



WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock Rd SW Olympia WA 98512
Phone 360.352.1614 Fax 360.352.1696
www.wtrfa.org

Recruitment Announcement for Fire Chief

West Thurston Regional Fire Authority (WTRFA) is recruiting for a full-time Fire Chief with a strong passion for serving the community and the WTRFA organization.

WTRFA is located just south of Olympia, Washington. The 158 square mile response zone stretches approximately 12 miles east and west along Interstate Five from the city limits of Tumwater to the Lewis County Line. WTRFA delivers comprehensive emergency services including Fire Protection, Rescue and Emergency Medical Services and Patient Transport, serving approximately 30,000 residents in the communities of Bordeaux, Delphi, Gate, Grand Mound, Littlerock, Maytown, Michigan Hill, Rochester and Scott Lake. The diverse service area includes industrial, commercial, residential, and forest land. WTRFA delivers exceptional service with state-of-the art fire, rescue and emergency medical apparatus and equipment through 50 exceptional professionals both career (30) and volunteer (20). Our proud professionals respond to an average of 3,000 emergency 911 service calls each year.

Salary Range: \$132,744 - \$156,000 DOQ (negotiable) along with a comprehensive medical/dental/vision package, deferred compensation match, retirement contributions, longevity incentive pay and a generous paid time off package. This is a non-represented exempt position and acts at the direction of the Board of Fire Commissioners.

Examples of Duties: The authority of the Fire Chief shall include, but not be limited to, overall management, administration, leadership and direction of the WTRFA; suggesting new hires, management, disciplining, and suggesting discharge/termination of WTRFA employees and volunteers; the execution, enforcement and administration of WTRFA policies, rules, regulations and general orders; providing policy advice to the elected six-member Board of Fire Commissioners, and maintaining ongoing communication with the community.

Tentative Timeline of Events (subject to change):

Applications open: 05-20-2024

Notifications by: 07-01-2024

Staff Interviews: 07-17-2024

Board Interviews: 07-22-2024

Applications close: 06-25-2024

Desirable Starting Date: September 1, 2024

Required Education and Experience:

- A minimum of eight (8) years full-time experience with a paid or combination fire department.
- Five to seven years' experience in a senior level fire service capacity in a department of similar size.
- A bachelor's degree in Public Administration, Fire Science, Emergency Services Management, Business Management, or closely related field.
- IFSAC Firefighter 1, 2 and Fire Officer 1.
- Extensive experience with EMS and structural/wildland interface fire suppression.
- Valid Washington State driver's license with good driving history.
- Current Washington State Emergency Medical Technician and Thurston County Medic One protocol certification (required to obtain within 3 months of appointment).

- Blue Card certified within one year of appointment.
- Appropriate experience may substitute for all or part of the education requirements.

Desirable Qualifications:

- Completion or enrolled in the National Fire Academy Executive Fire Officer program, or other certificated managerial training programs.
- Chief Fire Officer designation from The Center for Public Safety Excellence
- Knowledge of government finance specific to property tax levies, benefit charges, and bond issues, with strong financial strategy skills for long-term sustainability
- Proven experience in interagency coordination with structural and wildland protection agencies.
- Proven political sensitivity and experience working with districts, cities, counties and other

To Apply: A completed packet must include the following:

- A completed WTRFA application (go to wtrfa.org for application and full job description)
- A letter of introduction
- A comprehensive resume
- Responses to the supplemental questions (below) Supplemental Questions:

1. What do you anticipate will be your biggest challenge if selected for the position?
2. How has your experience prepared you for this position?
3. Explain why you are interested in this position and why it is a good time in your career to join WTRFA.
4. Please give a brief description of your management style.
5. Does your current employer know that you have applied for this position?

Completed applications must be received in the mail or delivered in person no later than 1600 hours on June 25, 2024, to:

West Thurston Regional Fire Authority
Attention: Administrative Services Director
10828 Littlerock Rd SW
Olympia WA 98512

Contact: Shannon Hemminger at 360-352-1614 for questions.

All applications, letters, resumes and question responses will be scored based on their content and completeness. The top ten scores after the application/resume examination may be eligible for Staff and/or Board of Fire Commissioner interviews. Upon conditional offer of employment, a background investigation will be conducted and will consist of a comprehensive investigation of your education and employment history (including a criminal and driving record review), a psychological profile, drug screening and a medical examination.

WTRFA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, non-job-related disability, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity