

Central Whidbey Island Fire & Rescue

Division Chief

Salary to \$115,000 DOQ

Whidbey Island is located in the beautiful Puget Sound. Central Whidbey Island Fire & Rescue serves the town of Coupeville, the community of Greenbank, and unincorporated areas of Island County in the center of the Island. Central Whidbey Island is steeped in history as the Town of Coupeville is the second oldest municipality in the State of Washington which is surrounded by Ebey's Landing National Historical Reserve. The district is close to Seattle and has an abundance of recreational opportunities including boating, fishing, hiking and beach combing, as well as close-proximity to the Olympic Peninsula and Mount Baker.

Professionalism • Integrity • Compassion • Excellence



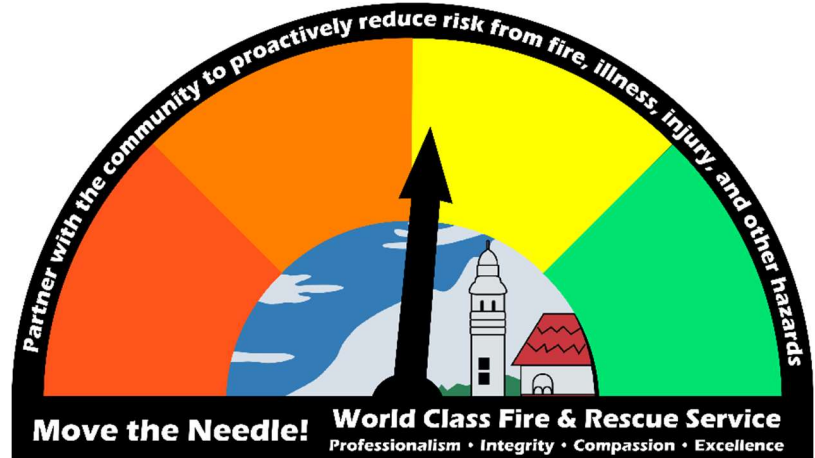
The District

Central Whidbey Island Fire & Rescue operates from three fire stations serving a population of almost 9,000 in a 50 square mile area in the center of Whidbey Island. In 2022 the district responded to 1714 calls for service. As with most fire and rescue services, the majority of these calls were for emergency medical services. The district has combination staffing comprised of 12 full time employees, 1 part-time employee and approximately 15 active volunteer members. The district operates three type one engines, three type two water tenders, a basic life support ambulance, rescue boat, two type five engines, and a light rescue apparatus. The district's general fund budget for 2023 is \$2,972,889.00. In 2017 the district passed a voter approved bond for facilities and apparatus and maintains a AAA bond rating with Standard and Poor's. Three type-one engines were purchased in 2021 and the district is building a new headquarters with an anticipated completion of fall 2023. Major revenue streams include property taxes and inter-local agreements with WhidbeyHealth, to staff and operate a basic life support ambulance, and with the State of Washington for wildland firefighting and all hazards mobilization (both in-state and interstate).

The district provides a full range of emergency services including fire suppression, basic life support emergency medical services, operations level hazmat and technical rescue, and technician level marine rescue. The District's executive staff is comprised of the Fire Chief, Deputy Chief, Division Chief and Finance Officer. Each shift of the district's three shifts is comprised of a Lieutenant, up to two full-time Firefighter/EMTs and augmented by part-time personnel (Firefighter/EMTs). Under typical conditions, one of the district's stations is staffed by on-duty personnel and the other two stations are staffed by volunteers and recall of off-duty full and part-time members. However, district executive staff work out of all three stations. Full time personnel are represented by Local 4299 International Association of Firefighters (IAFF). The District and the local have a positive and collaborative relationship.

Values, Mission, & Vision

Central Whidbey Island Fire & Rescue's member are guided by our organizational values in achieving the mission to partner with the community to reduce risk from fire, illness, injury, and other hazards. Delivering on this mission requires that we remain focused on our vision for the future; world class fire and rescue service and strive to continuously move the needle!



Position

The Division Chief is a non-represented, exempt position. The division chief may be responsible for an assigned division such as the district's training and development (formerly training and recruitment) division; serves as a Command Duty Officer, responding to incidents as required; represents the fire district in the absence of the fire chief and deputy chief; and provides highly responsible and complex administrative and management support.

Opportunities & Challenges

Central Whidbey Island Fire & Rescue's focus on continuous improvement provides both opportunity and challenges. Specific opportunities and challenges facing the professional development division chief include:

- Making a difference in the quality of service provided to the community.
- Working with a diverse team of full-time, part-time, and volunteer members each with a different set of experiences and work schedules.
- Balancing the need to maintain a high-level focus on the district's mission and vision while still providing day-to-day operational readiness.
- Improving member proficiency in low-frequency high risk tactical operations.
- Developing and maintaining a comprehensive training and professional development program with a dynamic schedule impacted by diverse needs and constraints.
- Developing a collaborative partnership with various emergency services organizations internal and external to Island County.

Ideal Candidate Profile

The ideal candidate is an experienced and progressive fire officer with a clear understanding of the dynamics of continuously improving the quality of service delivered with a combination full-time, part-time, and volunteer workforce. The successful candidate easily develops positive relationships with our members and community partners.

The division chief balances an exceptional level of technical knowledge and skill with the ability to develop the same in others and have a willingness to do what is needed to meet the mission regardless of rank or role.

The ideal candidate is committed to CWIFR's mission to partner with our community to proactively reduce risk from fire, illness, injury, and other hazards. The division chief walks the walk and demonstrates ongoing commitment to our values of professionalism, integrity, compassion, and excellence.

The division chief has the ability to think critically and is committed to continuous improvement and demonstrates a focused ability to get things done. The ideal candidate is politically astute and diplomatic, enjoys engaging in regional issues, and exploring alternatives to the status quo.

The ideal candidate will integrate well with the fire chief, deputy chief, and finance officer as a member of the district's executive staff. The division chief is a transparent leader with a high level of consistency with the district's organizational values who holds others accountable and who is willing to be held to the same standard.



Qualifications

The division chief must have a minimum of eight years of progressively responsible experience in a fire and rescue agency with at least three years as a company officer and must have an Associate's degree from a regionally accredited college or university. The division chief must have a valid driver's license and meet the following additional requirements:

- Washington State EMT-Basic (or equivalent with the ability to obtain Washington certification upon hire)
- Washington State EMS evaluator (or ability to obtain within three years of Washington EMT certification)
- IFSAC Firefighter II (or equivalent)
- IFSAC Hazmat Operations (or equivalent)
- IFSAC Fire Officer II (or equivalent)
- IFSAC Instructor II (or equivalent)
- NWCG Wildland Firefighter Type II (or ability to obtain with 18-months of hire)
- Blue Card Type V & IV Incident Commander (or ability to obtain with 6-months of hire - training and certification lab provided by the district)
- NIMS ICS 700, 100, 200 & 300

External candidates for the position of division chief must also meet the following requirements:

- The district's medical physical examination (inclusive of screening for use of illegal drugs)
- The district's psychological examination.

The division chief must be bondable as a condition of employment; *Standard Operating Guideline 1.3.3 Finance and Accounting* requires that the district maintain a surety bond for the division chief.

The division chief must be able to live within the boundaries of the fire district, or a maximum of 5 minutes outside of the fire district borders, while acting as the command duty officer.

Desirable qualifications include:

- Blue Card Incident Command Instructor
- Washington Department of Health Senior Emergency Medical Services Instructor (SEI)
- International Fire Code Inspector
- IFSAC Safety Officer Certification (or equivalent)
- IFSAC Fire Officer III Certification (or equivalent)
- NWCG Wildland Firefighter Type I, Engine Boss, Task Force/Strike Team Leader
- Baccalaureate Degree or higher
- Completion of the National Fire Academy Executive Fire Officer Program (EFOP)
- Fire Officer Designation (FOD), Chief Training Officer Designation (CTO), or Chief Fire Officer Designation (CFOD) by the Center for Public Safety Excellence
- Member Grade in the Institution of Fire Engineers (MIFireE)

Compensation and Benefits

Base salary for the division chief is \$115,000 (DOQ). In addition, the division chief receives a competitive benefits package including medical and dental insurance, life insurance, deferred compensation of 9% (in lieu of social security), flexible paid time off (PTO), long term sick leave and participation in the Law Enforcement Officers and Firefighters (LEOFF) II retirement system.

How to Apply

To apply submit a letter of interest and resume along with a district application and supplemental questionnaire (which may be downloaded from the district's web site www.cwfire.org) to:

Mail:

Administrative Assistant/Fiscal Specialist Sonja Lindenstein
1164 Race Road
Coupeville, WA 98239

Email:

cwfire@cwfire.org

or In-Person:

Acting Deputy Chief Jim Mirabile
3253 Day Road
Greenbank, WA 98253

This position is open until filled. The first review of applications will take place **June 30, 2023**. Following a review of applications, selected candidates will be asked to participate in either an in-person or virtual panel interview, depending on current residency of the applicant. This panel interview will be conducted by multiple district members representing the volunteer, part-time, and full-time groups.

Finalists will be invited to participate in an in-person chief's interview based upon application and resume review. The first chief's interview is tentatively scheduled to be held during the week of **July 10, 2023**.