



*AN INVITATION TO THE POSITION OF*

# FIRE CHIEF







# THE COMMUNITY

Spokane Valley Fire Department serves the Cities of Spokane Valley, Liberty Lake, Millwood, and parts of unincorporated Spokane County, including the communities of Otis Orchards, Pasadena Park, and the area surrounding Liberty Lake. The lush Spokane Valley is located near the eastern border of the state of Washington, with a population of 125,000. The area is experiencing an exciting period of growth as new families and businesses realize all that the region has to offer.

The community of Spokane Valley is a haven for both new and established residents, touting high quality schools, parks, restaurants, and retail centers. From the historic tree-lined streets of Millwood, to the lively Spokane County Fair and Expo Center, there are generous opportunities for work, play, and everything in between.

Friendly people, natural surroundings, and beautiful weather are part of what make this area of Washington a favorite destination for visitors from all over the world. With every season represented, options for adventure abound. The region is fortunate to contain four distinct ski resorts, 75 lakes within an hour's

drive, and many hiking and biking trails. While each community has its own distinct personality, an appreciation for the great outdoors is widely shared.

No matter where you land, the Valley is proud to offer a friendly business environment, successfully attracting white and blue collar industry to the region to create a thriving economic hub. The Cities of Spokane Valley, Millwood, and Liberty Lake all stand by the principal of welcoming and promoting business ventures which bring quality goods and services to the community.



# GOVERNANCE & ORGANIZATION

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Each municipality within the Spokane Valley operates with its own form of government.

**The City of Spokane Valley** is a non-charter code city and operates under a Council-Manager plan of government. The legislative authority is concentrated in the elected City Council, which hires the City Manager, a professional administrator who implements the Council's policies and plans. The overall 2021 [city budget](#) for the City of Spokane Valley is approximately \$188,000,000.

**The City of Millwood** is also a non-charter code city with a Mayor-Council form of government. The Mayor serves as the chief executive officer.

**The City of Liberty Lake** has a Strong Mayor-Council form of government where the Mayor chairs all meetings of the City Council. The Council is comprised of seven members who meet bi-monthly to work on city issues. As the legislative body, the City Council establishes local laws and policies, and has general oversight and control over city's finances primarily through the budget process.

The Fire Chief reports directly to the Board of Fire Commissioners, who collectively set the direction of the Spokane Valley Fire Department. The Fire Chief is tasked with running the internal aspects of the department, while following the high-level guidance and oversight of the Board.

## AGENCY OVERVIEW

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Spokane Valley Fire Department (SVFD) serves the Cities of Spokane Valley, Liberty Lake, Millwood, and parts of unincorporated Spokane County, including the communities of Otis Orchards, Pasadena Park, and the area surrounding Liberty Lake. The Department's service area covers 75 square miles and has a combined population of 125,000. Within the response area there are 50,000 homes, 1 major hospital, 4,500 business, 20 nursing homes, 55 schools, Union Pacific-Burlington-Santa Fe railroad, Interstate 90, and approximately 13 miles of the Spokane River. The department responded to 18,800 calls for service in 2020 with 85% of those being emergency medical calls.

The Department has a [2021 budget](#) of \$49 Million dollars and its facilities include 10 fire stations, a Training Center with a burn tower, Fleet Maintenance facility, and Administrative offices. The Administration Offices house the Prevention Bureau, Information Technology Division, Chiefs' offices, and support staff. SVFD employs 203 personnel composed of 178 uniformed personnel and 25 civilian employees.

SVFD has an overall Washington Survey and Rating Bureau (WSRB, formerly ISO rating) of 2 and is an Internationally Accredited Agency through CFAI and CPSE.

## SERVICES INCLUDE

- Fire Suppression
- Advanced Life Support Emergency Medical Services
- Technical Rescue
- Vehicle Extraction
- Hazardous Materials Response
- Swift Water Rescue
- Fire Investigations
- Fire Prevention
- Community Risk Reduction
- Commercial Property Inspections

Click here to access [SVFD's 2020 Annual Report](#).





# THE IDEAL CANDIDATE

The City of Spokane Valley is seeking an experienced and highly qualified Fire Chief to lead the Spokane Valley Fire Department (SVFD) into its next chapter of service excellence. The new Fire Chief will become an invaluable addition to a team of dedicated and community-minded city officials. The Fire Chief reports directly to the Board of Fire Commissioners.

The Fire Chief will serve as a highly active and visible presence, cultivating a broad network of relationships at all levels. It will be important for the incoming Chief to take a proactive and collaborative approach to problem solving on a community scale, engaging with city leaders, partners, and stakeholders while protecting and advancing the interests of the department. The Chief will ensure alignment with the needs of Spokane Valley, valuing the perspectives of both internal and external parties. As such, SVFD will benefit most from an adaptive, tactful, and genuine communicator with a proven record of accomplishment in building trust, mutual respect, and consensus across disparate groups.

The Chief will serve as the leader of a well-respected and rapidly growing department, and will be tasked with ensuring alignment across the agency's goals, values, and operations. To be successful, the Fire Chief will exhibit outstanding listening and interpersonal skills, a keen mind for long-term financial and organizational sustainability, and a strong commitment to the wellbeing of personnel. Competitive candidates will have overseen the successful transition from a small or mid-size department, to a larger one, ensuring the integrity of the organization through that period of change.

Fostering an environment where feedback is valued and considered, providing clear communication of long-term goals and expectations, and including the team in the development and achievement of those goals will be integral to building and maintaining positive morale. Expanding and prioritizing training, diversifying the workforce, upholding organizational accountability, and taking concrete steps to improve the mental health of personnel through services and support are highly desired initiatives that the next Fire

Chief should be prepared to undertake.

SVFD is seeking an adaptive and personable leader who values and serves with integrity and operates with a high level of personal and departmental accountability. The successful candidate will garner the respect of staff as well as that of the public through openness to multiple perspectives, finding common ground, and superb organizational follow-through.

## EDUCATION & EXPERIENCE



The minimum requirements for the position of Fire Chief are:

- Candidates must have a minimum of 7 years progressive Chief Officer experience with at least three years at an Administrative level.
- Must have a minimum of a Bachelor's Degree in Fire Science, Fire Administration or related field.
- Masters degree preferred.
- Must have proof of eligibility for employment in the United States.
- Must have a valid state driver's license.
- Must be able to communicate the English language clearly and concisely, both orally and in writing.
- Must be a non-user of any tobacco products.
- Must have exceptional interpersonal skills.

Highly desirable candidate qualifications and qualities include:

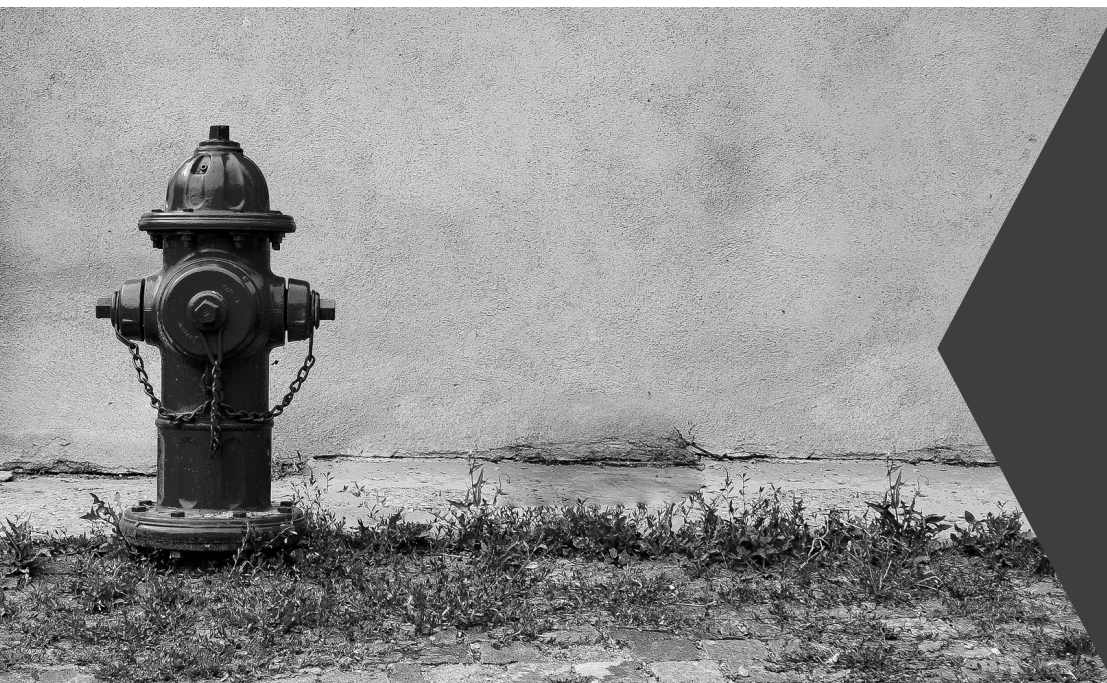
- Understanding of taxation and election strategies.
- Experience as the Fire Chief of a special district or other entity wherein the fire chief is the Chief Executive as opposed to a department-head.
- Proven consensus and trust builder.
- Political acumen and sensitivity.
- Adaptive, encouraging management style.
- Successful management of COVID-19 mandates.
- Successfully led transition from smaller department to larger department.
- Experience expanding mental health services for personnel.
- Even-keeled under pressure and when mediating conflict.
- Financial strategist for long-term sustainability.
- Proactive and detail-oriented problem solver.

## COMPENSATION & BENEFITS

The monthly salary for the incoming Fire Chief is \$17,385.72 to \$18,213.62 and is dependent upon qualifications. SVFD also offers an attractive benefits package including:

- **Retirement:** Washington State LEOFF2
- **Medical and Dental Insurance:** Provided with some employee participation.
- **Vehicle:** Department vehicle provided.
- **Vacation:** 22 hours per month.
- **Holidays:** 96 hours per year.
- **Bereavement Leave:** 40 hours.
- **Sick Leave:** 12 hours per month.
- **Deferred Compensation:** Match of 2.5% of monthly wage.
- **Life Insurance:** \$50,000.





# 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 **Monday, November 8, 2021**.

### *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 Spokane Valley 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 Spokane Valley 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 Spokane Valley Fire Department. The Board of Fire Commissioners will invite up to 5 candidates to participate in an Assessment Center process which will take place on **January 13th, 2022** in Spokane Valley WA.

Recruitment Coordinator, Heidi Arnold, is available to answer your questions about this position at [heidi@wfca.com](mailto:heidi@wfca.com) or (503) 407-5115.