



*AN INVITATION TO THE POSITION OF*

# FIRE CHIEF

LEWISTON, IDAHO







# THE COMMUNITY

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The City of Lewiston is nestled at the bottom of the Lewis Clark Valley, along the confluence of the Snake and Clearwater rivers in the northwestern portion of Idaho, adjacent to Clarkston, Washington. The location provides a favorable climate to many who enjoy all seasons of the year but prefer a light snowy climate in the winter, with the ability to partake in many local winter festivities in nearby communities with heavier snowfall. Avid fishermen, hunters, and outdoors enthusiasts enjoy the valley for its abundant recreational opportunities. The region has a rich heritage, built on a bedrock of frontier spirit and rugged self-reliance and individualism.

The city has a population of approximately 35,000, and its character and small-town vibe give it a welcoming atmosphere with enjoyable activities and beautiful surroundings. Lewiston has a local college, Lewis-Clark State College, and two major universities, Washington State University and University of Idaho, within a 45-minute drive. In 2020 Lewiston welcomed a newly constructed high school in the Lewiston Orchards section of the community.



# GOVERNANCE & ORGANIZATION

The City of Lewiston municipality is a full-service organization, providing police and fire protection, public works, parks and recreation, library, and transit services, among others. In 2021 the citizens of Lewiston voted in a strong mayor form of government, with a new mayor and six city council members.



## AGENCY OVERVIEW

Formed in 1891, the Lewiston Fire Department has evolved into a premier emergency response agency, providing fire prevention and suppression services to the residents of Lewiston, and through mutual aid to nearby communities. Emergency medical services, including transport, are provided to a substantial service area, extending well beyond Lewiston city limits to neighboring counties and communities in both Idaho and Washington. The current chief has been with the department for over 31 years (the last eight years as Chief) and after retiring will be transitioning into a regional academic/policy/training role with the local college.

The 2023 fire department budget is \$9,810,910, with approximately 87% of the budget devoted to personnel. Anticipated 2023 revenue is projected at \$3,080,660. Most recently, some 60% of the budget was funded by property taxes, with the remaining 40% derived from EMS fees, contracted services, grants, special event fees, and wildland deployments and permits.

## DEPARTMENT ALIGNMENT

- 1 Deputy Chief
- 1 Division Chief over Training and Safety
- 1 Division Chief over Prevention/Fire Marshal
- 2 Inspectors (IAFF covered positions)
- 3 Battalion Chiefs (IAFF covered positions)
- 9 Captains (IAFF covered positions)
- 21 Engineers (IAFF covered positions)
- 15 Fire Fighters (IAFF covered positions)
- 11 Fire Reservists
- 2 Administrative Staff
- Ambulance Billing staff

Click here to access [LFD's Departmental Overview Document](#).





# THE IDEAL CANDIDATE

The City of Lewiston is seeking an experienced and highly qualified individual to lead the department into its next chapter of service excellence. The department has a strong and competent staff with opportunities for growing and building upon past success. The ideal candidate will be a well-rounded chief officer who brings particular knowledge, skills, and abilities in the areas of emergency medical service provision, staff development and scheduling, service model evaluation, and organizational leadership in an environment with a dynamic bargaining unit. Ideal candidates will have strong experience in combined career and volunteer departments.

The Fire Chief will serve as a highly active and visible presence, representing the Department and the City of Lewiston in a variety of settings throughout the community. The Chief will be adept at establishing and maintaining a broad network of relationships, and will be challenged with continuing the existing collaborative approach to problem solving on a community and regional scale. The Fire Chief will engage with city leaders, partners, and stakeholders throughout the area, while protecting and advancing

the interests and capabilities of the Department. The Chief will strive to align the Fire Department with the values and needs of the citizens of Lewiston and the stakeholders throughout the Lewis Clark Valley. As such, the Lewiston Fire Department will benefit most from an adaptive, creative, tactful, communicator and leader with a proven record of accomplishment in building trust, operating efficiently and effectively with a significant degree of autonomy, and fostering collaboration across disparate groups and entities.

The Chief will serve as the leader of a well-respected department, growing in reach, capability, and leadership in the region. The Chief will be tasked with ensuring alignment across the agency's goals, values, and operations, while exploring methods and means to improve and enhance services. To be successful, the Fire Chief will exhibit excellent listening and interpersonal skills, a keen mind for labor relations and coaching, and a strong commitment to the growth and wellbeing of personnel. Competitive candidates will have managed and grown emergency medical service provision, including transport, with an emphasis on collaborative, interagency coordination

and cooperation.

Fostering an environment where feedback is valued and considered, providing clear communication of goals and expectations, and including the team in the development and achievement of those goals will be integral to building and maintaining positive morale. Maximizing training opportunities, working regionally to develop additional training resources, and exploring new avenues for personnel attraction and retention are highly desired initiatives.



## EDUCATION & EXPERIENCE

The minimum requirements for the position of Fire Chief are:

- Associate's degree in fire science, public administration or related field (Bachelor's degree preferred), or an equivalent combination of education and experience.
- Ten years' fire and EMS experience, including at least five as a Chief Officer above the level of Battalion Chief.
- ICS 100, 200, 300 & 400
- Valid Idaho driver's license. Obtain and maintain Idaho EMT or higher certification.

Highly desirable candidate qualifications and qualities include:

- Good time management
- Open communication

- Ability to think outside of the box
- Good collaborator
- Positive
- Accountable
- Progressive/Future oriented
- Values her/his people
- Firm but fair
- Even tempered
- Budget management
- Approachable, willing to listen
- Community minded
- Decisive action
- Purpose driven
- Servant leader
- Objective thinker
- Strategic partner
- Experience with bargaining groups


## COMPENSATION & BENEFITS

LFD offers competitive pay and an attractive benefits package including:

- **Annual salary:** \$99,728.44 to \$145,045.27 depending on qualifications
- **Medical & Dental coverage:** Employee premium paid at 100%, family premium paid at 80%
- **Life Insurance:** \$20,000 life/\$20,000 ADD
- **Retirement:** PERSI retirement plan & optional PERSI Choice 401k plan

- **Optional benefits:** Life insurance, deferred compensation plans, accident & critical illness, short & long term disability, Flexible Spending, & Dependent Care Account
- **Moving Expenses:** Up to \$10,000 allowance to incumbent
- **Clothing Allowance:** \$800 annually





# *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.

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### *SUBMIT YOUR MATERIALS IN CONFIDENCE*

To express your interest in this position confidentially, please submit your resume and contact information through [our website](#) by **Friday, Feb. 3 2023**.

### *WFCA SCREENING PROCESS*

WFCA will conduct a multi-phased screening process that may include leadership assessments, telephone or Zoom interviews, and/or site visits to the Lewiston Fire Department. 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 Lewiston Fire Department and will follow-up with an assessment of alignment between your skills, experience, and the requirements of the position.

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### *SUBMIT A FORMAL APPLICATION*

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

Recruitment Coordinator, Randy Groom, is available to answer your questions about this position. [Randy@wfca.com](mailto:Randy@wfca.com) | (559) 679-3872

**EXECUTIVE  
RECRUITING**   
WFCA