

November 12, 2018

Dear Applicant:

Thank you for your interest in the Division Chief – Recruitment & Retention 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 attached.
- **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 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 December 10, 2018. Address your application material to:

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

Once applications have been received and reviewed, candidates will be contacted no later than Friday, December 14, 2018 to let them know if they will be moving on in the process. The assessment will take place the week of January 7, 2019.

Thank you for your interest in this exciting career opportunity.

**Spokane County Fire District 10 Application for Employment  
Division Chief – Recruitment & Retention**

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

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

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

**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:

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

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

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

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

Indicate your level of experience working with MS Office software: (Word, Outlook, Excel, PowerPoint)

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

Indicate your level of competence with social media platforms: (Twitter, Facebook, Instagram, Snapchat)

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

**Spokane County Fire District 10 Application for Employment  
Division Chief – Recruitment & Retention**

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

**Current Employer** \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

**Spokane County Fire District 10 Application for Employment  
Division Chief – Recruitment & Retention**

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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Spokane County Fire District 10 Application for Employment  
Division Chief – Recruitment & Retention**

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

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

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

Phone \_\_\_\_\_

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

Phone \_\_\_\_\_

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

Phone \_\_\_\_\_

**I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of Spokane County Fire District 10.**

**Spokane County Fire District 10 is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.**

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  
Residing at \_\_\_\_\_

# SPOKANE COUNTY FIRE DISTRICT 10

## JOB DESCRIPTION

Position: Division Chief of Recruitment and Retention

Reports To: Deputy Chief (TBD)

Section: Administration/Operations/Logistics

FSLA Status: Exempt

### I. Role

Under direction of the Fire Chief and Deputy Chiefs, the Division Chief of Recruitment and Retention (DCRR) is responsible for the recruitment and retention of volunteer members of the District. The DCRR serves as a mentor, coach, and advocate for District volunteers.

This position is primarily funded through a 4-year FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant with cost sharing by District 10, this position description is intended to meet the goals of that grant award. The funding was awarded to initiate a comprehensive 4-year Recruitment and Retention program specifically targeting volunteer firefighters from within the boundaries of District 10. This program is separate from the existing West Plains Recruit Academy currently conducted by the District. The District will try to continue to fund the position beyond the life of the grant but cannot guarantee this will be a permanently funded position.

The DCRR will manage the 2017 SAFER grant and submit quarterly and semi-annual grant performance reports. The DCRR will provide routine and detailed reports to the executive level chiefs as requested. If the District receives additional grants related to recruitment and retention, the DCRR will manage those as well. Refer to the "2017 SAFER Grant Justification, Goals, and Performance Measures" document for additional information related to the grant and the purpose of this position.

The DCRR will conduct quarterly evaluations by extracting statistical data against the performance measures stated in the grant. These evaluations will help us ensure program goals are being met.

The DCRR must have a firm comprehension of Washington Administrative Code's and NFPA standards as it relates to this position including NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments, 2014 edition, and WAC 296-305, Safety Standards for Firefighters.

The DCRR will have supervisory authority over assigned 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 DCRR will supervise all employees and volunteers when serving as Duty Officer.

The DCRR will act in the role of Duty Officer on assigned time periods or as needed by the District. Assumes command in the absence of a superior officer and performs fire/medical emergency scene duties necessary to complete the district's mission.

The DCRR 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.

Develop and oversee budgets for assigned areas of responsibility.

Other such duties as assigned to accomplish the mission of the District.

## II. Duties

Responsible for the development/revision, preparation, implementation and evaluation of the District's volunteer Recruitment and Retention plan, the District's Marketing Plan, and develop training programs customized for individual volunteer members to meet the standards and operational needs of the District.

Coordinates recruitment and retention activities. Prepares recruitment materials, brochures, etc.

Responsible for accurate documenting and reporting of volunteer activities and participation.

Serves as a point of contact for individuals interested in traditional and support volunteer opportunities with the District. Assists applicants through the recruitment process including conducting interviews, background and reference checks, medical exams, equipment issuing, orientation and training, and other tasks to support an applicant in becoming operational.

Provides recommendations to the chiefs on recruitment and retention needs of the District. Implements and monitors recruitment and retention efforts.

Evaluates company and individual performance against adopted District standards and provides feedback and constructive remedial training as needed.

Develops, implements, and conducts one-on-one or small group training customized to meet the availability of the volunteer members. Focuses on recruiting volunteers who reside within the district including full combat firefighters as well as support volunteers which may have limited or single roles such as driver/operator, support/rehab, EMS, wildland, etc.

Provides information to the public, may serve as a public information officer, and delivers oral and written messages on behalf of the district with the goal of educating the public to recruit new volunteers.

Responsible for maintaining high morale and discipline among all personnel. Take appropriate action up to the written warning stage and thereafter recommends appropriate action to the executive level chiefs. May take immediate action to suspend personnel from shift if the situation demands such actions, notify the duty officer, document the situation and action taken, and make recommendations to the executive level chiefs.



Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.

### III. Qualifications

#### *Basic Division Chief Qualifications*

- An Associate's degree in fire science, public administration, or related field is required, with a Bachelor's 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 valid driver's license with EVIP Cert with 45 days of date of hire
- Must possess and maintain Washington State EMT B certification or higher
- Experience in the recruitment and retention of volunteers
- Must possess IFSAC Fire Officer I certification (or equivalent)
- IFSAC certification at Fire Instructor I (or equivalent)
- Must be in sufficient good health to perform fully the 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.
- NIMS compliant and certified in IS-100, IS-200, IS-700, and IS-800
- Must Pass a criminal and driving background check and maintain satisfactory record

#### *Position specific preferred Qualifications*

- Training and experience in Human Resources
- Training and experience in public relations and marketing
- Experience in training program management, online training courses, and customized training programs
- Experience in social media messaging and web page editing
- Completion of the NFA Managing Officer or Executive Fire Officer programs.
- NWCG Crew/Engine Boss certification, to progress to Strike Team Leader Engine or higher.
- Certifications through ICS-300 and ICS-400 levels or higher and 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.

**Division Chief  
Recruitment and  
Retention  
Evaluation Questionnaire**  
(No more than two pages  
total for all answers)

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. Please list the accomplishments of professional and personal development that you have accomplished:
  - A. During the past year
  
  - B. During the past three years
  
3. Please identify the type and size of the one or more fire service organizations in which you were responsible for:  
**Social Media      Recruitment and Retention      Grant Management**
  
4. Summarize your leadership style – how you lead and motivate people
  
5. Indicate your level of competence managing social media outlets:  
Expert \_\_\_ Highly Competent \_\_\_ Competent \_\_\_ Slightly Competent \_\_\_