



# East County Fire and Rescue

## Classification Specification

Title Fire Chief	Classification NR-Exempt
Authorization <i>John Seed</i>	Effective Date <i>11/5/2024</i>

### Definition

The East County Fire and Rescue (ECFR) fire chief serves as the chief executive officer of the district. Given policy direction from the board of fire commissioners, the fire chief is responsible for planning, directing, managing, and overseeing the activities and operations of the fire district including fire suppression, fire prevention, emergency medical services, hazardous materials response, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; serves as a command duty officer and responds to incidents; and represents the fire district.

### Reports To

The fire chief reports to the board of fire commissioners.

### Supervises

The fire chief supervises the volunteer assistant chief, full-time captains, administrative specialist, and accounting assistant.

### Distinguishing Characteristics

The fire chief is an exempt, non-represented employee responsible for overall management of district operations at the direction of the board of fire commissioners and serves as the district's chief executive officer.

The fire chief is differentiated from the volunteer assistant chief on the basis that the fire chief is a full time employee supervising the volunteer assistant chief and the volunteer assistant chief supervises the district's volunteer members.

The fire chief classification is differentiated from full-time captains on the basis that the fire chief is a non-represented management employee. The captains are first line supervisors represented by Local 2444 International Association of Firefighters.

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### Essential Job Functions

The Fire Chief's essential job functions include:

- Provides leadership consistent with the values, mission, and vision for the fire district as adopted by the board of fire commissioners.
- The fire chief is authorized to perform the full range of management duties including, hiring, performance evaluations, transferring, promoting, disciplining, and terminating employment.
- Engages in collective bargaining based on policy direction provided by the board of fire commissioners and works with union representatives to maintain positive and collaborative labor relations.
- Ensures compliance with federal and state laws and regulations pertaining to fire district operations.
- Ensures that district operations are conducted in accordance with policy direction provided by the board of fire commissioners.
- Ensures development of the district's comprehensive annual budget and provide fiscal oversight and authorization for expenditures within the budgets adopted by the board of fire commissioners.
- Identifies and pursues non-tax revenue sources such as grants that are consistent with the district's mission and strategic goals.
- Authorize the district's standard operating guidelines and ensure that these guidelines are consistent with best practices and the needs of the district.
- Supervises the volunteer assistant chief, full-time captains, administrative specialist, and accounting assistant.
- Provides coaching and mentoring to support professional development of district members.
- Supervises and participates in preparation of the district's integrated comprehensive plan.
- Monitors internal operations and procedures to ensure compliance with the collective bargaining agreement, rules, regulations, policies and procedures.
- Confers and collaborates with other agencies and community partners as necessary to accomplish the district's mission.
- Ensure safe and effective command of incident operations.

### Other Job Functions

Other job functions include:

- Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a chief fire officer.
- Represents the district on a local, regional, state, and national level.

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### **Physical Demands**

The fire chief's routine work activity requires moderate strength, endurance, and aerobic capacity. However, emergency response operations may require significant physical capacity. Physical demands include:

- Occasional manual labor while wearing structural firefighting personal protective equipment and self-contained breathing apparatus.
- Work outdoors in all types of weather conditions.
- Manual dexterity and visual acuity to operate a variety of mechanical and office equipment.
- Crawling, bending, stooping, kneeling, and performing repetitive lifting for an extended period of time.

The fire chief must be able to successfully meet the medical requirements outlined in National Fire Protection Association Standard 1582 *Standard on Comprehensive Occupational Medical Program for Fire Departments* (current edition).

### **Working Conditions**

The fire chief generally works an eight or ten-hour duty shift and spends a major proportion of their work hours in an office environment performing routine management and administrative duties. In addition, the fire chief is subject to call back at all hours on an as available basis and is required to serve in the regular command duty officer rotation (specified periods of on-call, required availability for response).

Due to the need for timely response to emergency incidents, residency within the district or the cities of Camas or Washougal is required within six months of hire.

### **Key Relationships**

As with all members of ECFR, the fire chief must provide caring and compassionate service to the public. In addition, fire chief must work well with the community, other members of the district, labor organizations representing district members (e.g., International Association of Firefighters Local 2444 and Office Professional Employees International Union Local 11), other public officials.

### **Qualifications**

The fire chief is expected to have the knowledge, skills, and abilities as defined in the National Fire Protection Association (NFPA) professional qualifications standards for Fire Officer IV and Hazardous Materials First Responder-Operational, Hazardous Materials Incident Commander, and Washington Department of Health Emergency Medical Technician (EMT)-Basic.

### **Knowledge, Skills, and Abilities**

The fire chief must have knowledge of leadership, supervision, public administration, fire suppression, fire prevention and emergency medical care, and incident management practices and procedures as specified in the professional qualifications standards and scope of practice identified under the qualifications section of this classification specification.

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The Fire Chief must have the following skills and abilities:

- Provide leadership to other members in support of and consistent with the district's values, mission, and vision.
- Ability to effectively work within the context of the district's combination staffing model comprised of full-time, part-time, and volunteer members.
- Ability to provide supervision and mentorship of directly reporting members
- Ability to identify and apply best practice in fire and rescue services.
- Working knowledge of laws, regulations, and standards that apply to or impact delivery of fire and rescue services by fire districts in the State of Washington.
- Knowledge of effective labor relations including collaborative bargaining and ability to maintain positive labor relations with the two unions representing district employees.
- Knowledge of and ability to engage in community risk assessment, development and maintenance of standards of cover and community risk reduction plans, strategic plans, and capital projects plans.
- Knowledge of and ability to apply the fire and emergency services self-assessment model developed by the Commission on Fire Accreditation International; (CFAI) in assessment of district operations.
- Knowledge of best practice in budgeting and fiscal management and ability to apply these practices in management of the district.
- Knowledge and ability to pursue non-tax revenue sources such as grants.
- Ability to act calmly and effectively in managing emergency incidents.
- Ability to provide compassionate and caring service under challenging circumstances.
- Skill in communicating orally and in writing with other emergency services personnel and the public.

#### ***Experience and Education***

The fire chief shall have a minimum of 15 years of progressively responsible experience in a fire and rescue agency with at least five years in a second line supervisory or management role.

The Fire Chief shall have a Baccalaureate degree from a regionally accredited college or university.

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***Licenses, Certification, and Other Requirements***

The Fire Chief must hold a Class C Driver's License and meet the following additional requirements:

- Washington State Emergency Medical Technician (EMT)-Basic.
- International Fire Service Accreditation Congress (IFSAC) Fire Officer III (or equivalent).
- IFSAC Hazmat Operations (or equivalent).
- National Incident Management System (NIMS) ICS 700, 100, 200, & 300.
- Blue Card Incident Commander.
- IFSAC Instructor I (or equivalent).

Candidates for the position of fire chief must also meet the following requirements:

- Successfully complete the district's medical physical examination.
- Successfully complete the district's psychological exam.
- Pass the district's screening for illegal drug use.

***Desirable Qualifications***

The following qualifications are not required for hire or promotion to the position of fire chief, but are desirable:

- IFSAC Instructor II Certification (or equivalent).
- IFSAC Fire Officer IV Certification (or equivalent).
- Blue Card Incident Command Instructor Certification.
- NIMS ICS 400
- Master's Degree.
- Completion of the National Fire Academy Executive Fire Officer (EFO) Program.
- Designation as a Chief Fire Officer (CFOD) by the Center for Public Safety Excellence (CPSE) Commission on Professional Credentialing (CPC).
- Member Grade in the Institution of Fire Engineers (MIFireE).