

**EMPLOYMENT OPPORTUNITY**  
**CITY OF CHEHALIS**



**FIRE CHIEF**

**\$100,680 – 122,388**

*Plus Excellent Benefits*

*(Position open until filled)*

*The City of Chehalis is an Equal Opportunity Employer*

## Be Part of Our Community

This is an exciting opportunity to become part of a strong, confident group of fire and emergency medical professionals who take pride in their abilities and are dedicated to quality service to the community. The City of Chehalis is looking for an involved and hands-on fire professional who will support the existing commitment to quality and service while bringing new ideas and direction to the Fire Department.

## The Region



Located along Western Washington's I-5 corridor, Chehalis is midway between Seattle and Portland. The area offers unparalleled scenic locations and outdoor opportunities including nearby Mt. St. Helens, Mt. Rainier



and the beautiful Pacific Ocean. With just a short drive you can ski and snowmobile at White Pass, water ski on 23-mile long Riffe Lake, fish for record-size

salmon and steelhead on the Cowlitz River or play a round of golf on one of several area courses.

## Chehalis – Where Heart and History Shape Our Future

Chehalis is a close-knit community where historic charm; character and a rich heritage are preserved and cherished. Brimming with interesting and unique businesses and attractions, it boasts three districts on the National Register of Historic Places. Residents have quick and easy access to many cultural activities, fairs, concerts and a wide assortment of annual events. From its start as a pioneer logging, milling and agricultural community to today's mix of residential, retail, light industrial and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support.

Housing in the Chehalis area is very affordable with options ranging from new construction to renovated historic homes. Acreage is readily available in the immediate area with scenic timber and farmlands giving way to spectacular views of snowcapped mountains.

## Parks and Recreation

The city has over 300 acres of parks with an exceptionally popular recreation program.

In August 2014, the Gail and Carolyn Shaw Aquatics Center opened to thousands of eager attendees thanks to the incredible financial support and dedication of area civic groups, individuals and businesses.



The City has since partnered with the Chehalis Foundation to bring the remainder of park features at Recreation Park up to the standard of the Aquatics Center. This includes a new accessible playground area along with four synthetic turf athletic ball fields.

## CITY OF CHEHALIS FIRE CHIEF POSITION INFORMATION

### The Schools

The Chehalis School District serves 2,600 students with comprehensive and challenging academic and extra-curricular programs. The district has a national reputation for excellence, consistently providing students with a solid foundation for advanced education and trades. Centralia College is nearby, offering over 50 academic and transfer programs, including newly accredited Bachelor of Applied Science programs.



### The Chehalis Fire Department

An obvious sense of professionalism and ownership are the hallmarks of the Chehalis Fire Department. Recognized as a regional leader and earning a rating of 5 with the Washington State Surveying and Rating Bureau, the Chehalis Fire Department has been serving its citizens since 1893.



All Firefighters in the Department are considered Structural Firefighters and collectively complete approximately 3,000 hours of specialized training each year.

Working cooperatively with other local agencies, the Chehalis Fire Department has established joint rapid response plans emphasizing the closest available unit rather than traditional borders and boundaries. The Department has worked extensively with the adjacent Riverside Fire Authority and Lewis County Fire District 6 to standardize various training, apparatus and operational practices, including incident command procedures.

The Department utilizes a structure of eight Firefighters reporting to four Shift Captains, supplemented by responding off-duty personnel, to provide a minimum of a two-person engine company on a 24-hour basis. While not currently active, a Reserve Firefighter program has been utilized. Apart from the Chief and Administrative Assistant positions, all full-time department staff are represented by the International Association of Fire Fighters.

In 2019, the department was temporarily relocated to Lewis County Fire District 6 after attempts to renovate Station 48 brought up concerns about the structural integrity of this aging essential facility.

In 2022, the new temporary fire station will be completed.

### Chehalis Fire Department Statistics

Coverage Area:        Approx. 5.8 square miles

Population:            Approx. 7,535 full time residents, est. 30,000 daytime workers/visitors

2022 Budget:         Approx. \$2.3 Million

Equipment:

1 ladder tower;  
1 BLS Ambulance;  
2 Engines. 1 ARFF Engine, 1 Sport Utility; 1 Investigation pickup; 1



## CITY OF CHEHALIS FIRE CHIEF POSITION INFORMATION

Tech Rescue Trailer;1  
Ridged Inflatable Boat

2021 Call Volume Fire: 394 responses  
EMS: 1522 responses

### The Position

Appointed and supervised by the City Manager the Fire Chief is a key member of the City's Leadership Team, responsible for the management and administration of the Fire Department.

The Chief is responsible for developing programs and budgets based on analysis of City needs, identified risks, workload and staffing, as well as other economic and regulatory issues. The Fire Chief oversees department operations, administers disciplinary actions and ensures proper skills training within the department. The Fire Chief responds to major emergencies and must always be prepared to take on the role of Incident Commander and/or participate in other aspects of the incident response.



### Challenges Facing the New Chief

The City of Chehalis has worked extensively with other regional fire agencies to evaluate possible consolidation. Current economic conditions make consolidation at this point unlikely, but the new Fire Chief will be encouraged to continue with research and relationships that make future discussions of consolidation a long-term goal. The immediate focus for the new Fire Chief will be to work with the City Manager to ensure the continued delivery of fire and life safety services to the city and to address the department's aging equipment and fire station needs. A new site has been purchased to construct a new fire department. The city is also actively pursuing an annexation which will impact the

department's service area. Maintaining and building upon the coordination of services and efficiencies already achieved between the Chehalis Fire Department and neighboring fire agencies is also a priority, as is the need to identify ways of providing fire and life safety services within budgetary constraints.

### The Ideal Candidate

The ideal candidate must demonstrate a commitment to both the operational and administrative duties of the position and show leadership that will instill trust and confidence in department staff, the City Manager, city leaders and the community at large. This individual will have been a fire professional in a comparably sized organization. Experience with organizational change, consolidation and annexation processes is helpful.

The candidate will have a proven track record of delivering results, customer service, building accountability for staff and creating a positive working environment characterized by teamwork and innovation.

The new Fire Chief must have excellent interpersonal skills and will be someone who has experience with Washington labor law and working with unions. Candidates should have a reputation for successful follow-through, excellent communication and consistent implementation of programs and policies.

The successful candidate will lead by example; emphasizing the value and importance of ongoing training and demonstrating a strong sense of vision, backed by specific goals and objectives. He or she will have outstanding verbal and written communication skills, will value community involvement and be experienced in presenting information to citizens and elected officials. The new Chief must be skilled in making complex and tough

## CITY OF CHEHALIS FIRE CHIEF POSITION INFORMATION

decisions in a timely manner and often under stressful conditions.

### Education and Experience

Candidates must have extensive knowledge of fire and emergency medical services along with strong skills and understanding of leadership, management and supervisory principles.

Minimum qualifications include a bachelor's degree in fire, public or business administration or related field and 7 years of fire and EMS command experience with at least 5 years in positions having supervisory responsibilities. EMT certification and previous experience in an equivalent position is a plus but not required.

Competitive candidates will also have an ongoing record of training and professional development and will demonstrate a commitment to a strong departmental training program.

Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.

### Compensation and Benefits

- Annual salary range \$100,680 to \$122,388
- Washington State LEOFF Retirement
- Employee, Spouse and Dependent Medical, Dental and Vision coverage (some employee cost sharing of medical premiums, depending upon plan choice)
- Employer paid Employee, Spouse and Dependent Life Insurance
- 10 annual Paid Holidays, 1 annual Floating Holiday, Vacation & Sick Leave

- Voluntary Deferred Compensation Plan

### Applying for the Position

Applicants should submit their resume and cover letter to:

**Attn: Glenn Schaffer, HR Manager  
City of Chehalis  
350 N Market Blvd.  
Chehalis, WA 98532**

Qualifying applicants will receive a supplemental questionnaire to fill out later.

For more information, contact: Glenn Schaffer, Human Resources/Risk Manager at (360) 345-3225 or [gschaffer@ci.chehalis.wa.us](mailto:gschaffer@ci.chehalis.wa.us).

A detailed job description can be found at: [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us)

