



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

## Board of Fire Commissioners Special Meeting Agenda

February 23, 2023

1:00 PM

### Consensus Approval of the Agenda

### Input from the Public

### Old Business

Update of Search Schedule revised February 21, 2023

### New Business

1. Motion to approve or disapprove the transfer of funds from #643 Capital Projects fund to #624 Grants Management Fund in the amount of \$82,857
2. Motion to approve or disapprove the CWIFR Fire Chief Profile.

### Good of the Order

February 28-March 3, 2023 53<sup>rd</sup> Annual Northwest Leadership Seminar, Portland, OR  
(Commissioners Engle, Hutchinson & Messner)

October 25-28, 2023 2023 WFCM Conference, The Tulalip Resort, WA  
(Commissioners Engle, Hutchinson, Messner & Board Secretary Niiro)

### Regular Meeting

March 9, 2023

Time: 5:00 pm

**Location: Station 54 due to construction of Station 53.**

## Search Schedule

Revised: February 21, 2023

**Central Whidbey Island Fire & Rescue**  
Fire Chief

Task	Date	Action/Deliverables
Kickoff Meeting	1/12/23	<b>Client &amp; GMP:</b> Meet to discuss timeline & deliverables; approve schedule
Profile Checklist Completion	1/27/23	<b>Client:</b> Return Completed Profile Checklist
Profile Development	Week of 1/23 - 2/10	<b>GMP:</b> Meet with key stakeholders & create profile
Profile Approval & Schedule Check-In	Week 2/13	<b>Client:</b> Approve profile & revisit schedule
Advertising Placement	Week of 2/27	<b>GMP:</b> Post online ads; send direct mailing
First Review	3/31/23	<b>GMP:</b> Screen applicants and select semifinalists
Semifinalist Interviews	4/6 & 4/7	<b>GMP:</b> Conduct Zoom interviews with semifinalists
Work Session Prep	Week of 4/10	<b>GMP:</b> Create Semifinalist Packets & Semifinalist Summary Sheet
Work Session Review	4/10/23	<b>GMP:</b> Provide Semifinalist Packets & Summary Sheet <b>Client:</b> Distribute & Review materials prior to Work Session
Work Session	4/13/23 *Regular Mtg*	<b>GMP &amp; Client:</b> Meet to review semifinalists and choose finalists (conducted in closed session if done by a board); Approve Final Interviews Schedule & Complete Final Interviews Checklist
Finalist Interview Prep	Week of 4/17 & 4/24	<b>GMP:</b> Conduct background & reference checks, complete Finalist Interviews Schedule & other deliverables as decided upon in the Final Interviews Checklist; liaise with Candidates <b>Client:</b> Complete items on Final Interviews Checklist that are not done by GMP

Finalist Packet Review	4/28/23	<p><b>GMP:</b> Provide Finalist Packets &amp; other deliverables from the Finalist Interview Checklist</p> <p><b>Client:</b> Distribute/Review Packets prior to interviews</p>
Finalist Interviews	5/1/23	<p><b>GMP:</b> Lead Interviews and other corresponding events per Finalist Schedule</p> <p><b>Client:</b> Participate in Finalist Interview events and debriefing per Finalist Schedule</p>
Candidate Appointment	Week of 5/8	<p><b>Client:</b> Conduct follow up meetings as necessary to choose a candidate to hire. Complete contract negotiations</p>

# FIRE CHIEF

## CENTRAL WHIDBEY ISLAND FIRE & RESCUE (CWIFR)



### Why Apply?

This is a rare opportunity to lead a well-managed combination fire department located on beautiful Whidbey Island. CWIFR has had only two chiefs in the last 24 years. This department is small enough to be nimble but with enough resources to make a difference. The next Fire Chief will have the opportunity to harness this power to lead the organization into its future. If you are looking for a stable position, a supportive Board of Commissioners, and a team of dedicated career and volunteer firefighters and EMTs, this may be the opportunity for you.



# WELCOME TO WHIDBEY ISLAND

Located two hours north of Seattle, Whidbey Island offers a coastal lifestyle within reach of the big cities of Seattle and Vancouver, British Columbia. Known as "the sun belt" of Washington, Whidbey has significantly less rainfall than Seattle. Residents appreciate the natural beauty, mild climate, and small yet diverse communities. They enjoy access to thriving arts and local fresh food, and of course — beaches. Stunning sunsets over the snowcapped Olympic mountains are a regular occurrence.

The home of Central Whidbey Island Fire & Rescue is the historic seaside town of Coupeville, also the county seat. Considered the jewel of Whidbey Island, Coupeville is the second oldest town in Washington and was a popular place for sea captains to retire in the early 1800's. Today Coupeville is known for its maritime heritage, artist spirit, quaint little shops, and excellent restaurants featuring fresh mussels from the nearby waters of Penn Cove. The town has served as the setting for Hollywood movies like *Practical Magic*, *War of the Roses*, and *Snow Falling on Cedars*.

Whidbey Island's largest employer is U.S. Naval Air Station Whidbey Island, located on the northern end of the island. However, the economy of this rural region relies heavily on tourism, small farms and businesses, and the arts. Whidbey Island is popular for hiking, camping, boating, paddling, diving, windsurfing, and kitesurfing. The surrounding waters are a paradise for fishing, clamming, crabbing as well as spotting orcas and gray whales during migration season.

Whidbey Island is accessible from the north by the iconic Deception Pass Bridge. Washington State Ferries service the central Whidbey and southern end of Whidbey Island in the towns of Clinton and Coupeville. Options for commercial air travel include Paine Field airport 35 miles away in Everett, Seattle-Tacoma International Airport 70 miles to the south, or Vancouver International airport 110 miles to the north in Canada.

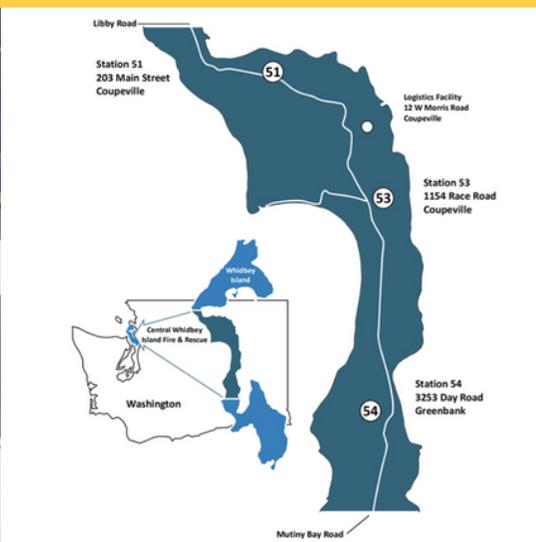


# CENTRAL WHIDBEY ISLAND FIRE & RESCUE

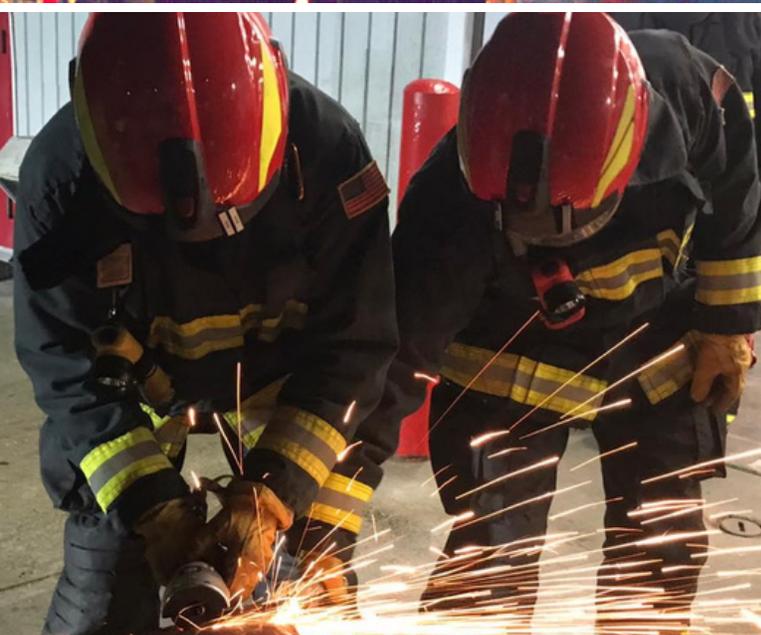
Central Whidbey Island Fire & Rescue (CWIFR) began as the Coupeville Fire Department in 1928. Today, CWIFR serves 50 square miles of Central Whidbey Island and a population of 9,000 from three fire stations. CWIFR's response stretches from just south of Libbey Road to just north of Mutiny Bay Road and spans the breadth of the island. This predominantly rural service area includes the Town of Coupeville, the unincorporated community of Greenbank, and a portion of unincorporated Whidbey Island. Fire protection ratings range from 4 to 6.

CWIFR is an all-hazards service providing fire protection, emergency medical services, hazardous materials response, and rescue services. In 2022, CWIFR's call volume was 1715. The agency's 2023 operating budget is \$2.9 million and includes authorized staffing for 22 volunteers, 7 part-time members, and 13 full-time members. ALS ambulance service is provided by WhidbeyHealth Emergency Medical Services from three ambulance stations.

Within CWIFR's service area lies Ebey's Landing – the nation's first historical reserve, created in 1978 to protect a rural working landscape and community in Central Whidbey. The reserve includes 17,500 acres, 17 farms, over 400 historic structures, native prairies, Fort Ebey and Fort Casey State Parks, and the Town of Coupeville. CWIFR also protects WhidbeyHealth Medical Center, Seattle Pacific University Conference Center, United States Navy Coupeville Outlying Field, and Washington State Ferries Coupeville terminal.



# CENTRAL WHIDBEY ISLAND FIRE & RESCUE



## Governance

Central Whidbey Island Fire & Rescue (CWIFR) is a fire protection district formed under Title 52 of the Revised Code of Washington (RCW). As a fire district, CWIFR is an independent municipal entity and not part of the county or town government. The district is governed by a three-member Board of Fire Commissioners each of whom serves a six-year term.

The board of fire commissioners has considerable longevity. Commissioner Paul Messner has served since 1985, Commissioner Cheryl Engle has served since 1990 and Commissioner Steve Hutchinson has served since 2014. Commissioner Messner served as a firefighter from 1976 until his election as a Fire Commissioner in 1985 and Commissioner Steve Hutchinson served as a firefighter from 1988 until 2015. CWIFR has historically had very stable leadership with only two Fire Chiefs in the past 24 years.

## Special Operations

The district provides marine rescue services in collaboration with neighboring fire and rescue agencies, law enforcement, and the United States Coast Guard. CWIFR partners with South Whidbey Fire/EMS to provide technical rescue services to both districts. The district also provides hazardous materials response assisted when necessary by the United States Navy Fire & Emergency Services hazardous materials response team.

## Fleet

CFIWR maintains a fleet of 13 emergency apparatus, ranging from a 1994 type 1 engine to two 2020 type 5 engines and a 25' Safe Boat.



# THE FIRE CHIEF

The Fire Chief serves as the Chief Executive Officer of the District. Given policy direction from the Board of Fire Commissioners, the Fire Chief is responsible for planning, directing, managing, and overseeing the activities and operations of the Fire District including fire suppression, fire prevention, emergency medical services, hazardous materials response, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; serves as a Command Duty Officer and responds to incidents; and represents the Fire District. The Fire Chief supervises the Deputy Chief, Finance Officer, and the Professional Development Division Chief.

## THE IDEAL CANDIDATE

- A professional and competent leader to take the organization into its future.
- The ability to develop an organizational vision and identity, and help others step forward into the future vision.
- An innovative and creative person who thinks outside CWIFR and can find solutions.
- A strong yet humble leader. Interactive and willing to have open and honest conversations across the organization and community even on challenging topics.
- Someone who wants to become part of the community.
- Has the skills to develop good relationships with other agencies through partnering and collaboration.
- Is fire service family-oriented possessing great people skills.
- Demonstrates a mature and sustainable work/life balance.
- Has realistic goals and attainable expectations for organization.

Full job  
description  
available at  
[gmphr.com](http://gmphr.com)



## EDUCATION & EXPERIENCE

A Bachelor's degree from a regionally accredited college or university and a minimum of 15 years of progressively responsible experience in a fire and rescue agency with at least five years in a second line supervisory or management role. Any combination of education and experience providing the knowledge, skills, and abilities necessary for successful performance is qualifying. The Fire Chief must meet the following additional requirements:

- Washington State Class C Driver's License
- Washington State EMT-Basic
- IFSAC Fire Officer II (or equivalent)
- IFSAC Hazmat Operations (or equivalent)
- NIMS ICS 700, 100, 200, & 300
- IFSAC Instructor I (or equivalent)

### Desired Qualifications:

- International Fire Code Inspector Certification
- IFSAC Instructor II Certification (or equivalent)
- IFSAC Safety Officer Certification (or equivalent)
- IFSAC Fire Officer III Certification (or equivalent)
- Master's Degree
- Completion of the National Fire Academy Executive Fire Officer Program (EFOP)
- Designation as a Chief Fire Officer (CFOD) by the Center for Public Safety Excellence
- Member Grade in the Institution of Fire Engineers (MIFireE)

# OPPORTUNITIES & CHALLENGES

**Staffing Plan** – Call volume continues to increase and staffing can not keep up with the demand”.. The next Fire Chief will need to create a system to address current and future staffing needs that assures stable service levels. CWIFR also depends on volunteers to provide services. With increasing requirements and changing demographics, the number of volunteers has been decreasing.

**Construction Projects** – A Capital Bond was passed in previous years to enhance District facilities. Construction costs have significantly increased requiring other funding measures to continue to complete the vision of the Capital Bond.

**Collective Bargaining Agreement** – An important part of CWIFR’s workforce is represented by the IAFF. A collaborative process that finds a pathway of a win/win agreement will provide ongoing stability for both parties.

**Levy Lid Lift** – Successfully pass a Levy Lid Lift to maintain the service levels of CWIFR. The new Fire Chief will need to quickly develop trust of the community, identify key needs, and effectively help the community understand and support the initiative.

# COMPENSATION & BENEFITS

CWIFR is offering a salary range of \$120,000 to \$142,000 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits package](#).

# RESOURCES

[CWIFR 2017-2021 Strategic Plan](#)

[CWIFR Planning Docs](#)

[CWIFR 2023 Budget](#)

[Coupeville Chamber of Commerce](#)

[Whidbey & Camano Islands Tourism](#)



## TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **March 31, 2023**

More Info: Dan Olson, GMP Consultants  
[Dan@gmphr.com](mailto:Dan@gmphr.com) / (360) 600-9768

