



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



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

Phone: 509-763-3034
lwfr.org

FORM 1: CANDIDATE PROFILE & STATUTORY ATTESTATION

FULL LEGAL NAME: MATTHEW SHON OAKS
PHYSICAL RESIDENCE: [REDACTED] LEAVEN WORTH, WA 98826
MAILING ADDRESS: SAME AS PHYSICAL
PRIMARY PHONE: [REDACTED]
EMAIL ADDRESS: [REDACTED]

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.

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

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

MSO 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).

MSO 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

06/21/2026

DATE SIGNED (MM/DD/YYYY)

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.
- 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

06/21/2026
DATE SIGNED (MM/DD/YYYY)

MATTHEW OAKS

 Leavenworth, WA | 

Commissioners
Lake Wenatchee Fire and Rescue

I am pleased to submit my interest in the Fire Commissioner role. I have a strong appreciation for the essential work our fire district performs and a genuine desire to contribute to its continued success through thoughtful leadership and community engagement.

My professional experiences in public administration, emergency services, non-profit and municipal governance, financial oversight, and civic leadership have prepared me to approach this role with both strategic insight and practical understanding. I am committed to ensuring that district resources are managed wisely, that our personnel are supported, and that our community remains informed and involved in the district's initiatives.

I have seen firsthand the dedication of our firefighters and the trust our residents place in them. I believe in fostering collaboration, promoting transparency, and planning proactively to meet the evolving needs of our district.

I would be honored to bring my skills, perspective, and dedication to the Board of Fire Commissioners. Thank you for your consideration, and I look forward to discussing how I can serve our community in this capacity.

Sincerely,

Matthew Oaks

MATTHEW OAKS

Leavenworth, WA
www.linkedin.com/in/matthewoaks1

Lake Wenatchee Fire and Rescue Commissioner

Seasoned leader with a keen ability to gain buy-in and build relationships to ensure organizational goals are met.

Core Competencies

Business Planning and Analysis
Organizational Change

Business Operations
Conflict Resolution

Process Improvement
Strategic Communication

Education

Bachelor of General Studies, *magna cum laude*

Columbia College, Columbia, MO

2019

Professional Summary

Small Business Owner – M.S. Oaks LLC
Leavenworth, WA

May 2022 – Present

President – Chiwawa Communities Association
Leavenworth, WA

2023 – 2026

Veterans Local Government Management Fellow – ICMA
City of Marysville – Marysville, WA

March 2019 – July 2019

Executive Manager – Operations, Maintenance, & Training
U.S. Navy - Everett, WA

2012 – 2019

Fire Chief; Program Manager -Maintenance
USS Nimitz (CVN 68) - San Diego, California

2007 – 2011

Relevant Experience

President Chiwawa Communities Association – Leavenworth, WA

- Lead a non-profit corporation operating a Group A water system (quasi-public utility) and Common Interest Community (Home Owners Association; HOA) serving 300 homes.
- Responsible for a \$400K annual budget; Tripled Reserve Savings balance.
- Drafted and received grants exceeding \$20,000.
- Increased community engagement, communication, and transparency by three-fold through social media and, virtual meeting implementation.
- Directed a multi-year project to update Governance Document's (CCR's and Bylaws) bringing the organization in alignment with State law (RCW's).

Relevant Experience cont.

Veterans Local Government Management Fellow (VLGMF), – City of Marysville, WA

- Coordinated efforts between Information Systems department and the Risk Emergency Manager, building and implementing a liability claims, property, and vehicle tracking database.
- Coordinated efforts between Public Works and Finance departments to update historical data in the implementation of a financial forecasting model.
- Collaborated with the Chief of Police in reviewing current policies and establishing milestones and a clear path to Washington State Sheriffs and Police Chiefs Association (WASPC) re-accreditation.
- Reviewed and compared the Biennial budget to the Government Finance Officers Association (GFOA) recognized standards and provided recommendations for format and content updates to allow for seamless implementation of strategic goals.

Executive Manager ~ U.S. Navy

- Directly responsible for ensuring the organizations objectives were aligned with the Navy's strategies while maintaining a customer satisfaction focus, overseeing multi divisional administrative, health care, legal, and human resource services projects ensuring adherence to Department of Defense, Federal, State, Local laws, policies, and procedures.
- Managed annual operating and travel budgets exceeding \$500K
- Project principle for Maintenance and Repair. Directed 57 managers and supervisors of a multibillion-dollar guided missile destroyer overseeing a staff of 300 technicians and professionals.

Fire Chief; Fire Marshal - USS Nimitz (CVN 68) - San Diego, California

- Directed all fiscal, administrative, operational, and planning functions through 60 direct reports, to oversee 300 assigned and volunteer fire fighters serving a population of 5,000 Sailors.
- Managed all incident responses, resulting in zero loss of life, and ensured property damages resulting from fire, flooding, or hazardous material spills were minimized.
- Directed 300 staff in the successful, multi-year planning, six-month execution, with an on-time; in-budget completion of repairs, preservation, and overhaul of heating, ventilation, air conditioning, waste water collection, holding, and transfer systems, nuclear reactor support systems, living and work spaces onboard an Aircraft Carrier.