

**SPOKANE VALLEY FIRE DEPARTMENT**  
**Board of Fire Commissioners**  
**Fire Chief Recruitment and Selection Policy #009**

**Purpose:**

To establish a policy for the recruitment and selection of a Fire Chief.

**Authority:**

Revised Code of Washington Title 52 Fire Protection Districts  
RCW 52.14

**Policy:**

In the recruitment and selection of a Fire Chief for the Spokane Valley Fire Department, the Department's Board of Fire Commissioners may, at its discretion contract with a professional administrative search firm. The Board also has the option to conduct the search without the assistance of a professional administrative search firm. In either event, the Human Resource Director of the Department shall act as the confidential secretary of the Board throughout the process of the search and selection.

The search shall be conducted in such a manner to ensure that the person selected shall possess the qualities which will enable him or her to establish, maintain, and manage programs that provide for:

- Clear and effective communications with internal components of the fire Department, as well as to other governmental staff, elected officials, the communities served, and regional agencies that emphasize and clarify the mission, operational needs, and practices of the Department.
- Fostering and maintaining employee trust, while providing a positive working environment, building a strong, cohesive, and effective management team, and personally performing as a respected team member and trusted colleague with elected officials, regional peers and their staffs, Fire department personnel, and the communities served.
- Strong leadership that utilizes contemporary best management practices with the ability to mentor, delegate, develop and hold staff accountable for performance and commitment to overall organizational goals, while building and maintaining positive labor/management relations.
- Planning, organizing and directing the activities of the department to ensure that district and community goals and objectives are met; setting program standards, evaluating program effectiveness and customer service.
- Sound and contemporary financial and budget management practices that include abilities to develop clear and supportive fiscal programs as well as methods that ensure effective monitoring and stewardship of resources.

- Other duties assigned by the Board of Commissioners.

The candidate shall possess seven to ten years of progressive Chief Officer experience with at least three years at an Administrative level in a comparable or larger size Fire Department that is recognized for excellence and innovation. The Candidate shall possess a minimum of a Bachelor's Degree in Fire Sciences, Fire Administration or related fields. A Master's degree in Fire Sciences, Fire and/or Public Administration or related field is preferred. Graduation from the National Fire Academy's Executive Fire Officers Program, CAPSTONE EMS Management, Certification as an Emergency Manager (CMO) by the International Association of Emergency Managers, and credentials as a chief Fire Officer designate (CFOD) are highly desired.

Demonstrated experience working successfully in a collaborative labor relations/collective bargaining environment is highly desired. A comprehensive understanding of the technical aspects of emergency scene management, resource deployment policies, fire prevention and public education programs, and community risk assessment are desired, as are management skills in Homeland Security and emergency preparedness.

Adopted:  
Spokane Valley Board of Fire Commissioners  
November 5, 2007

Revision Adopted:  
Spokane Valley Board of Fire Commissioners  
January 7, 2008

Reviewed:  
Spokane Valley Board of Fire Commissioners  
May 26, 2015