



LAKE WENATCHEE FIRE & RESCUE • BOARD OF FIRE COMMISSIONERS

OFFICIAL CANDIDATE PACKET

Dual-Vacancy Appointment Framework & Interview Criteria

1. OPERATIONAL & STATUTORY CONTEXT

Due to the immediate resignation of Commissioner Mick Lamar (Position A) on June 3, 2026, and the upcoming prospective resignation of Commissioner Mike Payne (Position B) effective July 16, 2026, vacancies exist or are impending on the Board of Fire Commissioners. In compliance with RCW 42.12.070, the remaining board is executing a single, coordinated, and transparent public procurement process to construct an Active Candidate Pool and fill both positions. To ensure stability and protect local control under RCW 42.12.070(4), the district implements a strict sequential appointment process. The candidate appointed to Position A will be sworn in during the Special Session on July 7, 2026, preserving a legal board quorum. The candidate selected for Position B will be formally appointed during the Regular Meeting on July 16, 2026, matching the effective hour of vacancy.

2. SUBMISSION INSTRUCTIONS & REQUIREMENTS

To enter the Active Candidate Pool, applicants must submit a single application portfolio consisting of:

- **Form 1: Candidate Profile & Statutory Attestation** (Must be fully completed and signed).
- **Form 2: Code of Ethical Conduct & Public Disclosure Acknowledgement** (Must be signed).
- **Letter of Interest (Maximum 2 Pages):** Outlining your professional background, corporate or municipal fiscal literacy, leadership competencies, and your core governance posture regarding a hybrid career/volunteer fire district ecosystem.
- **Professional Resume:** An accurate chronological summary of your career, executive, military, or community leadership records.

SUBMISSION WINDOW	Opens: June 16, 2026 Closes: June 30, 2026 at 5:00 PM PST
DELIVERY TARGET	Upload to digital portal: LWFR.org/vacancy -OR- Sealed Pack to Station 91
PUBLIC INTERVIEWS	Tuesday, July 7, 2026 at 6:00 PM Open Special Session LWFR Station 91 *Note: Interviews will be conducted individually and sequentially under strict isolation and decorum controls.*



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MANDATORY PUBLIC TRANSPARENCY DISCLOSURE (RCW 42.56)

All elements of your submitted application portfolio instantly become public records subject to full inspection upon receipt. Redactions will be strictly confined to personal cellular numbers, home email addresses, and residential street numbers under RCW 42.56.250. Full candidate profiles, resumes, and letters of interest will be uploaded to the public portal exactly seventy-two (72) hours prior to the July 7th interview session.

3. FORMALLY ADOPTED INTERVIEW SCRIPTS & CORE QUESTIONS

Pursuant to the district's commitment to objective and insulated governance transitions, all candidates in the Active Candidate Pool will be evaluated during open session using identical, pre-approved scripted questions. In accordance with operational rules approved and adopted June 18, 2026 by unanimous board approval, candidates will be interviewed completely individually and sequentially, with other applicants required to remain completely outside the physical meeting room until their designated examination block concludes to prevent peer-response mirroring. Open-session interviews will be actively recorded utilizing digital audio and video equipment. In accordance with the Public Records Act, these recordings shall be indexed as permanent electronic archives of Chelan County Fire Protection District No. 9 and uploaded to the Transparency Portal on LWFR.org. To maintain absolute administrative decorum and prevent procedural interference under RCW 42.30.050, members of the public will not ask candidates questions nor participate directly in the interviews; public attendance is strictly limited to passive observation, and disruptions from the gallery will result in immediate removal. Candidates are encouraged to review these prompts ahead of the July 7, 2026 examination:

QUESTION 1: MOTIVATION & BOARD ALIGNMENT

"Why do you want to be on this Board?"

QUESTION 2: QUALIFICATIONS, ASSETS & WEAKNESSES

"Describe any previous experience you have that might make you the ideal person for the Board openings? In that regard, what is your greatest asset that would help the Board and your greatest weakness that might hinder the Boards performance?"

QUESTION 3: STRATEGIC OUTLOOK (3-5 YEAR HORIZON)

"What do you see as the biggest challenges and opportunities that the Fire District faces over the next 3 to 5 years and how would you recommend we solve them?"

QUESTION 4: GOVERNANCE & MANAGERIAL BOUNDARIES

"What do you see as the Boards role in managing the district?"

QUESTION 5: FISCAL OVERSIGHT & CAPITAL BALANCING

"What do you think are the major budget issues the district faces and how would you balance future capital expenditures with operational needs?"

QUESTION 6: HOLISTIC FIT & ADDITIONAL DISCLOSURES

"What else do you think we should know about you that would influence our decision on selecting a new Board member?"



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FORM 1: CANDIDATE PROFILE & STATUTORY ATTESTATION

FULL LEGAL NAME: _____

PHYSICAL RESIDENCE: _____

MAILING ADDRESS: _____

PRIMARY PHONE: _____

EMAIL ADDRESS: _____

TARGET POSITION DESIGNATION

Instruction: You must explicitly check at least one box below to dictate how your dossier is categorized within the procurement pipeline.

- POSITION A: Immediate Vacancy (Lamar). Appointed July 7, 2026. Term expires November 2027.
- POSITION B: Impending Vacancy (Payne). Interviewed July 7, appointed July 16, 2026. Term expires November 2027.
- BOTH POSITIONS: Enters candidate pool for both seats. If not appointed to Position A on July 7, remains active for Position B on July 16.

MANDATORY STATUTORY ATTESTATIONS

Instruction: Initial each line below to certify absolute legal compliance with Washington State codes.

_____ **U.S. Citizenship:** I certify that I am a citizen of the United States of America (WA Const. Art. III, § 25).

_____ **Voter Registration Status:** I certify that I am an actively registered voter within Chelan County, WA (RCW 52.14.010).

_____ **District Residency Boundaries:** I certify that I maintain continuous, uninterrupted physical residency within the geographic service boundaries of CCFD9 for a minimum of thirty (30) days preceding appointment (RCW 52.14.010).

_____ **Fiduciary Integrity & Ethics:** I possess no prohibited corporate, beneficial, financial, or employment contract conflicts of interest with Chelan County Fire District 9 under RCW 42.23 (Code of Ethics for Municipal Officers).

FORMAL SIGNATURE OF APPLICANT

DATE SIGNED (MM/DD/YYYY)



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FORM 2: CODE OF ETHICAL CONDUCT & PORTFOLIO AFFIRMATION

1. CORE STANDARDS OF GOVERNANCE POSTURE

An appointed Fire Commissioner serves as a trustee of public funds and is legally responsible for establishing high-level policies. Upon appointment, the candidate must strictly align with the following mandates:

- **Open Public Meetings Act (RCW 42.30):** Absolute prohibition against participating in unauthorized, non-noticed multi-member communications regarding district business outside official sessions.
- **Public Records Retention (RCW 42.56):** Commitment to route and retain all written and electronic correspondence regarding operations through official district server channels. Open-session interviews will be actively video and audio recorded and archived as permanent public records.
- **Command Structure Boundaries:** Acknowledgment that the Board holds exclusive authority over legislative and fiscal structures, while day-to-day tactical command and operational deployments vest strictly in the Office of the Fire Chief.

2. APPLICATION PORTFOLIO FINAL CHECKLIST

- Form 1 Fully Executed:** Contact entries completed, target positions checked, and statutory lines initialed.
- Form 2 Signed:** Governance ethics reviewed and final authorization executed below.
- Letter of Interest Attached:** Typed document confined strictly to a maximum length of two (2) pages.
- Professional Resume Attached:** Accurate chronological layout detailing managerial or executive records.

3. FINAL AUTHORIZATION & CREDENTIALS VERIFICATION CONSENT

"I hereby authorize the administrative command staff and legal counsel of Chelan County Fire Protection District No. 9 to verify my active voter registration status and physical residency credentials directly with the records division of the Chelan County Auditor. I explicitly acknowledge the public record status of this portfolio in accordance with RCW 42.56 and consent to the digital redaction and publication rules established within the official recruitment guidelines. I certify under penalty of perjury under the laws of the State of Washington that all answers, attachments, and declarations provided within this dossier are completely true, accurate, and correct."

LEGAL SIGNATURE OF APPLICANT

DATE SIGNED (MM/DD/YYYY)

APPROVED AND ADOPTED JUNE 18, 2026 BY UNANIMOUS BOARD APPROVAL.