



CITY OF SPOKANE **ASSISTANT FIRE CHIEF**



CONFIDENTIAL RECRUITMENT SERVICES PROVIDED BY
THE WESTERN FIRE CHIEFS ASSOCIATION





ABOUT SPOKANE

Spokane, with a population of more than 210,000, is located in Eastern Washington in the heart of the Inland Northwest, and is the second largest city in the state. Ideally situated and encompassing 60 square miles, the community offers a tremendous quality of life boasting a diversified economic climate, first-rate medical facilities, outstanding public and private school systems, affordable housing, and an abundance of recreational opportunities.

Spokane is surrounded by the natural beauty of dozens of lakes and rivers. The Spokane River, with its scenic upper and lower falls, runs through the city and downtown Riverfront Park. Residents and visitors enjoy numerous outdoor activities including skiing, white-water rafting, camping, hiking, boating, fishing, and biking. Spokane is a regional center for education, technology, manufacturing, finance, retail, agriculture, and healthcare. Spokane International Airport offers non-stop service to 11 locations and one-stop service to a number of cities around the globe. The airport's six different airlines serve more than three million passengers annually and provide easy access to the region.

As the Inland Northwest's major medical center, Spokane has six world-class hospitals ranging from specialty

centers to children's care facilities including Providence Sacred Heart Medical Center and Children's Hospital and Deaconess Medical Center, two of the area's largest employers. Other major employers include Fairchild Air Force Base, Spokane Public Schools, Spokane County, and Northern Quest Resort and Casino. Spokane draws nearly three million visitors annually to concerts, shopping, dining, recreation, and entertainment. Annual events include Art Fest, First Night, the Lilac Festival, Interstate Fair, Bloomsday, the biggest timed foot race in the nation, and Hoopfest, the country's largest 3-on-3 street basketball tournament. Conventions attract thousands of delegates each year.

Spokane is a major center for education in the region. The majority of students in the community attend Spokane Public Schools, the largest school district in eastern Washington and the second largest in the state. Spokane Public Schools provides quality education and a variety of options including a STEM program, to more than 29,000 students in grades Pre-K through 12. Along with Central Valley School District and Mead School District, Spokane Public Schools received blue ribbon awards and ranked in the top 33% of 2,800 districts nationwide in Expansion Management's Education Quotient. Additionally, there are several private school options available locally. Opportunities for higher education include Washington State University, Eastern Washington University-Riverpoint campus, the Community Colleges of Spokane, Gonzaga University, and Whitworth University.



GOVERNANCE & ORGANIZATION

The City of Spokane operates under a Strong Mayor form of government. The City Council is comprised of seven members. Two City Council members are elected from each of three districts and the Council President is elected at-large. City Council Members serve staggered terms based on election cycles. The City has an annual budget of \$170 million and more than 1,900 employees delivering a full range of municipal services including Administration, Business and Developer Services, Legal, Communications, Community and Neighborhood Services, Finance, Fire, Human Resources, Information Technology, Library, Local Government and Multi-Cultural Affairs, Parks, Police, and Utilities.

AGENCY OVERVIEW

The Spokane Fire Department (SFD) has existed as a fire protection agency within the State of Washington since 1884. SFD's service area is approximately 69.5 square miles and consists of a mix of urban, suburban, industrial, and wildland areas. The Department's 376 employees provide coverage from 16 fire stations. The

International Association of Firefighters Local Union 29 represents all uniformed employees within the department, including the Spokane Area Fire Officers. Three labor unions represent the majority of the non-uniformed employees in the department.

The primary services provided by the Spokane Fire Department include:

- Fire Suppression
- Wildland Fire Suppression
- First Response Advanced Life Support (ALS) Emergency Medical Services
- Community Risk Reduction
- Fire Prevention (Inspection, Fire Protection Engineering Services, Investigations)
- Hazardous Materials "Specialist Level" Response
- Special Operations (Rescue Task Force, Drone Team, Marine, Technical, and USAR)

The Spokane Fire Department dispatches for all Fire Districts in Spokane County through the Combined Communications Center. In 2008 the Department implemented the Community Assistance Response Team (CARES). CARES assists vulnerable populations who face barriers in identifying and utilizing community resources, and the team is primarily made up of social work interns through Eastern Washington University.



THE IDEAL CANDIDATE

The Assistant Fire Chief acts as the Chief of Staff for the department and assists the Fire Chief in planning, coordination and administering the activities of the department. Duties are complex and present problems involving formulation of policy and requiring considerable administrative action and responsibility. The Assistant Fire Chief will assist with leading a relatively young department, it is estimated that as of March 2019, 40% of the uniformed personnel will have five or less years' experience on the job. That percentage is expected to increase with a large number of retirements over the next two-three years. The ideal candidate will be a dynamic, present and engaged leader with proven fire and EMS services administrative experience in a medium to large-sized urban setting. Competitive candidates will have enjoyed strong internal and external relationships throughout their careers, and have demonstrated a proactive approach to creating mutually beneficial partnerships in the community, fire profession and with labor unions. The preferred successful candidate will have managed in a highly resourceful manner during challenging fiscal times and be known for his/her attentiveness to responsiveness, efficiency and effectiveness.

Impressive candidates will also exhibit the following competencies and characteristics:

- Exceptional ability to manage and implement change
- Courageous and thoughtful but willing to make the difficult decision

- Analytical, and comfortable using data to inform decisions
- Experienced in labor relations and negotiating collective bargaining agreements and interpretation of labor contracts
- Effective mentor and coach, with a proven ability to hold teams accountable
- Exhibits a high level of professionalism and flawless integrity
- Proven record of collaboration with internal and external customers to achieve outcomes directly and indirectly related to Fire and EMS services
- Experienced public relations and media communicator
- Participative, visible and involved with the workforce
- Ability to build trust and cultivate strong relationships with employees, union leadership, elected officials and the community
- Promotes a culture that values safety and performance first and foremost
- Commitment to recruiting and building a diverse workforce, focusing on the inclusion of females and minorities
- Large incident management experience including experience operating in an Emergency Operation Center environment
- Ability to create a culture of mutual respect
- Emotionally intelligent listener
- A committed team player who values their role as part of the city management team
- Well-networked and resourceful
- Exhibits a high level of professionalism and flawless integrity
- Politically astute yet apolitical



EDUCATION AND EXPERIENCE

This position requires a Bachelor's Degree in Fire Protection or a related area such as Business, Public Administration, etc. A Master's Degree is preferred. The chosen candidate must have 7 to 10 years of progressive fire protection and emergency management experience with at least 3 years at an administrative or comparable level. A valid driver's license is required and must be maintained.

BEHAVIORAL STANDARDS

As an exempt employee of the City of Spokane, the Assistant Fire Chief is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code as well as the Spokane Fire Department Standard Operating Guidelines (SOG). As such, "It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

COMPENSATION & BENEFITS

The salary range for this position is \$142,423 - \$175,893, depending on experience and qualifications. The City of Spokane offers a full range of leave and insurance benefits including vacation, sick, personal, and floating holiday leave, medical, dental, long-term disability, and life insurance, and a Section 125 healthcare reimbursement account. A deferred compensation plan is available with a City match up to 3% of base pay, if actively contributing, and retirement is through the state Law Enforcement Office and Fire Fighters (LEOFF) II plan. Communications and SFD vehicle is provided. It is preferred that the Assistant Fire Chief lives within the Spokane City limits, and relocation expenses are available, if necessary.



HOW TO EXPRESS INTEREST

CONFIDENTIAL RECRUITMENT

Confidential recruitment services for this position are provided by Western Fire Chiefs Association (WFCA). The process allows you to consider an opportunity before submitting a formal and public application.

1

Submit Your Materials in Confidence

To express your interest in this position confidentially, please submit your resume and contact information through [our website](#) by Wednesday, January 22, 2020.

2

WFCA Screening Process

WFCA will conduct a multi-phased screening process that may include leadership assessments, telephone or Skype interviews, and/or site visits to the City of Spokane. This process will give you the opportunity to learn more about the agency, its culture, and the community it serves. WFCA will present your information as a “blind” summary (i.e., all identification details withheld) to the City of Spokane, and will follow-up with an assessment of alignment between your skills, experience, and the requirements of the position.

3

Submit a Formal Application

Upon completion of the screening process, qualified candidates will be invited to submit a formal and public application to the City of Spokane.

Recruiting Director, Anne Razo, is available to answer your questions about this position at chief@wfca.com or (800) 785-3473.