

Fire Chief

1006.1 POSITION OVERVIEW

The Fire Chief serves as the Chief Executive Officer and Executive Administrative Officer for Jefferson County Fire Protection District No. 2 (Quilcene Fire Rescue). The Fire Chief provides strategic leadership and executive management of all operational, administrative, fiscal, and emergency service functions of the District. This role serves as a steward of public resources while directing a combination career and volunteer fire and EMS organization serving a rural community.

The Fire Chief operates under policy direction from the Board of Fire Commissioners and is responsible for implementing Board-approved goals, policies, strategic initiatives, and organizational priorities. The Fire Chief maintains overall responsibility for District operations while serving as the senior incident commander during major emergencies and representing the District at local, regional, and state levels.

Success in this position is measured through the delivery of safe and effective emergency services, organizational sustainability, workforce development, regulatory compliance, and achievement of Board-established goals and objectives.

1006.1.1 CLASSIFICATION

Status: Full-time, salaried, FLSA-exempt, non-represented, management position.

Appointment: At-will position operating under an employment contract negotiated with the Board of Fire Commissioners.

1006.1.2 SUPERVISION RECEIVED

Works under the general guidance, policy direction, and administrative oversight of the Board of Fire Commissioners.

1006.1.3 SUPERVISION EXERCISED

Exercises ultimate administrative authority and direct or indirect supervision over all career personnel, administrative staff, officers, and volunteer department members.

1006.2 ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Chief is responsible for the overall administration, management, and operation of the District. Essential duties include, but are not limited to:

Strategic Leadership & Governance

- Formulates and implements long-range plans, organizational objectives, service delivery goals, and District Strategic Plans.
- Provides executive leadership and direction for all District programs, operations, facilities, personnel, and services.

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- Evaluates organizational performance and develops recommendations to improve efficiency, service delivery, safety, and fiscal sustainability.
- Identifies emerging risks, opportunities, and trends affecting the District and develops appropriate strategies to address them.

Board Relations & Administrative Support

- Serves as the principal advisor to the Board of Fire Commissioners regarding operational, financial, strategic, personnel, and policy matters.
- Prepares Board reports, agenda materials, policy recommendations, budget presentations, and supporting documentation.
- Implements policies adopted by the Board of Fire Commissioners and advises Commissioners regarding District needs, organizational challenges, regulatory changes, and strategic opportunities.
- Attends Board meetings and provides recommendations to support informed policy decisions.

Fiscal Management, Capital Planning & Resource Development

- Serves as the primary authority for preparing, presenting, administering, and monitoring the annual District budget and financial operations.
- Ensures compliance with applicable federal, state, and local financial regulations, auditing standards, reporting requirements, and District policies.
- Develops long-range financial strategies, revenue projections, capital improvement plans, and asset replacement programs to ensure organizational sustainability.
- Oversees acquisition, maintenance, replacement, and lifecycle management of facilities, apparatus, equipment, technology systems, and other District assets.
- Researches, develops, applies for, and administers grant opportunities and other alternative revenue sources that support District operations and strategic priorities.

Personnel & Volunteer Administration

- Oversees recruitment, selection, promotion, performance evaluation, workforce development, succession planning, and personnel management activities.
- Administers personnel policies, disciplinary actions, employee relations matters, collective bargaining implementation, and labor-management relations in accordance with applicable laws and District policies.
- Promotes a professional, ethical, inclusive, and safety-focused organizational culture.
- Champions volunteer recruitment, onboarding, retention, engagement, recognition, and leadership development initiatives.
- Develops future leaders through succession planning, mentoring, and professional development.

Emergency Services & Emergency Management

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- Responds to major incidents within the District and regional mutual aid system.
- Assumes command and control of significant structural fires, wildland fires, rescue incidents, hazardous materials emergencies, disasters, and major EMS events.
- Serves in senior Incident Command System (ICS) positions including Incident Commander, Unified Command participant, Agency Representative, or other executive command assignments.
- Serves as the District's lead emergency management representative and coordinates disaster preparedness, continuity of operations planning, resilience initiatives, and regional emergency management activities.
- Maintains readiness and availability for emergency response outside normal business hours.

Community Relations & Public Agency Compliance

- Serves as the primary liaison with neighboring fire districts, EMS agencies, governmental agencies, civic organizations, elected officials, stakeholders, and media representatives.
- Represents the District at local, regional, state, and professional meetings.
- Promotes public trust through community engagement, public education, and transparent communication.
- Ensures compliance with applicable federal, state, and local laws, regulations, public records requirements, records retention standards, and open public meetings requirements.
- Oversees preparation and submission of required operational, regulatory, financial, and performance reports.

1006.3 MINIMUM QUALIFICATIONS

Candidates must possess the following minimum qualifications. Equivalent education, training, certifications, or experience may be considered by the Board of Fire Commissioners when evaluating overall candidate qualifications.

Experience

- At least ten (10) years of increasingly responsible experience in fire or EMS services.
- Minimum of five (5) years in a command or supervisory rank such as Captain, Battalion Chief, Division Chief, Assistant Chief, or equivalent.
- Experience in a combination career/volunteer fire department is preferred.

Required Certifications

- International Fire Service Accreditation Congress (IFSAC) Firefighter II.
- Washington State Emergency Medical Technician (EMT) certification or higher.
- IFSAC Fire Officer I, II, and III.
- IFSAC Fire Service Instructor I.
- IFSAC or National Fire Academy Incident Safety Officer.

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- National Wildfire Coordinating Group (NWCG) Firefighter I.
- National Incident Management System (NIMS) IS-700 and IS-800.
- ICS-100, ICS-200, ICS-300, and ICS-400.
- Valid Washington State Driver License with an insurable driving record.

1006.3.1 PREFERRED QUALIFICATIONS

- Associate's or Bachelor's degree in Fire Administration, Public Administration, Emergency Management, Business Administration, or a closely related field; or an equivalent combination of formal education, advanced fire service certifications, and leadership experience.
- Experience working directly with elected officials, governing boards, and public meeting processes.
- Experience with labor negotiations, collective bargaining, and labor-management relations.
- Experience with public records administration, governmental transparency requirements, and records retention practices.
- Experience developing and administering long-range capital improvement programs.
- Experience with small-district budgeting, revenue forecasting, and cost containment strategies.
- Certification as a Washington State EMS Evaluator (ESE) and/or Senior EMS Instructor (SEI).
- Washington State Advanced EMT (AEMT) or Paramedic certification.
- IFSAC Fire Inspector I.
- IFSAC Fire Service Instructor II.
- Documented history of successful grant writing and grant administration.
- Primary residence within the District boundary or willingness to establish primary residence within the District boundary.

1006.4 REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Rural Fire Service Operations

- Structural fire suppression, Wildland Urban Interface (WUI) operations, hazardous materials response, rescue services, and emergency medical service delivery.
- Rural response strategies, resource deployment, and operational coordination.

Wildland Fire Management

- Wildland fire behavior, fuel mitigation strategies, fire weather considerations, and WUI firefighting tactics applicable to heavily forested environments.

Rural Water Supply Systems

- Water tenders, shuttle operations, dry hydrants, drafting operations, tanker fill sites, and rural water supply management.

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Governance & Public Administration

- Public-sector budgeting, strategic planning, organizational leadership, personnel administration, policy development, capital improvement planning, public procurement processes, grant administration, public records requirements, records retention standards, open public meetings requirements, and governmental transparency obligations.

Legal & Administrative Frameworks

- Washington Administrative Code (WAC) 296-305.
- RCW Title 52 governing Fire Protection Districts.
- Applicable labor, employment, public safety, and public agency regulations.

The Fire Chief shall demonstrate the skill and ability to effectively:

Command & Decide

- Make sound operational and strategic decisions during emergencies and rapidly changing conditions.
- Lead multi-agency operations utilizing the Incident Command System and Unified Command principles.

Unify Personnel

- Communicate effectively and transparently.
- Build cohesive working relationships among career personnel, volunteers, administrators, Commissioners, and community stakeholders.
- Resolve conflicts and promote a positive organizational culture.

Executive Administration

- Prepare reports, agenda materials, public records, presentations, strategic plans, policy recommendations, and Board communications.
- Analyze complex operational and financial data and recommend solutions.
- Develop long-range organizational priorities.

Fiscal & Strategic Management

- Develop and administer public budgets.
- Forecast revenues and expenditures.
- Prioritize limited resources while maintaining organizational sustainability.
- Implement strategic initiatives aligned with Board priorities and District goals.

Community & Regional Relations

- Represent the District professionally before the public, media, elected officials, partner agencies, and regulatory agencies.
- Develop and maintain cooperative regional partnerships.

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Physical Resilience

- Maintain the physical and environmental capabilities necessary to safely perform emergency response and command responsibilities.

1006.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

The duties and responsibilities described herein are representative of the nature and scope of work assigned to the position. The Fire Chief may perform additional duties and responsibilities consistent with the authority of the position, directives of the Board of Fire Commissioners, and the operational needs of the District.

1006.5.1 ENVIRONMENTAL CONDITIONS

Functions both indoors in an office environment and outdoors in extreme regional weather patterns. Occasional exposure to extreme heat, cold, humidity, thick smoke, toxic chemicals, and blood-borne pathogens during emergency responses. Noise levels can range from quiet in administrative offices to very loud on scene around active fire apparatus. Wears a full ensemble of personal protective equipment, including turn-outs, wildland gear, and a self-contained breathing apparatus (SCBA).

1006.5.2 PHYSICAL CAPACITIES

Primary functions require sufficient physical ability to work in both office and field environments; travel to incident scenes and remote locations; safely participate in emergency response activities; operate a motor vehicle; use standard office equipment; communicate effectively in person, by telephone, and by radio; and perform administrative, supervisory, command, and emergency management functions.

The Fire Chief may be required to respond to emergency incidents and operate in hazardous environments while utilizing appropriate personal protective equipment, including structural firefighting gear, wildland firefighting gear, and self-contained breathing apparatus (SCBA), as required by the nature of the incident and assigned command responsibilities.

Continuous

- Sitting; standing; walking; computer operation and keyboarding; reading and reviewing documents; communicating verbally and in writing; bending, twisting, and reaching; and lifting or carrying objects weighing up to 25 pounds.

Frequent

- Walking on uneven terrain; climbing stairs; reaching at or above shoulder level; power grasping; pushing and pulling equipment; operating vehicles and emergency response equipment; and lifting or carrying objects weighing up to 50 pounds.

Occasional

- Running; kneeling; squatting; crawling; climbing ladders or embankments; working at heights; operating in adverse weather conditions; and lifting or moving objects weighing greater than 50 pounds with or without assistance.

Vision

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- Vision sufficient, with or without correction, to safely operate vehicles, review documents, utilize computer equipment, observe emergency operations, and meet applicable NFPA medical evaluation criteria.

Hearing

- Hearing sufficient, with or without correction, to communicate effectively in person, by telephone, by radio, and to distinguish changes in sound patterns, pitch, and volume.

Smell

- Sense of smell sufficient to detect smoke, natural gas, gasoline, fuel vapors, and other hazardous odors commonly encountered during emergency operations.