assignments to respond to low acuity medical calls. The current deployment model for ALS calls requires staffing from the District to accompany the private ambulance company and turnaround time is approximately 90 minutes, taking away staff for subsequent alarms.
3. The current Collective Bargaining Agreements (CBA) for the Firefighters and Battalion Chiefs will expire on December 31, 2024. The CBA for the Maintenance and Mechanics expired in December 2022; the CBA may or may not be completed when the new Fire Chief comes on board. Preparation for the negotiations process for a successor agreement will begin within a few months after the new Fire Chief is hired.
4. In May of 2023, Battalion Chiefs were assigned to platoon duty and given collateral duties to manage outside their platoon duty. An evaluation of the same and its impact on the overall operation of the District may be required.
5. The District has a need to establish Interlocal Agreements (ILA) with neighboring agencies for automatic and mutual aid. The ideal Chief will have experience in the same.

THE IDEAL CANDIDATE

The ideal candidate will:

- Place significant importance on a respectful, welcoming, inclusive work environment that values all its members; career and volunteer.
- Demonstrate flexibility and support for members “to do the right thing” when a situation isn’t specifically addressed in policy or procedures.
- Be a strong advocate for the District and will have the political acumen required to constantly balance the physical and financial needs of the District.
- Engage in the community and with staff, while demonstrating good character and a high level of emotional intelligence.
- Inspire great performance through their actions and see mentoring and professional development as keys to success.
- Take the time to get to know staff, get a firm grasp on talents, and evaluate and provide direction as needed.
- Constantly assess the agency’s pace for change while keeping an open mind to evaluate innovative approaches to service, internal work procedures and other ideas that are developed by the staff.
- Be mindful of the importance of the strategic plan to guide the agency, evaluate the relevancy of its content, and work towards a succession plan that will address formal steps for members at all levels and positions.
- See partnerships outside the agency as a key to success. These include neighboring and regional Fire Chiefs and agencies, tribal, Olympic Ambulance Company and the District’s Community Emergency Response Team (CERT) that has more than 550 members.



- Have exceptional oral and written communications skills and be transparent by sharing the right amount of information to keep agency members informed while maintaining confidentiality when required.
- Approach relationships with a mindset that “lifts each other up” that will in turn enhance the sense of family that exists at CCFD3 and build trust with all the members of the agency.
- See IAFF Local 2933 as a partner in delivering services to the community. Ideally, the new Fire Chief will meet with the Local Executive Board on a regular basis to foster open communication and build trust with the same.
- Possess the ability to have daily communications amongst staff and the Board will be clear and concise while fostering an environment of teamwork and inclusion. The ideal candidate will be self-aware, self-confident, be willing to make decisions and own them, change direction when needed, see commitments through to completion and own their own mistakes.
- Endeavor to create an atmosphere where members ‘feel safe’ to express themselves.
- Be fiscally responsible, an advocate for accountability of community assets, and work closely with the Board to advocate for a level of service that meets the needs of the community within the District’s authorized budget.
- Have a history of positive labor relations and experience in collective bargaining; negotiations, MOU’s, duty to bargain and develop a strong and positive relationship with the Local 2933 Executive Board and members.
- Be firm, fair and consistent in the application of programs and standard operating procedures and invoking discipline in a proper and appropriate manner when required.
- Capitalize on ‘teachable moments’ in lieu of discipline whenever possible; accountability without being overbearing.

EDUCATION & EXPERIENCE:

The ideal candidate will be a proven fire service leader, ideally at the level of Battalion Chief or above from a similar size or larger agency. The ideal candidate will have worked their way up through the ranks, have an operational background, experience in the collective bargaining process, and broad administrative experience.

The ideal candidate should be comfortable working with elected officials and ideally have experience/exposure working with a Board of Fire Commissioners.

Candidates must have proof of eligibility for employment in the United States, and the ability to obtain, or possess and maintain, a valid Washington State driver's license.

Candidates may possess any combination of education, experience, and training that demonstrate the applicant's ability to perform the essential functions of the position.



COMPENSATION & BENEFITS

- **\$185,000 - \$210,000 DOQ**
- Fully paid Medical/Dental/Vision Insurance for employee and dependents.
- While employed with the District, the Employee shall be enrolled in the Washington State Department of Retirement Systems LEOFF retirement plan.
- Deferred Compensation Employer Contribution.
- The District will pay the premium for providing the Employee with up to \$25,000 of life insurance coverage.
- Generous Paid Time Off.
- The Employee will be entitled to unpaid holiday leave in accordance with District policy and standard operating procedures.
- The Employee will be entitled to receive Bereavement, Family Care, and Emergency Leave in accordance with District Policies.
- If the Employee dies during the term of their employment, the District shall pay the Employee's salary to their estate up to the end of the month in which their death occurs.
- Relocation Costs Negotiable.

For more information on
CCFD3, please visit:

www.ccf3.org



Clallam County Fire District 3 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 15, 2023** (first review, open until filled). 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 "Clallam County Fire District 3, WA – Fire Chief", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

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