



Lake Wenatchee Fire & Rescue  
21696 Lake Wenatchee Highway  
Leavenworth, WA 98826

Phone: 509-763-3034  
lwfr.org



# FIRE CHIEF JOB APPLICATION

Lake Wenatchee Fire & Rescue (Chelan County Fire District 9)

Station 91  
21696 Lake Wenatchee Highway  
Leavenworth, WA 98826  
lwfr.org

## DISTRICT & SERVICES

LWFR is a full-service Fire, Rescue, and EMS department. Our membership is made of your dedicated neighbors who meet several times a month to train, learn, and prepare for any emergency. Unlike many fully-funded fire departments, our volunteer service requires our firefighters to respond from home or work. Their service is indicative of the unique community we enjoy. Where, regardless of our individualities, we all come together in the protection of our common home and each other.



## OUR DISTRICT

Lake Wenatchee Fire & Rescue is a Volunteer Fire District that was established in 2015 with the merger of CCFD #9 and CCFD #4. LWFR serves Plain and the Greater Lake Wenatchee Area. LWFR provides service to approximately 100 square miles within our district.

Response areas include Lake Wenatchee, Fish Lake, Tall Timber, Trinity, Chiwawa River Pines, Beaver Valley Hill, Plain, Ponderosa, River Road, Coles Corner, Winton, Chiwaukum, Nason Creek, Merrit, and East Stevens Pass.

Our district serves a unique community with vast recreational opportunities. We have lakes, rivers, mountains, hiking trails, Forest Service roads, campgrounds, full-time residences, and part-time vacation homes. Stevens Pass and Highway 2 are some of the major landmarks that make up our beautiful area.



## SERVICES WE PROVIDE

- Emergency Medical Services
  - We respond to emergency medical calls within our district with 2 ambulances
- Wildfire Suppression and Mitigation
  - We provide initial attack both in our district and on surrounding public lands
- Structural Fire Protection
  - Protecting lives and property
- Rescue
  - Technical, Backcountry, Vehicle, Swiftwater, Lake, and Winter environments





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## **COMPENSATION AND BENEFITS**

Lake Wenatchee Fire and Rescue (CCFD9) is committed to providing a competitive compensation and benefits package. The salary range is \$105,000-\$120,000, depending on experience and qualifications.

LWFR offers a full benefits package including 9 paid holidays, paid vacation, sick leave, medical, dental, and vision insurance, Class B uniforms, PPE bunker and or Wildland fire gear pants, shirt, boots, long-term disability, and L&I insurance. Participation in the Washington State Retirement System (may be PERS or LEOFF 2), if previously retired, may negotiate a 401 alternative. Flexible work schedule.

Membership to Airlift NW and Lifelight for you and your family in the household

Discounted rates for Kahler Glen Athletic Club

LWFR pays the entire premium for Paid Family & Medical Leave, 1% of wages

Employee Assistance Program, Peer-to-Peer support

## **APPLICATION PROCESS**

Interested applicants shall submit a cover letter, resume, completed application form, and, if required, a completed supplemental questionnaire to:

Kim Wiley  
Lake Wenatchee Fire and Rescue  
509.763.3034  
21696 Lake Wenatchee Hwy  
Leavenworth WA 98826  
[lwfr@lwfr.org](mailto:lwfr@lwfr.org)

Completed application packets must be received no later than 3:30 pm on January 22, 2026. Following the closing date, all application packets will be reviewed based on the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to a one or possibly two-day interview process to be held at a date to be determined.

The successful candidate will be subject to a pre-employment physical, drug screen, fingerprinting, reference checks, and criminal and background review.



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## EMPLOYMENT APPLICATION

(Please Print)

Date \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from above)

Birthdate \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Are you authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Do you possess a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No State \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

Date of arrest: \_\_\_\_\_ State: \_\_\_\_\_

Description of charge(s):  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged from employment or resigned in lieu of termination?  
\_\_\_\_ Yes \_\_\_\_ No

If yes explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## EDUCATION AND TRAINING

School name (High School or Trade school)	Location	Yrs Attended	Course/Graduation
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## MILITARY SERVICE

Military Service: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Branch: \_\_\_\_\_ Date of entry: \_\_\_\_\_

Rank: \_\_\_\_\_ Date of Discharge : \_\_\_\_/\_\_\_\_/\_\_\_\_/ Type: \_\_\_\_\_

## LIST ANY FIRE SERVICE WORK EXPERIENCE

1. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
4. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CLASSES OR TRADE SCHOOLS

1. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
4. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## PLEASE READ CAREFULLY

I agree to submit to a post-offer, pre-employment physical examination, including a drug screen, to be conducted by a physician as designated by LWFR, at the District's expense. I understand that I must successfully pass the pre-employment physical before acceptance for employment. In the event of my employment, I agree that I will submit to further examinations when requested by LWFR. In the event of my employment, I agree to abide by all present and subsequently issued rules and regulations of LWFR. I authorize all previous employers to furnish LWFR with my records: reasons for leaving, and all information that they may have concerning me, and I hereby release my past employers and LWFR from all liability and damages whatsoever arising there from. I also authorize the investigation of all statements in this application. I understand that in the event of my employment with LWFR, I shall be subject to dismissal should any of the information given in this application be false or if I have failed to give any material information herein requested.

I hereby certify that I am an applicant for employment with LWFR, and that all the statements above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

1. Are you legally authorized to work in the United States (And can provide documentation)? ☐ Yes ☐ No
2. Do you have a valid WA State driver's license? ☐ Yes ☐ No
3. Do you speak, read, or write any other languages? ☐ Yes ☐ No
4. Are you a High School Graduate (or GED)? ☐ Yes ☐ No
5. Do you have a FF1 and FF2 certificate? ☐ Yes ☐ No
6. Do you have a current EMT certificate? ☐ Yes ☐ No
7. Are you qualified for water rescues? ☐ Yes ☐ No
8. Do you reside in LWFR's District? ☐ Yes ☐ No
9. Will you submit to a pre-employment investigation? ☐ Yes ☐ No
10. If considered a qualified candidate, do you agree to further tests, exams, and or interviews? ☐ Yes ☐ No

## THE IDEAL CANDIDATE

- Will possess a combination of technical expertise and advanced education.
- Will have a strong background in modern fire science and Incident Command.
- Will have complex incident management experience.
- Is experienced with firefighting in the wildland-urban interface.
- Will manage budgets to allocate resources effectively for future growth and stability.
- Will develop long-term plans that address emerging challenges and opportunities.
- Will act with honesty and consistency, treating all members with fairness and respect.
- Will serve as a mentor to the Officers and members of the organization.
- Will prioritize culture and is adaptable and forward-thinking.
- Will make the health, safety, and well-being of personnel a priority.
- Will maintain open, clear, and transparent communication with the fire district and the public.
- Will foster trust and build positive relationships within the district and the community.
- Will model the District's core values in focusing on accountability, continuous improvement, customer service, excellence, integrity, safety, and teamwork.
- Will serve the members of the District and Community with passion, competence, respect, dignity, and pride.

## **JOB DESCRIPTION: FIRE CHIEF**

### **POSITION SUMMARY**

The Fire Chief serves as the chief operating officer of the Lake Wenatchee Fire and Rescue Fire District, providing the knowledge, skills, and leadership for the Operations and Administrative divisions of the district. The Fire Chief is ultimately responsible, directly or through the supervision of other personnel, for all operations and administration of the district. The Fire Chief represents the district in a variety of positions within the community to promote public understanding and support of Fire/EMS services throughout the area. Teamwork, service, and respect for diversity are priorities when working for Lake Wenatchee Fire and Rescue.

### **SUPERVISION RECEIVED**

The Fire Chief works under the general guidance and direction of the Lake Wenatchee Fire and Rescue Board of Fire Commissioners.

### **SUPERVISION EXERCISED**

The Fire Chief is responsible for direct supervision of Lieutenants, the District Administrator, the Training and Retention Officer, the Wildfire Mitigation Specialist, and the indirect supervision of all other employees. The Fire Chief shall carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training employees, planning, assigning, and directing work, appraising performance, rewarding and coaching employees, addressing complaints, and resolving problems.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Provides leadership and guidance to assigned personnel to ensure appropriate accomplishment of duties and goals.
- Ensures district staffing levels and all assigned personnel and apparatus/equipment are ready for duty at all times.
- Responds to emergency scenes as needed, and assumes command when appropriate, using established incident command procedures.
- Ensures appropriate emergency response in accordance with pre-established interagency agreements.
- Oversees and/or participates in the development and implementation of training policies and procedures to ensure performance standards and quality assurance.
- Develops, directs, informs, and enforces LWFR policies as adopted by the Board; formulates procedures consistent with the Board's direction for the effective operation and administration of the district.
- Maintains harmonious working relationships between all District members.
- Develops, administers, and effectively manages the operating and capital budgets within the tax levy rate.



- Ensures sufficient materials, information, and staff are available for budget preparation and presentation.
- Develops, in conjunction with the Board and staff, a strategic plan, which is updated annually.
- Develops, in conjunction with the management team, the appropriate strategies to achieve the goals and objectives outlined in the strategic plan.
- Procures, maintains, and manages all fire district assets.
- Prepares the district to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Evaluates and reviews the performance of the overall organization.
- Maintains personal and community involvement, and encourages individual employees to actively participate in community activities that are not directly related to LWFR.
- Supports, coordinates, and interfaces with all officers of the District.
- Prepares and presents a monthly report at the Board of Commissioners meeting, as well as a written annual report including significant activities, outstanding achievements, specific goals, or major tasks accomplished, and upcoming events and challenges.
- Analyzes grant opportunities and other programs available to the district through other governmental and private sources.
- Conducts, attends, and interacts in meetings with LWFR personnel, public agencies, and the public.
- Manages outside consultants.
- Oversees major projects on behalf of the District.
- Reviews various materials for compliance with LWFR policies, state and federal laws, and regulations.
- Maintains authorized staffing levels.
- Ensures necessary safety procedures are in place and followed by district personnel.
- Will maintain competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements that affect the district and current trends in the fire/EMS field.
- Maintains positive relationships with elected or appointed officials, other fire/EMS officials, community and business representatives, and the public on all aspects of the district's activities.
- Represents LWFR at the local, state, and national levels of government and professional organizations, including establishing and maintaining effective working relationships with elected officials, county department heads, media, business/professional groups, and the general public.
- Maintains positive working relationships with LWFR employees.

## **MINIMUM QUALIFICATIONS**

- Associate's degree in Fire Science, Business Administration, or other related fields. (Equivalent experience or certifications may be substituted for formal education.)
- Ten (10) years of experience, including at least five years in Fire/EMS operational/administrative management.
- Prior experience in the preparation and administration of budgets in excess of one million dollars.
- Valid Washington State driver's license.
- Current EMT certification.
- Ability to speak, read, and write the English language.
- Be able to meet the rigorous physical demands of the job.
- Meet the insurability requirements of the district's insurance carrier.
- Primary residency within the District is preferred. The Board may consider primary residence within a 30-minute response time (under normal driving conditions) to the District boundaries. However the successful candidate will be required to move within district boundaries within 6 months of hire date.

## **PREFERRED QUALIFICATIONS**

- IFSAC Firefighter 1 and 2
- IFSAC Instructor 1 and 2
- IFSAC Fire Officer 1 and 2
- IFSAC Haz-Mat Awareness and Operations
- Wildland Firefighter 1 and 2
- Wildland Crew Boss
- EVIT Certified
- Water Rescue certifications (shore-based, boat operations, and or swiftwater)

## **KNOWLEDGE SKILLS AND ABILITIES**

### **Extensive knowledge of...**

- Practices, regulations, methods, and equipment used in EMS, Incident Command, Fire Suppression, and Fire Codes, according to national, regional, state, and federal standards.
- Management principles regarding fire district administration.
- Budgeting and financial reporting.
- Human resource management.

### **Thorough knowledge of...**

- Training techniques related to Fire/EMS.
- Fire suppression techniques and equipment.
- LWFR operations, policies, procedures, goals, and standards.
- District vehicle and equipment capabilities and vehicle and power tool mechanics and operations.

### **Ability to...**

- Lead, motivate, train, coordinate, and delegate.
- Provide leadership to staff and volunteers.
- Analyze data, create plans, and develop budgets.
- Rapidly make critical decisions under emergency conditions.
- Write, communicate, and report in descriptive detail.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable timelines.
- Plan, evaluate, assign, and coordinate activities performed by district personnel.
- Prepare technical and administrative reports.
- Work with others in high-pressure circumstances.
- Approach problem-solving as an innovative process.
- Provide general leadership to LWFR personnel.
- Prepare and maintain accurate, orderly reports and records.
- Effectively supervise personnel.
- Effectively communicate, both verbally and in writing.
- Handle arduous physical requirements of the job under stressful and adverse conditions.
- Appropriately handle sensitive and/or confidential information.
- Plan, assign, and direct the work of subordinates in emergency conditions and routine work.
- Analyze situations quickly and correctly and make sound decisions in managing emergency situations.
- Work effectively as the leader of the management team.



## **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel may be required to stand, sit, walk, talk, hear, use hands and fingers, handle or operate tools or controls, and reach with arms or hands. Personnel are occasionally required to climb, balance, stoop, kneel, crouch, crawl, or smell. Personnel must be able to, on occasion, be able to lift and or move up to 100 pounds. Specific vision abilities required by this job include close, distant, color, and peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those personnel encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. Work is performed in an office, vehicle, or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and often stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oil. Personnel occasionally work near moving mechanical parts in high, precarious places and are occasionally exposed to wet and or humid conditions, fumes and airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be louder.

*The duties listed above are intended as illustrations of the various work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and a member and is subject to change by the employer as the needs of the employer and requirements of the job change.*



## **SUPPLEMENTAL QUESTIONNAIRE**

**Please submit your application package with responses to the following questions. Your responses should not exceed a total of four pages.**

1. Please give an overview of your current position, scope of responsibilities, along with an overview of the organization itself ( i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Given the size of LWFR, the position of Fire Chief is a hybrid of both administrative/management duties and emergency response command. Please provide an overview of your experience in each of these areas.
3. Please explain your experience/involvement in the development of policies, procedures, and standard operating guidelines within your organization.
4. Please give an overview of your background in developing and maintaining budgets within your current district or past job experiences, including the size and scope of the budget.