

Dear Applicant:

Thank you for your interest in the Deputy Fire Chief, Safety and Logistics position at Spokane County Fire District 10. We wish you the best in the process.

A few suggestions that could improve your chances of being a finalist in the process include the following:

- **Professional Resume:** Do not submit your standard resume. Develop a professional resume that demonstrates how your experience and qualifications meet the specific requirements for this position. Study the information regarding the SDFC10 organization and the job description for the position that is contained on the SCFD 10 Website.
- **Cover Letter:** Include a one-page cover letter that summarizes your interest in and qualifications for the position.
- **Employment Application:** Fill out and return the employment application completely and truthfully and sign it.
- **Authorization to Release Information Form:** Fill out and sign the Form and return it.
- **Evaluation Questionnaire:** Compose written responses to each of the questions included in the Evaluation Questionnaire that is included in the application packet. Return the completed questionnaire as a part of your application packet.
- **Documentation:** As cited in the job description for the position, include in your application packet, documentation for all:
  - ✓ Certificates/Licenses
  - ✓ Professional courses completed
  - ✓ Formal educational attainments

Please include all of your contact information in your application packet: Telephone numbers (home, work and cell), e-mail address (if available) and the mailing address of your residence.

Return your application material by regular mail so that is received no later than October 31, 2017. **Extended to November 24, 2017**. Address your application material to:

Spokane County Fire District 10  
Attn: Peggy Callahan  
929 S Garfield Road  
Airway Heights WA 99001

Thank you for your interest in this exciting career opportunity.

**Spokane County Fire Protection District 10**  
**Application for Employment**  
**Deputy Fire Chief, Safety and Logistics**

*SCFD 10 is an Equal Employment Opportunity and ADAA Employer*

Date Received \_\_\_\_\_

*Instructions: Each question must be fully and accurately answered. No action will be taken on this application until all questions have been answered. Use additional sheets of paper if you do not have room on this application form. PLEASE PRINT, except for your signature on the last page of this application. All information on this application will be held in strict confidence. NOTE: This application will not be considered if it is not signed.*

Full Name (Last, First, Middle Initial) \_\_\_\_\_

Nickname \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Message/Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver License # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

**Medical Emergency:**

In case of emergency notify: \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Please list all allergies and/or medical conditions that could affect emergency treatment and physical restrictions that could limit effectiveness as a firefighter:

\_\_\_\_\_  
\_\_\_\_\_

**Legal:**

Have you been convicted of any crime (felony or misdemeanor)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you received any moving traffic violations in the last 3 years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant Name \_\_\_\_\_

Do you have a valid drivers' license? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Drivers' License number \_\_\_\_\_ State \_\_\_\_\_

When are you available for employment? \_\_\_\_\_

Would you agree to take a physical examination? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employment History: *Please include all employers for the past 10 years and explain any gaps in employment***

**Current Employer** \_\_\_\_\_ Normal Hours \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Title and Responsibilities \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title and Responsibilities \_\_\_\_\_

\_\_\_\_\_

Supervisors Name \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title and Responsibilities \_\_\_\_\_

\_\_\_\_\_

Supervisors Name \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Applicant Name \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Job Title and Responsibilities \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

*Please use a separate sheet if you need to list additional previous employers*

**Education:**

Name of High School attended \_\_\_\_\_

Dates Attended \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of College attended \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Major \_\_\_\_\_

Name of College attended \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Major \_\_\_\_\_

**List All Current Certificates, Licenses, Professional Courses Completed and Formal Education Attainments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach documentation covering all certificates and educational attainments listed above*

Applicant Name \_\_\_\_\_

**References: *Please provide three references (exclude relatives and former employers***

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

I certify that the information included in this application is true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation or omission may result in my disqualification from consideration or discharge from employment. I hereby authorize my present and previous employers to release information regarding my job performance. I hereby state that I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining employment. I understand that if I am accepted for employment by Spokane County Fire District 10 I will be subjected to drug and/or alcohol testing and a physical examination. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

AUTHORIZATION TO RELEASE INFORMATION

To whom it may concern,

I, \_\_\_\_\_ (print name) authorize you to furnish Spokane County Fire Protection District #10 (the District) with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries.

This information gathering will include but may not be limited to:

- Contact of employment and personal references
- Criminal background check
- Driving abstract (history/record)

Information of a confidential or privileged nature may be included. Your reply will be used to assist the District in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations.

I hereby release you, the District, its members, and others, from any liability or damage which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the  
State of Washington  
Residing at \_\_\_\_\_

**Deputy Chief  
Safety/Logistics  
Evaluation Questionnaire**

Candidate \_\_\_\_\_ Date \_\_\_\_\_

*You may use separate paper if needed to fully respond to each of the following questions*

1. Please state why you should be selected for the above position
  
2. In what areas has your job performance improved during the past year?
  
3. Please list the accomplishments of professional and personal development that you have accomplished:
  - A. During the past year
  
  - B. During the past three years
  
4. In what aspects of your current job do you need more experience and training?
  
5. Please identify the type and size of the one or more fire service organizations in which you were responsible for **> Safety of Apparatus > Functionality and Maintenance of Facilities and > Safety and Health of Personnel.**
  - Include your job title and a brief description of the scope of your responsibilities in each of these organizations.

1<sup>st</sup> Organization

2<sup>nd</sup> Organization

5A. Describe how you organized and managed each of the following functions in the organization(s) that you cited above.

Apparatus

Facilities

Personnel

5B. Describe one or two of the most challenging issues that you encountered as manager for each of the following functions in the organization(s) that you cited above.

Apparatus

Facilities

Personnel

5C. Describe some of the solutions you implemented to address the challenging issues listed above for each of the following functions in the organization(s) that you cited above.

Apparatus

Facilities

Personnel



5D. Describe the outcomes you experienced as a result of your efforts to resolve the challenging issues listed above for each of the following functions in the organization(s) that you cited above.

Apparatus

Facilities

Personnel

6. Summarize your leadership style – how you lead and motivate people

7. Describe the scope of your responsibilities and experience performing in the following responsibilities:

A. Preparing and managing the annual budget including budgets for capital projects

B. Managing and working with management information systems

C. Experience managing Project Management Systems for capital projects

8. Indicate your level of experience working with MS Office software: MS Word, Outlook, Excel, Power Point

Expert\_\_\_ Highly Competent\_\_\_ Competent\_\_\_ Slightly Competent\_\_\_

Please list the software applications you have worked with and comment on your level of competence with each software application

9. Indicate your level of competence managing workstations and servers:

Expert\_\_\_ Highly Competent\_\_\_ Competent\_\_\_ Slightly Competent\_\_\_

10. Indicate the length of time and the scope of your experience working with and managing communication systems

May 7, 2013

## SPOKANE COUNTY FIRE DISTRICT 10

### JOB DESCRIPTION

Position: Deputy Chief-Safety and Logistics Reports To: Fire Chief  
Section: Safety and Logistics FSLA Status: Exempt

#### I. Role

Under direction of the Fire Chief the Deputy Chief of Safety and Logistics (DCSL) performs or provides supervision and oversight to those functions assigned to the Logistics and Safety Sections. In the Chief's absence, a Deputy Chief shall be the highest ranking officer.

The DCSL will participate in the formulation of labor relations policy, assist in preparation for collective bargaining unit negotiations and assist in the administration of the collective bargaining agreement.

The DCSL will have supervisory authority over any Maintenance and Safety Lieutenant, assigned career firefighters and Support Services Officers and Volunteers, including holding subordinates accountable by exercising independent judgment in the areas of employee evaluations, and discipline and making recommendations as to hiring and firing decisions. The DCSL is authorized to resolve grievances through the Preliminary Grievance Procedure or the Formal Grievance Procedure as set forth in the collective bargaining agreement.

The DCSL will attend periodic management meetings to evaluate, discuss and implement management policies.

Represent the District on a regional or interagency basis on boards or committees related to assigned responsibilities (i.e. Spokane County Emergency Communications Committee).

Develop and oversee budgets for assigned areas of responsibility.

The DCSL will act in the role of Duty Officer on assigned time periods or as needed by the District.

Act in the capacity of Fire Chief as required by the Fire Chief or at times may report to the Board of Fire Commissioners.

The DCSL shall be required to comply with District policy requiring personnel to maintain the fitness and skills to perform any duty that may be required of suppression personnel.

Other such duties as assigned.

## II. Duties

### *Health and Safety Program*

- Manage the District's health and safety program
- Designated as District Safety Officer per NFPA 1521
- Designated District Health and Safety Officer per NFPA 1500
- Designated Chair of District Safety Committee
- Designated Infection Control Officer
- Designated Respiratory Protection Officer
- Designated Health and Fitness coordinator per NFPA 1583
- Manage, direct, assist, and develop Incident Safety Officers as necessary
- Ensure compliance with any safety related reporting or inspection requirements
- Develop and maintain processes for adequate investigation of injuries and/or accidents involving District members, equipment, and/or facilities and ensure compliance with these processes.

### *Logistics Section*

- Manage the District's Maintenance Program
- Supervise assigned Program Officers (Maintenance/Safety)
- Develop, manage, and oversee Support Services Volunteer Program
- Administer and supervise Project Management services for all capital projects (i.e. facilities, apparatus)
- Develop requests for proposals and/or bid specifications
- Manage procurement and inventory issues
- Ensures compliance with all bid and/or procurement laws
- Manage the District's fleet
- Coordinate the maintenance and management the District's communications systems (radios, phone systems, internet service)
- Coordinate the maintenance and management the District's information management system
- Manage supply inventory for all District facilities, apparatus, and equipment to meet the needs of District (i.e. fuel, cleaning supplies)
- Develop and implement cost containment/efficiencies programs to ensure maximum use of District resources

### III. Qualifications

#### *Basic Deputy Chief Qualifications*

- An Associate's degree in fire science, public administration, or related field is required, with a bachelors or higher degree preferred; or a combination of education, experience and training that clearly defines the applicant's ability to perform the described essential functions of the position.
- Must hold or be able to obtain and maintain a Washington State Driver's license with EVIP Cert with 45 days of date of hire
- Must possess and maintain Washington State EMT B certification
- Must possess IFSAC Fire Officer I certification
- Must be in sufficient good health to fully perform the physical requirements of this position.
- Must not be drug/alcohol dependent subject to district policy.
- Must be capable of using assigned computerized equipment in maintaining documentation and producing required products
- Experience and familiarity with contemporary fire services practices/ including leadership and supervision
  - Hazardous Materials On-scene Incident Commander (to be completed within one year of employment)
- Experience in establishing successful working relationships with firefighters and administrative staff
- Must Pass a criminal and driving background check and maintain satisfactory record

#### *Position Specific Preferred Qualifications*

- Training, certification, and/or experience in Health and Safety Program Management: current HSO or equivalent course completion
- Training, certification, and/or experience as Incident Safety Officer
- Training and/or experience in Project Management
- Experience in fleet management and maintenance
- Experience in facilities management and maintenance
- Training and/or experience in managing information management systems
- Training and/or experience in managing communications systems
- NWCG Crew/Engine Boss certification to progress to Strike Team Leader Engine or higher
- Certifications through ICS-400 and IS-800 levels or higher
- Certification NWCG Type IV IC or equivalent

#### *Physical Requirements*

- Performance in this position will require repetitive bending, occasional lifting of weights of 50 pounds or more and ability to run and move quickly.
- This position may be required to work in inclement weather conditions for long hours.
- Must reside within the Spokane County Fire District 10 or reside in a location that enables physically reporting to the District administrative office within 10 minutes of an emergency call.