

CITY OF KENNEWICK

DEPUTY FIRE CHIEF



CONFIDENTIAL RECRUITMENT SERVICES PROVIDED BY
THE WESTERN FIRE CHIEFS ASSOCIATION





ABOUT KENNEWICK

Located along the shores of the Columbia, Yakima, and Snake Rivers in southeastern Washington, Kennewick is a growing community of over 80,000 residents that enjoy 300 days of sunshine a year. Kennewick, along with the neighboring cities of Richland and Pasco, comprise the Tri-Cities metropolitan area with a population of nearly 275,000. Kennewick is the largest of the Tri-Cities and is a regional shopping and entertainment hub and an outdoor recreational paradise. Kennewick offers breathtaking parks, a vibrant downtown, upscale dining and retail, art galleries, antique shops, and a variety of entertainment venues.

The Columbia Center Mall is one of the largest covered malls in Eastern Washington, and downtown Kennewick is undergoing a revitalization focusing on creating a great gathering place in a comfortable, hometown setting where merchants and customers are friends and neighbors. The Tri-City area also boasts more than 200 wineries and micro-breweries within a 50-mile radius, producing some of the finest wines in the country.

The Tri-Cities is a sports minded community, which is reflected in the many public athletic facilities and is home to two professional sports teams: Tri-City

Americans WHL Ice Hockey and Tri-City Dust Devils, a professional Single A affiliate of the Colorado Rockies. The Toyota Center in Kennewick hosts the Tri-City Americans WHL ice-hockey team, along with many great sporting and entertainment events throughout the year. Golf is one of the most popular sports enjoyed year-round in Kennewick, with over ten premier courses challenging the most experienced golfer as well as providing opportunity for the beginner.

The confluence of the Snake, Yakima, and Columbia Rivers has produced an aquatic playground that brings water lovers from all over the region together to enjoy sailing, boating, water-skiing, swimming, fishing, windsurfing, and more. The annual Benton-Franklin County Fair and Rodeo showcases National Championship cowboys and bull riders and brings in country and pop music entertainment stars.

Columbia Basin College and Washington State University Tri-Cities urban campus are located in the neighboring cities of Pasco and Richland. CBC offers a full array of Associate degree and vocational/technical career programs, while WSU provides undergraduate and graduate degree programs.



GOVERNANCE & ORGANIZATION

Incorporated in 1904, the City of Kennewick is a full-service city with an exceptional workforce of approximately 420 employees. The City Departments include: City Attorney, City Clerk, Code Enforcement, Community Planning, Economic Development, Finance & Budget, Fire & Ambulance, GIS Mapping, Human Resources, Parks & Recreation, Police, and Public Works.

Kennewick operates under the Council-Manager form of government with the seven-member City Council each serving overlapping, four-year terms. Every two years, the Council selects a member to serve as the Mayor of Kennewick.

AGENCY OVERVIEW

As the largest department in the Tri-Cities, Kennewick Fire Department (KFD) runs the highest volume of Emergency Medical Services in the region. In 2019, KFD responded to

10,309 calls - 73% of which were for trauma and medical emergencies.

KFD employs over 30 firefighter/paramedics, 53 EMTs, and 4 Advanced EMTs. The City of Kennewick currently has five stations strategically located to maximize coverage throughout their 29 mile jurisdictional area.

As one of the fastest growing cities in the state, construction continues to boom within the City of Kennewick. Consequently, as more and more homes are being built, the number of homes affected by wildfires will also continue to increase. In 2018, the KFD, the City of Kennewick, and community partners have joined forced and established a Cross-Functional Mitigation Team to identify the city's Wildland Urban Interface (WUI) areas and will implement strategies to incorporate the national recognized Firewise and Fire Resilient Communities risk reduction programs.

Kennewick is highly regarded in the community for its organizational integrity and for the quality of services provided. The organization is financially sound with a dedicated team of employees, and a supportive City Manager and City Council.

For more information on KFD, please [click here](#) to review their 2019 Annual Report.



PRIMARY RESPONSIBILITIES

The following list reflects the essential job duties and responsibilities of a Deputy Chief but is not all-inclusive. The Deputy Chief will perform other related duties as assigned.

- Recommends and assists with a broad range of management duties within their assigned areas of responsibility including hiring, completing performance evaluations, transferring, promoting, and disciplining personnel; supervises Battalion Chiefs and Administrative Captains within their assigned areas of responsibility.
- Establishes objectives for one or more divisions consistent with City Council policy directives, overall department goals and objectives, and any applicable federal, state, or local laws, rules, and regulations. Provides regular guidance to supervisory and non-supervisory personnel in the development and implementation of operating policies and procedures.
- Develops, recommends, and implements budgets for one or more divisions; monitors expenditures and analyzes future needs. Coordinates with other City divisions including Facilities Services, Fleet Services, Purchasing, etc.
- Analyzes systems and recommends improvements to existing facilities, equipment, and apparatus. Serves as project manager for capital projects to ensure they are carried out in an effective and timely manner.
- Maintains administrative oversight of regional fire service and related operations including the regional Technical Rescue and Hazmat Teams, the Community Paramedicine Program, the Tri-County Training Consortium, the Tri-Tech Skills Center and Columbia Basin College fire programs, and the Washington State Joint Apprenticeship and Training Committee.
- Represents the Department on critical incidents, including multi-agency incidents, to ensure that the best courses of action are followed. May assume operational command of any emergency incident when necessary. May assist with or oversee fire investigations.
- Serves as the City's designated representative responsible for interpretation, administration, and enforcement of City fire ordinances and standards. In collaboration with other City departments, participates in development review processes.
- Provides managerial oversight to department staff, including both operational staff and administrative support staff. Conducts coaching and counseling of employees on an ongoing basis.
- Assists in developing the Department's overall labor relations goals and objectives by researching, evaluating, and recommending labor relations policies, and by actively participating in collective bargaining and implementation.
- Investigates or oversees the investigation of complaints against Department employees and of safety-related incidents. Recommends personnel action and other follow-up as appropriate.
- Represents the Department at local, regional, and state committees, civic organizations, and community events. Maintains relationships with community partners including neighboring fire departments, community health care providers, the local Medical Program Director, etc.
- Assumes the role of Acting Fire Chief when necessary.
- Maintains strong relationships with other City staff across departmental lines in order to ensure efficiency and effectiveness in all City operations.
- Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.



THE IDEAL CANDIDATE

The City of Kennewick is seeking a seasoned emergency services executive with a commitment to service and demonstrated accomplishments. The City is seeking a collaborative, customer oriented, politically skilled, strategically-minded executive who possesses outstanding communication, administrative, and technical skills. The ideal candidate will be an innovative self-starter who can embody and embrace the agency's core values: **integrity, inclusiveness, stewardship, and communication.**

The Deputy Chief is expected to demonstrate the following skills and abilities:

- Ability to lead other personnel in support of and consistent with both the City of Kennewick and Kennewick Fire Department's mission, vision, and values.
- Ability to use data appropriately for both management and operational decisions that ensure resources are used in the most efficient and effective manner possible and measureable outcomes are achieved.
- Ability to foster a collaborative labor/management environment.
- Ability to lead, manage, and bring significant projects to completion with minimal oversight.
- Knowledge of best practice in budgeting and fiscal management and ability to apply these practices in management of assigned programs.
- Ability to provide strong emergency operations leadership as needed.
- Ability to fill in as the Fire Chief at Department Head meetings, City Council meetings, and other public functions as needed.
- Ability to assist with implementing EMS and fire best practices.
- Ability to deal with personnel issues in an appropriate and constructive manner.
- Ability to recognize the primary role of the position is administrative in nature.
- Skilled in working as part of a coalition and/or community partnerships.
- Skilled in working as part of a cross-functional team, preferably in a City environment.
- Ability to perform Public Information Officer duties during emergency incidents.
- Ability to use/monitor social media (i.e. Facebook, Twitter, etc.).
- Ability to establish a work pace that achieves results without creating undue stress.
- Ability to coach, mentor, and grow others for future rolls in the organization.
- Working knowledge of laws, regulations, and standards that apply to or affect the delivery of fire and rescue services by fire departments in the State of Washington.
- Ability to communicate effectively with other emergency service personnel and the public.



MINIMUM QUALIFICATIONS

The Deputy Chief shall have a minimum of fifteen years of progressively responsible experience in a department of equivalent complexity, with at least three years at the rank of Battalion Chief or higher, and shall have a Baccalaureate degree from a regionally accredited college or university. The City also requires and/or prefers that candidates possess the following licenses, certifications, and other qualifications:

Required

- IFSAC Fire Officer II (or equivalent)
- IFSAC Hazmat II Operations (or equivalent)
- NIMS ICS 700, 100, 200, & 300
- IFSAC Instructor I (or equivalent)

Preferred

- IFSAC Instructor II Certification (or equivalent)
- IFSAC Safety Officer Certification (or equivalent)
- IFSAC Fire Officer III Certification (or equivalent)
- Master's Degree
- Completion of the National Fire Academy Executive Fire Officer (EFO) Program

COMPENSATION & BENEFITS

The City of Kennewick offers competitive pay and excellent benefits including:

- \$8,886 - \$12,440 monthly salary, depending on qualifications
- Medical, Dental, and Vision coverage
- Compressed work schedule (alternating Fridays off work)
- Retirement plan (LEOFF)
- Take-home vehicle
- Employer contribution (ICMA 401a): 5% of monthly gross salary, no employee match required
- Deferred compensation plan (ICMA 457): can contribute up to \$19,000/year if under 50, up to \$25,000/year if over 50
- Life insurance employer contribution of 1.5% of annual base pay (not to exceed \$250,000)



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.

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 Friday, August 7, 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 Kennewick. 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 Kennewick, 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 Kennewick.

Recruitment Coordinator, Dave Van Ballegooijen, is available to answer your questions about this position at chief@wfca.com or (800) 785-3473.

**EXECUTIVE
RECRUITING**
WFCA