



Orcas Island Fire & Rescue

Neighbors Serving Neighbors Since 1948

Orcas Island Fire & Rescue

San Juan County Fire Protection District #2

Is seeking to fill the position of: **Fire Chief**

Our mission is to save lives and protect property through services delivered with professionalism and compassion. We provide high-quality services that contribute to a safe, healthy, and thriving community, in a transparent and accountable manner that fosters trust and community engagement. We truly are *neighbors serving neighbors*.

Position Summary:

The Fire Chief of San Juan County Fire District #2 Orcas Island Fire & Rescue, is the chief administrative officer of the Fire District, managing a budget of over \$3 million, overseeing career and volunteer staff, and multiple assets to achieve the District's mission, values, and vision. Orcas Island Fire & Rescue (OIFR) is an all-hazards response district. The Fire Chief reports to a five-person Board of Fire Commissioners, who appoints the Fire Chief and conducts an annual performance review.

If selected as OIFR Fire Chief you will be responsible the following:

You will serve as the principal advisor for all fire and emergency service related matters to the Board of Fire Commissioners and to the residents of Orcas Island, WA.

You'll plan, organize, and direct all functions of the District's Fire Department in accordance with local, State and Federal laws, defined service level expectations, fiscal priorities, and interagency agreements.

You'll direct all operational and administrative aspects of the emergency service organization including:

- finance,
- human resources,
- structural and wildland fire suppression,
- fire prevention,
- hazardous materials response,
- emergency medical services,
- public education and associated services.

And you will provide administrative and operational direction for all Fire Department personnel and volunteers through your supervision and activities review.

Challenges:

- Ensure financial sustainability - 2024 operational levy passed, develop capital funding plan in 2025
- Continue process of restructuring/rebuilding management team
- Maintain efforts to fill operational workforce and expand volunteer force

Salary and Benefits:

Orcas Island Fire and Rescue offers competitive salaries and a range of excellent benefits, including:

- Hiring Salary Range: \$138,000 to \$168,000 based on experience and qualifications



- Medical, Dental, Vision coverage
- Washington State LEOFF, plus a deferred compensation plan
- Paid vacation and holidays
- Use of a department vehicle for departmental functions

Minimum Requirements and Certifications:

- An Associate’s degree from an accredited college or university in Fire Science, Business Administration, Public Administration, or a related field.
- At least ten (10) years of progressive responsibility with respect to the delivery of fire, rescue and emergency services. Five (5) years of supervisory responsibility in managing personnel in the fire service which would be equivalent to a chief officer level (such as battalion chief or higher).
- Significant experience and knowledge in public safety planning and organization, current fire administrative practices, organizational leadership, personnel management, financial and budget management, information management, risk management, strategic planning, asset management, and public relations and education.
- Experience in a combination or all-volunteer department.
- Experience leading a fire department that includes emergency medical response requirements.
- Experience in leading under stressful situations while maintaining discipline utilizing sound personal and professional judgment and control.
- Experience in negotiating and/or implementing collective bargaining agreements.
- Experience in and knowledge of the financial, budgeting and accounting practices of public agencies.
- Working knowledge of federal, state and local laws and ordinances pertaining to fire and emergency services.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations.
- Ability to pass physical, psychological and medical testing, including drug and alcohol testing, as requested.
- Successful completion of criminal history and background check prior to start date of employment.
- Ability to effectively communicate in writing and orally.
- Possess a valid Washington state driver’s license or obtain a Washington state driver’s license prior to start date of employment.
- Proficiency in the use of a computer and commonly used business software platforms.
- Experience in the recognition and avoidance of conflict-of-interest situations.
- The successful candidate must live on Orcas Island, WA or establish residency on Orcas Island within 6 months of appointment.
 - EVIP/EVAP Certification
 - ICS 100, 200, 300, 400, 700, 800
 - HazMat Awareness/Operations Firefighter II or equivalent
 - Wildland FF and Interface FF Washington. *Certification may be obtained within 1 year from appointment*
 - NREMT (or above certification/license). *Certification may be obtained within 1 year from appointment*

Any relevant combination of education and experience that demonstrates the ability to successfully perform essential duties will be considered. All certifications must be current and remain current throughout the duration of employment.

Preferred Requirements and Certification:

- Master’s degree in Fire/ Emergency Management, Public Administration, or associated field.
- Knowledge and experience serving as a fire marshal, investigating fires and preventing fires through fire safety best practices.
- Working knowledge of federal, Washington State and San Juan County, WA, laws and ordinances pertaining to fire and emergency services, including fire inspection.
- Experience with Washington State’s public agency levy funding.
- Working knowledge of San Juan County’s geography; specifically Orcas Island’s geographical challenges, and knowledge of boating safety in the waters surrounding Orcas Island.
- Washington State EMT certification and experience.
- Fire Officer 3 or 4 (Can be waived if EFO credentialed)
- All Hazard ICT3 Incident Safety Officer NWCG Strike Team Leader (STL) or ICT3 Fire Investigator

Highly Desirable Qualifications – If you have:



- *A strong commitment to customer service*
- *A high degree of integrity*
- *Respect for clear communication and transparency*
- *A commitment to collaborative decision making*
- *High regard for privacy of Protected Health Information*
- *Experience as an effective leader at emergency scenes*
- *Experience in logistics*

then you can expect to thrive in this position.

Our Fire District:

Orcas Island is part of the San Juan Islands located in the northwest corner of Washington State with a permanent population of approximately 6,000 permanent residents with a peak summer population of 12,000. The Island’s 57 square miles of rural landscape includes forests, lakes, farms, parks and beaches. To learn more about OIFR visit our website: <https://www.orcasfire.org>

Our District's response area is all of Orcas Island, locally known as *“the Gem of the San Juans”* <https://www.visitsanjuans.com/orcas-island>.

Orcas Island Fire and Rescue is currently staffed by an Interim Fire Chief, Finance Manager, Volunteer Coordinator, Public Records Clerk, and 4 Shifts with a staffing goal of 1 FireMedic and 1 Firefighter/EMT. OIFR has over 50 volunteers who fill various roles from EMT, FF, Tender Operator, Wildland, and Rescue Operations.

Method of Application and Deadline:

OIFR has engaged outside assistance for this search. Email completed applications with a cover letter and resume to james@clarityconnectionllc.com

Selected applicants will respond to a set of pre-screening questions, undergo a series of interviews – both in-person and remote, a background check, and submit a list of references who can attest to work-related proficiencies. Employment may also be subject to evidence of satisfactory physical and psychological conditions.

Application deadline: February 7th, 2025 at 5pm.

The successful candidate will be appointed to probationary status for the first twelve months of employment.

The contents of this recruitment description do not constitute a specific offer of employment nor does it represent any contractual agreements or promises. San Juan County Fire Protection District 2 does not discriminate during recruiting or the course of employment. All qualified candidates are encouraged to apply.

