



Gig Harbor Fire & Medic One

NOTICE OF SPECIAL MEETING

and

AGENDA

**Special Commissioners' Meeting
February 26, 2021 (Zoom Webinar)
6:00 P.M.**

1. Call to Order
2. Purpose of meeting – Fire Chief Hiring Process (Chairman Wilsie)
3. Open Public Comment (**state your name for the record, you will have 3 minutes**)
4. **EXECUTIVE SESSION** in accordance with RCW 42.30.110(1)(g)
5. Personal Services Contract - Fire Chief Dennis Doan

Adjourn Meeting.

Next regular meeting will be **Tuesday, March 9, 2021 at 5:00 PM.**

PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 5

Employment Agreement for Exempt Personnel

This Employment Agreement is made by and between Pierce County Fire Protection District No. 5, hereinafter referred to as “the District”, and Dennis Doan, hereinafter referred to as “the Employee”, both of whom agree and understand as follows:

WHEREAS, the District wishes to employ the services of Dennis Doan as Fire Chief of the District; and

WHEREAS, the District and the Employee desire to provide certain terms and conditions of employment, salary and benefits, procedures and requirements regarding the employment of the Employee by the District; and

WHEREAS, the Employee wishes to accept employment in that capacity under the terms and conditions recited herein;

NOW THEREFORE, the District and the Employee agree as follows:

1. DUTIES AND RESPONSIBILITIES.

The duties and responsibilities of the Employee shall be in accordance with Washington State statutes and case law, resolutions of the District, and such policies or standard operating procedures that shall be adopted from time to time by the Board of Fire Commissioners of the District, hereinafter referred to as “the Board”. The duties and responsibilities of the Employee are clearly outlined in the job description, as approved by the Board and which is hereby incorporated by reference as if fully set forth herein, and marked Addendum “A.”

2. TERM OF AGREEMENT.

Employee shall be employed in such capacity at the District for a period effective March 1, 2021 through February 29, 2024. During the last year of the agreement, the parties may discuss renewal of the employment agreement, for a three-year term, or any other term upon which the parties may agree. The agreement is renewable upon, and subject to, satisfactory performance evaluations conducted by the Board on a regularly scheduled basis, to be performed at least annually. **See Section 5 below.**

Addendums authorized by the District may periodically update this contract to ensure continuity with Fire Chief Contracts. These addendums will outline modifications to compensation or benefits extended to exempt personnel and become a permanent part of this agreement at the time of Board approval. **See Section 23.2 below.**

3. DISABILITY.

3.1 The base wage of the Employee will be inclusive of the current premium amount of the mutually agreed long-term disability plan. The District agrees to pay the Employee’s

premiums in the form of a monthly payroll deduction from the Employee's salary so long as the Employee chooses the District sponsored plan.

- 3.2 Other plans chosen by the Employee will require that the Employee make payment directly as the chosen plan may require.

4. SALARY & LONGEVITY.

The 2021 base salary shall be \$16,666.67 per month / \$200,000 annually. If the current job description is expanded to include additional accountabilities, the District will consider reopening wage negotiations for a possible increase in salary.

- 4.1 [*RESERVED FOR FUTURE USE*]

- 4.2 Longevity: The District longevity pay plan provides an additional 2% of gross salary for employees with 5-9 years of service and an additional 2% of gross salary for employees with 10-14 years of service and an additional 2% for 15-19 years of service and an additional 2% for 20 years of service and an additional 1% for 25 years of service and an additional 1% for 30 or more years of service to Pierce County Fire District #5.

- 4.3 The Employee portion of the Washington State Labor and Industries Insurance (L&I) will be paid in full by the Employee via a salary/payroll deduction.

- 4.4 The District shall provide the Employee a one-time reimbursement of up to \$9,500.00 to assist with relocation costs, including temporary housing. The Employee shall provide receipts to support the reimbursement. If the Employee voluntarily resigns their position with the District or is terminated for cause within three (3) years of the employment start date, the Employee shall repay these funds at a prorated percentage based on time of service.

To provide the time needed for relocation, the Employee is granted up to 80 hours of paid administrative leave during the first twelve months of employment.

5. PERFORMANCE EVALUATION.

The District shall review and evaluate the performance of the Employee at least once annually. A review and evaluation of performance shall be in accordance with criteria developed by the Board and shall define goals and performance objectives for the Employee as necessary for proper performance of the Employee's duties.

6. HOURS OF WORK.

It is recognized that the Employee is required by the job description to devote a great deal of time outside normal office hours to the business of the District. The Employee shall be considered a supervisory, executive or administrative Employee who is qualified for an exemption from the overtime provisions of the federal Fair Labor Standards Act. As such, the Employee has no standard workweek and must accomplish all tasks within the time or hours deemed appropriate

by the Employee. Because of the excess hours worked, over and beyond a standard workweek, the Employee's pay shall not be reduced below their monthly salary, even if all earned leaves are exhausted, for absences of less than one day.

7. VACATION.

Generally, accrual of vacation shall be based on months worked during the preceding year. Accrual of vacation hours shall be credited to the Employee's leave record on the Employee's anniversary date as follows:

- Year one through five, 137 hours accrued, credited at beginning of year two (anniversary date).
- Years five+ through ten, 176 hours accrued, credited on the anniversary date.
- Years ten+ through fifteen, 235 hours accrued, credited on the anniversary date.
- Years fifteen+ through twenty, 255 hours accrued, credited on the anniversary date.
- Years Twenty+ through twenty-five or retirement, 274 hours accrued, credited on the anniversary date.
- Years Twenty-five+ through termination or retirement, 294 hours accrued, credited on the anniversary date.

7.1 VACATION CAP.

The maximum accrual of vacation shall be as follows:

At no time shall the Employee's vacation leave balance exceed the previous three years and current year accrual, but such leave balance shall be adjusted only on the Employee anniversary date. Vacation time accumulated in excess of the above maximum, if unused, shall be forfeited by the Employee as of Employee's anniversary date, or payment may be made into a District deferred compensation plan (See Section 10 Deferred Compensation below).

8. SICK LEAVE.

- 8.1 The Employee shall commence employment with a sick leave bank of 160 hours on the first day of employment. The Employee shall be granted sick leave, which shall accrue at the rate of 16 hours for each full month of service. Maximum sick leave accrual shall be 1040 hours. No sick leave shall accrue during leaves of absence without pay or layoffs.
- 8.2 Upon accrual of 1,040 hours, the employee will continue to accrue excess sick leave to a maximum of 96 hours. When the excess equals 96 hours, the District will buy-back the excess hours at 35% of its value based upon the employee's regular hourly rate in 2021 and 2022.
- 8.3 Upon separation, unused sick leave will be purchased by the District at 35% of its value based upon the Employee's regular hourly rate in 2021 and 2022. To be eligible to receive this sick leave purchase, the Employee must have completed five (5) years of Employment with the District (or have reached retirement eligibility). Said purchase shall

be cashed out. Employees who voluntarily resign their position prior to retirement eligibility shall receive no such payment.

8.4 In the event of a line of duty death, 100% of accrued sick leave will be cashed out by payment into a mutually agreed upon medical expense account or cash, i.e., dollar for dollar.

9. AUTOMOBILE & CELL-PHONE.

The Employee shall be assigned a District-owned automobile to effectively perform their assigned duties. Usage of this vehicle will be governed by District policy. The District shall be responsible for paying for any insurance with respect to such vehicle, and for the purchase, operation, maintenance, repair and replacement of said vehicle. Such vehicles are not intended for personal use. Reasonable use of a personal nature shall be permitted in order to preserve the Employee's ability to respond to alarms when required.

The Employee is expected to carry a District-issued cell phone in order to effectively perform the duties of this position. The employee may use the District cell phone for reasonable personal use.

10. DEFERRED COMPENSATION.

The Employee will be offered the opportunity to defer compensation to an annuity plan through the State of Washington Department of Retirement Systems, or Voya or Decision Point Financial. The District shall contribute up to 8.5% of gross annual income for a calendar year, matching the equal participation of the Employee.

The District will also offer a buyout of up to a maximum of one (1) year accrued vacation, not to exceed three (3) times during the Employee's tenure and to be deposited, in lump sum, into Employee's deferred compensation plan. The Employee must retain a minimum of two weeks vacation to be taken in a twelve-month period.

11. RETIREMENT PARTICIPATION.

The District agrees to contribute the Employer portion of the State of Washington LEOFF II retirement plan, and the Employee agrees to contribute the Employee portion to the same plan for their own benefit.

12. MEDICAL/DENTAL INSURANCE COVERAGE.

Medical, Dental, and Vision insurance shall be provided by a mutually agreed to plan. The District agrees to pay the Employee/Dependent's premiums at 100%. The Employee may opt out of all insurance coverage and receive the District's premium cost as taxable wages, not reported to the Department of Retirement Systems, with reasonable written notice. The Employee may choose to opt back into the District plan and stop receiving the District's premium cost as wages during open enrollment. The minimum District contribution to the employee's HRA account shall be \$535 per month.

13. PROFESSIONAL DEVELOPMENT.

The District hereby agrees to budget for and to pay the reasonable travel and other expenses of Employee for professional development of the Employee. The District also agrees to budget and to pay for the reasonable travel and other expenses of Employee for short courses, conferences and seminars that are necessary and desirable for professional development and for the good of the District. All such travel and other expenses shall be subject to the prior written approval of the Board.

14. HOLIDAYS.

New Year's Day	Veteran's Day
Martin Luther King's Day	Thanksgiving Day
Presidents Day	Day following Thanksgiving Day
Memorial Day	Christmas Eve
4 th of July	Christmas Day
Labor Day	Four (4) floating holidays (Prorated during Employee's first year of employment.)

14.1 PAY FOR HOLIDAYS

Employees may request pay at the regular hourly rate of pay in lieu of time off for floating holidays. The cumulative pay requested may not exceed thirty-two (32) hours annually and may be equivalent to no more than eight (8) hours per calendar quarter. One-quarter of the Employee's holiday hours not used or paid in the first quarter will be cumulative to the next quarter and so on to the fourth quarter.

15. BEREAVEMENT LEAVE.

In the event of an imminent death or death of an immediate family member, Employee shall be granted up to five (5) days of bereavement leave. Additional time may be considered under Emergency Leave. Said bereavement leave shall be time off with pay. Immediate family shall be defined as the Employee's spouse, son, daughter, father, mother, grandfather, grandmother, grandchildren, brother, or sister of the Employee and the Employee's spouse or registered domestic partner as defined and provided for in Chapter 156 of the Laws of 2007 of the State of Washington.

16. EMERGENCY LEAVE.

In the event of a family emergency that requires the presence of the Employee, the Employee may be granted reasonable time off. If the emergency is of a medical nature, time off shall be charged to accrued sick leave. If the emergency is non-medical in nature, time off shall be charged to other accrued leave.

17. CLOTHING ALLOWANCE.

The District agrees to provide the Employee one (1) Class A fire district uniform for use at special Fire District occasions that may occur. Uniforms will be provided on a fair wear and tear basis.

18. EDUCATIONAL INCENTIVES.

Employees with an Associate's degree will receive an educational incentive equal to 2% of their base monthly wage. Those with Bachelor's or higher will receive an additional 2% incentive.

Employees are eligible for a reimbursement of 50% of the cost for classes and materials for enrollment in, and successful completion of studies at an accredited school or university. The class must be applicable to the field in which the Employee works and have prior approval of the Chairman of the Board.

19. PROFESSIONAL AND CIVIC CLUB MEMBERSHIPS.

The District recognizes the desirability of representation in and before professional, local, civic and other organizations, and upon approval of the Board, Employee is authorized to become a member of a reasonable number of professional, civic clubs and other such organizations for which the District shall pay all membership related expenses.

20. *[RESERVED FOR FUTURE USE]*

21. GRIEVANCE PROCEDURES

The purpose of this procedure is to provide an orderly method of resolving all disputes involving interpretation of this agreement, and any other work-related problems. A determined effort shall be made to settle any differences at the lowest possible level in the grievance procedure, and there shall be no suspension of work or interference with the operation of the District as a result of the filing of a grievance. An Employee's failure to use the procedure in a timely manner shall constitute a full and complete waiver of the grievance. The District's failure to comply with time limits shall not constitute a waiver of the Employee's grievance, but shall also not constitute an admission that the grievance is valid. Any time limits stipulated herein may be extended for stated periods of time by the parties by mutual agreement in writing. The parties may also waive any step(s) in an effort to expedite the matter.

Step One. The Employee shall include the following in any written grievance: (1) statement of grievance and relevant facts; (2) specific provisions of the agreement violated, if any; (3) remedy sought. Any grievance shall be filed in writing with any member of the Board within 14 calendar days after the occurrence complained of. The Board shall conduct a hearing within 14 calendar days of receipt by the Board member. Within 14 calendar days following the hearing, the decision of the Board shall be transmitted in writing to the Employee.

Step Two. If the grievance is not satisfactorily resolved at step one, the Employee may within 14 calendar days thereafter request that the matter be submitted to an arbitrator. The parties agree

to select an arbitrator through the auspices of the Public Employment Relations Commission or the American Arbitration Association. Any arbitrator so selected shall have no power to render a decision that would add to, subtract from, or alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of this agreement. Any decision of the arbitrator shall be binding upon both parties. Each party shall bear one-half the cost of arbitration. In the event that an arbitrator orders additional compensation or back pay for the aggrieved Employee, such compensation shall not extend back to a date more than 60 days before the filing of the grievance.

22. DISCIPLINE AND DISCHARGE.

Generally, the District will follow concepts of progressive discipline and agrees that all discipline shall be only for just cause. Discipline, in the appropriate cases may include oral reprimand, written reprimand, suspension for up to 30 days without pay, and discharge.

22.1 PROCEDURES-DISCIPLINE FOR CAUSE.

In the event that any formal charges are filed with the Board, or by any Board member, the District has the option of suspending the Employee with pay and benefits, if a majority of the Board agrees that continued presence on the job by the Employee would be dangerous to any other Employee, or present a safety or security risk to the District. Such suspension with pay shall only be during the course of any investigation. A just cause determination may be made by the immediate supervisor if the preferred discipline is only oral or written reprimand. However, before any suspension or discharge may be decided, the Employee must be afforded the opportunity for a hearing in which they have the opportunity to respond to any formal charges. Prior to any such hearing, the Employee shall have been given written notice setting forth any such charges at least 14 days prior to such hearing. At such a hearing, the Employee is entitled to be represented by counsel and to call witnesses on their behalf, and to confront the witnesses against them. At the conclusion of the hearing, a determination by a majority vote of the Board is sufficient to sustain a finding of just cause to support suspension or discharge, which determination shall be the final determination of the District. In the event that the Employee is terminated for just cause, including but not limited to conviction of a felony, the District shall have no obligation to pay severance pay.

22.2. *[RESERVED FOR FUTURE USE]*

22.3 TERMINATION WITHOUT CAUSE.

If the District, due to reorganization, layoff, downsizing, or similar reasons decides to layoff the Employee, just cause is not needed. The District may in such circumstances terminate the Employee's employment with six (6) months' written notice. In the event that the employee is not demoted and is terminated the following will apply:

22.3.1 The Employee will be paid a severance package comprised of six months of salary and benefits, and

22.3.2 The Employee's accrued sick leave balance will be cashed out at 50% of the Employee's regular hourly rate, and

22.3.3 Items 22.3.1 and 22.3.2 will only be paid if the Employee is terminated without cause.

22.4 RESIGNATION.

In the event that the Employee voluntarily resigns their position with the District, Employee shall give the District at least thirty (30) days written notice, unless the parties otherwise agree.

22.5 FINAL PAYMENT.

In the event that the Employee is terminated under this section, or they voluntarily resign their position, the Employee is entitled to be paid in a lump sum for all accrued vacation, accrued sick leave and floating holidays.

23. GENERAL PROVISIONS.

23.1 Notices. Any notice required or permitted to be given under this agreement shall be sufficient, if in writing and delivered personally or sent by registered or certified mail to the Employee at his/her residence, or to the District at its principal office.

23.2 Complete Agreement. This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof, and no modifications of this agreement shall be valid unless made in writing and signed by the parties hereto. Addendums authorized by the District may periodically update this contract to ensure continuity with like exempt contracts. These addendums will outline modifications to compensation or benefits extended to exempt personnel and become a permanent part of this agreement at the time of Board approval.

23.3 Non-Waiver and Severability. Any provisions hereof which are prohibited by law or are unenforceable shall be inoperative and all of the remaining provisions of this agreement shall, nevertheless, continue in effect. The failure of either party to insist upon strict performance of any provision of this agreement shall not impact that party's right to insist upon strict performance at a later time.

23.4 Employee's Death. In the event of the Employee's death, all wages and benefits due the Employee shall be administered in accordance with the probate laws of the State of Washington.

23.5 Governing Law and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. Except as provided for under Section 21 of this agreement, the venue for any action arising out of this agreement shall be Pierce County Superior Court.

IN WITNESS WHEREOF, the Board of Commissioners for Pierce County Fire Protection District No. 5 have caused this agreement to be signed and executed on its behalf by the Board of Commissioners.

District:

Chairman

Dennis Doan

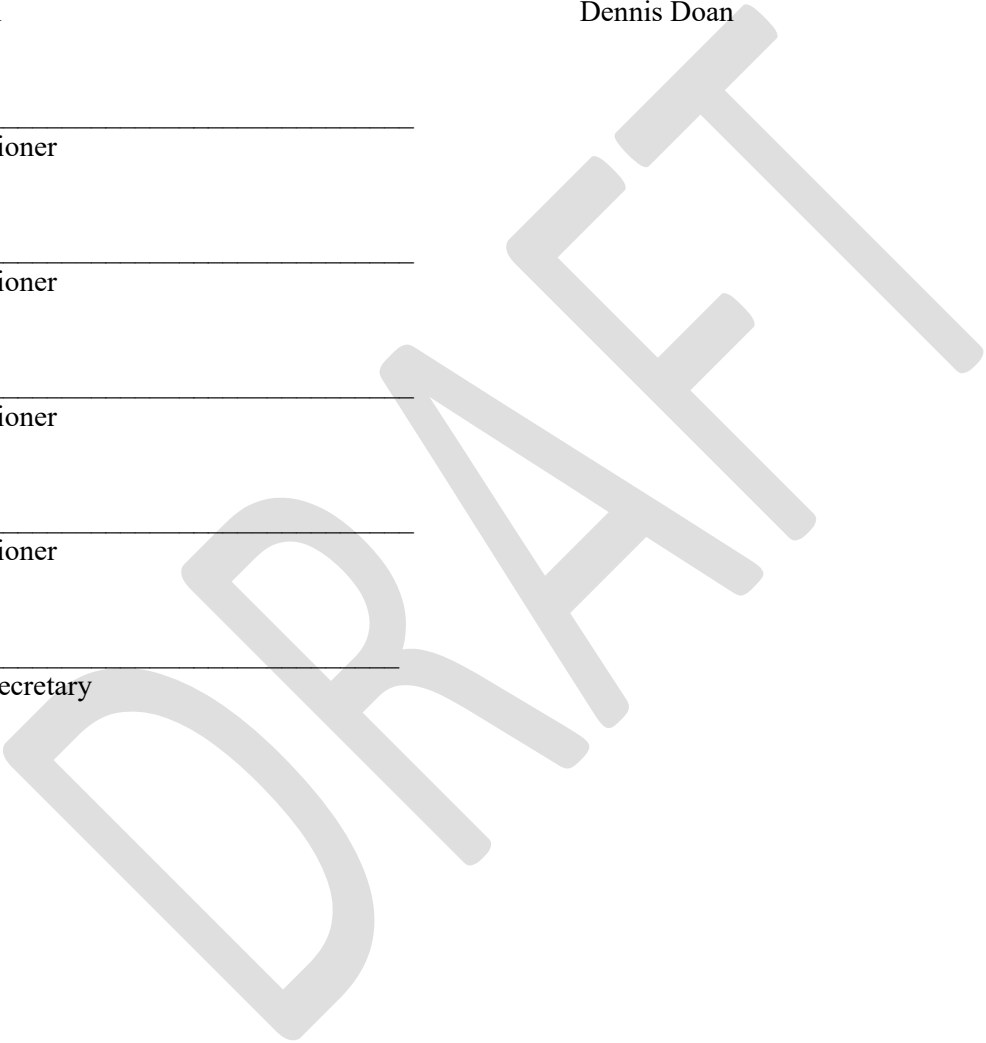
Commissioner

Commissioner

Commissioner

Commissioner

District Secretary



ADDENDUM "A"



POSITION:	Fire Chief
REVISED:	08/2020
FLSA CLASSIFICATION:	Exempt
BARGAINING UNIT:	Not represented

SUMMARY

The Fire Chief is the administrator and executive officer of Pierce County Fire District #5, also known as Gig Harbor Fire & Medic One (GHFMO). The Fire Chief is appointed by, and works under the direction of, the Board of Commissioners. Provides executive level leadership to the District in support of its mission, vision, core values, and guiding principles. Responsible for strategic planning, development of short and long range goals and policies to ensure operational readiness, effective life and property protection, successful administrative programs, and financial stability of the District within a reasonable time and at an acceptable cost to Pierce County Fire District #5 and mutual aid areas.

The Fire Chief shall make a personal commitment to:

- model the District's core values in focusing on accountability, continuous improvement, customer service, excellence, integrity, safety, and teamwork.
- serve the members of GHFMO with passion, competence, respect, dignity, and pride.
- be a role model for the fire service and the position.
- teach, mentor, and demonstrate care and concern for all members of the organization.

REPORTING RELATIONSHIPS

The Fire Chief reports to the Board of Commissioners. The position requires policy direction from the Board of Commissioners and is expected to take accountability for the actions of District personnel.

The Fire Chief directly supervises four Assistant Chiefs and the Executive Assistant. The balance of the career and volunteer staff report through the chain of command. The Chief may take charge at an incident, involving direct supervision of many officers and firefighters, depending on the size and nature of the incident.

ESSENTIAL DUTIES

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. COMMUNITY RELATIONS

- Requires the effective application of political acumen, diplomacy, tact and integrity in building coalitions within the community among a wide range of persons and groups, including elected officials, all government agencies and other fire service agencies.
- Ensures positive public relations by developing and maintaining effective working relationships with the community, other jurisdictions, regulatory agencies and with the general public.
- Participates in professional, civic and service groups as a representative of the District.
- Welcomes community involvement in planning for the District of the future. Uses community input to shape the District to community needs.
- Acts as a liaison between the District and its related organizations and the state legislature to provide input on any legislative issues that may affect fire and EMS concerns for the citizens of the state.

ADDENDUM “A”

2. PLANNING AND DEVELOPMENT

- Work with the command staff in strategic planning, policy development, problem solving, formulating new ideas, and developing and implementing continuous improvement plans related to all areas of service delivery to meet the overall District mission.
- Plans strategically to maintain an appropriate level of District services in a growing community by making periodic assessments of District capabilities and community needs in order to establish short and long term organizational goals and objectives.
- Makes decisions using accepted risk management techniques, considering cost, risk, the effects of a course of action, and other pertinent facts.

3. DISTRICT OPERATIONS

- Directs and conducts research into new fire service technologies and trends; recommends programs and equipment to help the District achieve its objectives more efficiently.
- Be responsible for insuring incident readiness and response capabilities of personnel and equipment for incidents of fire, medical, mass casualty, hazardous materials exposure, natural disasters, and other emergencies.
- Assumes a rotating on-call assignment, as well as respond evenings, weekends, or holidays for the purpose of being the duty chief, attending meetings, drills, or special events.
- Responds to fire incidents, serving as an active member of the Incident Management System (IMS) team, as assigned by the incident commander.
- Identifies and provides direction of all necessary actions to improve District performance to meet desired outcomes.
- Performs other related duties, responsibilities, and project activities that may be assigned by the Board of Commissioners.

4. ADMINISTRATION

- Board of Commissioners
 - Attends Board of Commissioners meetings on a regular basis to provide report, ongoing advice, guidance, and counsel to the Board regarding District affairs. Makes public presentations and responds to questions and comments as appropriate.
 - Act as District Secretary in preparation of agendas for Commissioners meetings and ensuring appropriate distribution of the minutes of meetings.
 - Responsible for developing, implementing, and managing public documents, and the District budget as adopted by the Board of Commissioners
 - Insures compliance with policies of the Board of Commissioners, resolutions, rules, regulations and laws that govern the operations of the District and its personnel.
- Human Resources
 - Oversees the recruitment and selection of all personnel to ensure effective orientation, training, and programs are in place to develop and maintain a highly-skilled workforce.
 - Hires, promotes, and transfers personnel.
 - Responsible for discipline of personnel, including authority to reprimand, suspend, or terminate any member of the District for cause or such a manner as is provided by the collective bargaining agreements and policies established by the Board of Fire Commissioners.
 - Ensures that a performance management system is in place that provides well-founded personnel policies and includes an effective evaluation and career development process.

ADDENDUM “A”

- Promotes a positive and effective working relationship with representatives of the Union.
- Coordinates administration of labor contracts, including participating in contract negotiations and/or providing appropriate information to assist with negotiations.
- Informs the Board of Commissioners issues concerning labor and employee relations.
- Provides ongoing administration (support staff, volunteers, organized employees) of collective bargaining agreements, personnel contracts, policies of the Board of Commissioners, and state and federal laws.
- Finance Administration
 - Ensures the financial soundness and integrity of GHFMO to ensure its capability to meet commitments and continue to provide the high quality of service to the communities it serves.
 - Manages all District fiscal matters, prepares the annual budget, approves official expenditures within the approved budget, and oversees the District’s financial investment program.
 - Responsible for long-range planning designs for efficient use of financial resources.
 - Provides ongoing administration of contracts for EMS Services, service to other agencies, mutual and automatic aid, and purchasing contracts.
 - Monitors expenditures to assure compliance with approved budget and purchasing procedures, and maintain District inventory system. Ensure appropriate research and investigation is accomplished in order to recommend major purchases.
 - Develops, recommends, implements, and maintains policies, procedures, rules, regulations, practices and guidelines necessary for the efficient and effective operation of the District.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:
 - Principles, practices, federal, state, and local laws, regulations, and codes pertaining to fire suppression, fire prevention, and emergency service administration.
 - Standards and methods to evaluate fire service delivery.
 - Job responsibilities of subordinate positions and the ability to plan, assign, coordinate activities and establish priorities.
 - Business laws, labor laws, and statutes, laws and regulations governing Fire Districts, or ability to acquire such knowledge.
 - Technology used in the area of fire suppression and EMS.
 - Strategic planning and implementation of tactical plans.
- Skilled in:
 - Strategic planning, personnel management, project management, problem analysis, decision-making, critical thinking, judgment, conflict resolution, and time management.
 - Public speaking, verbal and written communications, and presenting complex ideas and information to various audiences.
 - Partnering with, and providing excellent customer service to, members of the District and the community.
 - Financial management, budgeting with insights and ability to conceptualize and implement effective fiscal controls, practices, and programs.
- Ability to:
 - Lead and cultivate an effective workforce and maintain a positive work environment consistent with the mission, vision, and core values of GHFMO.

ADDENDUM "A"

- Create and maintain effective working relationships to maximize service potential and maintain an environment in which all District employees are engaged and proud to work for GHFMO.
- Express ideas and information clearly and concisely, verbally, and in writing.
- Mediate conflicts and assist those involved in reaching resolution.
- Work cooperatively with others as the leader of a service-oriented team.
- Work under pressure to consistently meet timelines and District objectives, and adjust to changing priorities.
- Prepare and direct the preparation of comprehensive reports, budgets, District materials, and correspondence.
- Develop and execute strategic and operational plans, while maintaining an effective organizational structure, to support both growth and maintenance of the District.
- Respond to major emergency situations and assume or delegate authority appropriately.
- Investigate, gather, and evaluate information, identify problems, and make logical decisions.
- Negotiate and administer labor agreements; communicate effectively with organized personnel.
- Take personal accountability for one's actions and responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Required

- A minimum of ten (10) years of progressively responsible, full-time, paid experience with a complex fire service organization, with at least five (5) years of supervisory or command experience or higher; and,
- A Bachelor's Degree in fire service, business or public administration, or in a related field; or
- Any combination of experience and training that provides the desired skills, knowledge, and abilities to effectively manage the District.
- Successful and demonstrated leadership experience in a similar-sized fire district or department.
- Successful and demonstrated experience with a labor union to include contract negotiations, labor relations, and employment laws.
- Valid Washington State driver's license within 90 days of hire.

Preferred

- Successful completion or current enrollment in the Executive Fire Officer program, or a comparable leadership program.
- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Substantial knowledge of applicable federal and state laws, ordinances, District standard operating procedures and regulations in fire service and District operations.
- Experience in budget development and management, strategic planning, and organizational development.
- Experience in the Incident Command System and National Incident Management System.

MACHINES, TOOLS, AND EQUIPMENT

Typical business office machinery and equipment including but not limited to: computers, calculators, telephone systems, postage machine, copy machine, printers, fax, radios, and other office equipment appropriate to the position. Will drive a District vehicle assigned to the Fire Chief for work-related activities.

ADDENDUM “A”

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- regularly communicates over the telephone and in-person to individuals and groups.
- is required to have close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- is required to have the ability to hear and understand phone and radio transmissions in a typical office setting and/or in an environment which may contain large amounts of background noise.
- is occasionally required to stand; walk; handle; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; stoop, kneel, or crouch.
- will occasionally push, pull, lift, and/or carry up to 25 lbs., and seldom up to 50 lbs.
- may visit job sites that require walking on uneven, rocky, or rough ground.
- may be required to withstand and work in extreme heat, fire, dusty/smoky conditions, and toxic materials when participating as an active member of the ICS or NIMS team at the scene of an emergency incident.
- must possess acceptable auditory and visual senses to meet the requirements of the job.

The psychological demands of this job can include stressful situations such as medical and traumatic emergencies, including fatalities, to which the employee must act effectively.

WORKING CONDITIONS

The working environment characteristics described here are representative of those an employee encounters while performing the principle accountabilities of this job.

- Work is generally performed indoors in a clean, climate-controlled workspace. May work outdoors and sometimes in inclement weather.
- May be required to deal with irate, disgruntled individuals requiring the use of conflict management skills.
- Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience, and courtesy at all times.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.