

EXHIBIT A

FIRE CHIEF JOB DESCRIPTION

CLASSIFICATION: The Fire Chief position is a part-time, paid, salary exempt position.

FLSA STATUS: Exempt. The position of Fire Chief is not eligible for overtime compensation.

This job description is established by the Whatcom County Fire District 5 (“WCFD5”) outlines the basic requirements, duties and general responsibilities of the Fire Chief position. The Fire Chief position is a part-time paid position. The working hours are as required or as necessary to satisfactorily perform the duties of the position and will be determined by the Fire Chief, who will set his or her own schedule.

While on duty, the Fire Chief will respond to emergency calls. All working hours spent (a) on duty within the geographical boundaries of the District; (b) attending meetings or events on behalf of and representing the District; and (c) attendance at community or other events as directed by the Board of Fire Commissioners (the “Board”) shall count towards the minimum hours per week requirement.

The Fire Chief is not required to reside within the geographical boundaries of the District.

Position Summary

The Fire Chief is the Chief Executive Officer and Commander in Chief of WCFD5, responsible for the effective, efficient and legal conduct of WCFD5. The Fire Chief plans, organizes, coordinates and directs the administration and operational activities of WCFD5. The Fire Chief is responsible for implementing the rules and procedures established by the Board, and for carrying out the duties imposed upon the Fire Chief by applicable law, including but not limited to, the duties imposed by the State of Washington, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards (collectively, the “Controlling Law”). The Fire Chief is responsible for all aspects of the day-to day administration, operation and finances of the District.

FLSA Status

This position is exempt from overtime requirements of the Fair Labor Standards Act and the Washington minimum wage requirement.

Supervision Received

The Fire Chief is hired by, and serves at the pleasure of, the WCFD5 Board of Commissioners, subject to the terms of an Employment Agreement.

Supervision Exercised

Through the chain of command, the Fire Chief is responsible for the general supervision of all WCFD5 personnel, their safety, training, and job performance. The Fire Chief is a member of the WCFD5 Management Team. As a chief officer, the Fire Chief may command emergency incidents.

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Primary Duties and Responsibilities:

In addition to duties and responsibilities assigned by the Board from time to time, and imposed by Controlling Law, the primary duties and general responsibilities of the Fire Chief shall include:

1. Serves as the Chief Executive Officer and Commander in Chief under the general supervision of the WCFD5 Board.
2. Responsible for all aspects of the day-to-day administration, operation and finances of WCFD5.
3. Develops and proposes annual budget, strategic plan, and service delivery plan to the WCFD5 Board; monitors and controls the budget and plans, supervises acquisition and disposition of capital expenditures.
4. Within the limits of the adopted budget, directs the administration and operation of WCFD5, including goals stated in the strategic and service delivery plans, applicable laws, and WCFD5 rules.
5. Directs members of WCFD5 through the chain of command; may perform duties of subordinates as necessary.
6. Within Incident Command System, commands activities of personnel during emergency incidents; may function on scene in subordinate roles.
7. Attends Board meetings and work sessions; prepares and presents reports to the Board on operations and administration of WCFD5; makes recommendations for Board policy/procedures changes; identifies discrepancies between actual performance and adopted goals, objectives and budget.
8. Hires/appoints, promotes/demotes, transfers, imposes corrective actions and discipline, and terminates volunteer members.
9. Coordinates mutual aid agreements with other agencies.
10. Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
11. Provides guidance to chief officers in the planning and implementation of operations, programs, training and personnel management.
12. Supervises, trains and evaluates supervised personnel.
13. Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures.
14. Trains and completes certifications to maintain or improve skills and perform effectively as a Fire Chief.
15. Enforces WCFD5s rules.
16. Develops such rules, procedures and guidelines, and issues such orders and directives, as may be necessary to implement and enforce the rules established by the Board or imposed by Controlling Law. The Fire Chief's rules, procedures and guidelines, orders

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and directives shall be consistent with all Controlling Law, and all other rules established by the Board.

17. Maintains on-call status with respect to out of District time due to vacation or while conducting official District business or other causes approved by the Board. If provided a WCFD5 take-home vehicle, the Fire Chief: a) shall at all times ensure the vehicle is clearly marked as a fire vehicle through painted insignia or words; b) shall use the WCFD5 vehicle to commute to and from WCFD5s fire station to perform his/her duties; and c) shall use the WCFD5 vehicle for personal purposes (other than commuting) outside WCFD5s jurisdiction.
18. Consistently promote a professional image of WCFD5 at all times
19. Promotes positive relations with other agencies to ensure appropriate mutual aid responses, and goodwill among other fire departments and the public.
20. Demonstrates positive, effective written and oral communication skills at all times.
21. Performs such other duties as may be assigned by the Board or required by Controlling Law.
22. The Employee may designate a District representative, e.g. the Assistant Chief, to attend required meetings and events if the Employee is unavailable.

Periodic Duties

1. Will be required to work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Fire Chief.
2. May attend remote meetings, conferences and trainings, requiring reimbursed travel, including overnight lodging.

Mandatory Qualifications and Requirements

1. Possess a valid Washington Drivers License with acceptable driving record.
2. Possess and maintain State of Washington EMT-B certification or higher.
3. Possess and maintain Firefighter II certification.
4. Possess and maintain Fire Instructor I certification.
5. Possess and maintain HCP CPR certification.
6. Possess and maintain Haz-Mat Operations certification.
7. Possess a two-year degree from accredited institution in fire science, management, or related field, or comparable experience (approved by Board).
8. Have a minimum of seven years progressively responsible experience in the fire service, including: at least one year as a chief officer with management and administration duties or comparable experience as determined by the Board.
9. Demonstrated ability to provide effective written and verbal communications to subordinates.
10. Demonstrated ability to maintain high morale and discipline throughout WCFD5.
11. Decisive in work setting, skillful problem solver, demonstrated team player.
12. Knowledge of modern fire service-methods and procedures in suppression, prevention and emergency medical services;

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13. Knowledge of fire service administration including: organization, public administration, budget and personnel administration, records and information management, customer service and public relations;
14. Knowledge of applicable laws pertaining to fire safety and special district operations.
15. Knowledge of WCFD5 rules.
16. Knowledge of ICS organizational principles.
17. Demonstrated ability to plan, organize, coordinate and direct the activities of a fire, rescue, EMS, special district organization.
18. Demonstrated ability to delegate authority and responsibility effectively.
19. Demonstrated ability to consistently and correctly interpret and apply Controlling Law and WCFD5 rules.
20. Demonstrated ability to communicate effectively, orally, in writing, and by electronic media.
21. Demonstrated ability to select, supervise, train, and evaluate personnel.
22. Demonstrated ability to establish and maintain effective working relationships with supervisors, subordinates, peers and the public.
23. Demonstrated ability to implement, coordinate and operate within an ICS system.
24. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Desired Qualifications

1. EMT-IV, EMT-I and/or Paramedic-certified
2. Fire Officer designation (certification)
3. Experience with volunteer or combination fire agencies
4. Knowledge of computerized administrative functions

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, the Fire Chief may supervise fire ground activities at his/her discretion;
2. Strenuous physical activity under extreme adverse conditions may be required periodically;
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently;
4. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving

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mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;

7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE;
8. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.* requiring the wearing of furnished PPE;
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and,
11. This position will involve periods of high physical, mental and/or emotional stress.