



Leading the Way

**City of Kennewick
CIVIL SERVICE COMMISSION
07/14/2020 – 5:30 PM – Regular Meeting
Conducted via Teleconference**

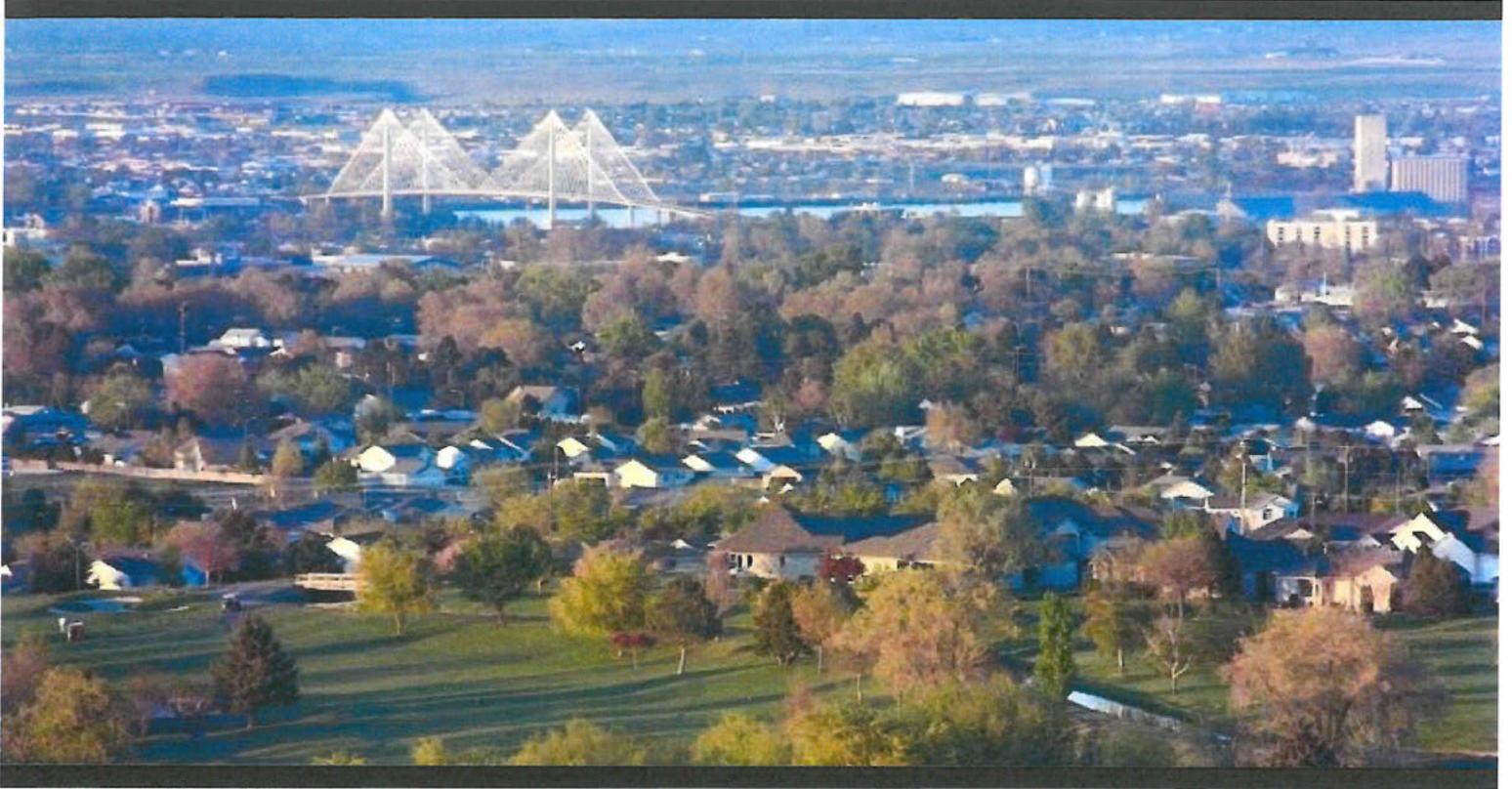
- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. OLD BUSINESS**
 - a. Request to Remove Names from the Public Safety Testing (PST) Police Officer Eligibility List
 - i. Did not respond to the request
 1. Deter Voetberg, Alex Sami
 - ii. Did not meet department standards
 1. Tyler Herman, Trevor Miller
 - iii. Per candidate request
 1. Aaron Ackerman
 - b. Request to Approve Public Safety Testing Police Officer Eligibility List
 - c. Request to Remove Names from the In-State Lateral Police Office Eligibility List
 - i. Did not respond to request
 1. Keanu Hamilton, Matthew Ponusky
 - ii. Candidate withdrew
 1. Michelle Griesheimer
 - d. Request to Approve the In-State Lateral Police Officer List
 - e. Request to Remove Names from the Firefighter/EMT Eligibility List
 - i. Did not meet department standards
 1. Patrick Siler, Jacob DeHaan
 - ii. Candidate withdrew
 1. Stephen Bowe
 - iii. Hired
 1. Hunter Watkins, Jeffrey Clawson, Ryan Bender, Adam Sutton, Aaron Sutton
 - f. Request to Approve Firefighter EMT Eligibility List
 - g. Request to Remove Names from the Firefighter Paramedic Eligibility List
 - i. Hired
 1. Robert Stoeckel
 - h. Request to Approve Firefighter Paramedic Eligibility List



Leading the Way

4. NEW BUSINESS

- a. Request to Approve the Updated Deputy Fire Chief Job Description (see attached)
- b. Request to Approve a Deputy Fire Chief Recruitment Process
 - i. Staff recommends that we contract with Western Fire Chiefs Association to manage the recruitment process (see attached). All “fully aligned” external candidates and all internal candidates will move forward to an interview process. The City will manage the interview process with four interview components to receive equal weight:
 - 1. City of Kennewick Leadership Panel Interview
 - 2. Local Community Fire and Police Department Panel Interview
 - 3. Local Community Partners Panel Interview
 - 4. City of Kennewick Union Firefighters Panel Interview.
- c. Request to Eliminate the Multiple-Choice Component from the Battalion Chief Promotional Exam
 - i. Staff recommends removing the multiple-choice component as redundant, since this knowledge base is already covered in the Fire Captain Promotional Exam. The exam would consist of three components to receive equal weight:
 - 1. Tactical Emergency Response Scenario
 - 2. Personnel Management Scenario
 - 3. Regional Fire Command Panel Interview
- d. Staff Updates – Police & Fire Department Staffing



PROPOSAL TO PROVIDE CONFIDENTIAL EXECUTIVE RECRUITMENT SERVICES
CITY OF KENNEWICK

I. General Information

Western Fire Chiefs Association (WFCA) realizes that executives in the fire service are not actively seeking new employment opportunities to be one of fifty candidates that all look good on paper. The professional risk is simply too high. Our confidential recruitment takes place before the agency's public hiring process, resulting in a safe environment for candidates to fully explore the opportunity without risk.

We possess the expertise and contacts to best support a confidential executive recruitment search. We draw on our high-level professional networks, industry knowledge, and internal research resources to identify the right people for your agency.

We evaluate candidates against your needs and what success looks like across the fire service industry. We seek to understand your agency's strategic goals, the specific leadership roles and competencies needed to meet those goals, and the culture that the candidate needs to embrace.

WFCA Recruitment Project Team

For each of our recruitments, our CEO and Recruiting Director will match you with a two-member WFCA Recruitment Project Team (also referred to as "the Team") that manages the recruitment from start to finish, and supports your agency throughout the entire process. The Team is comprised of a Recruitment Advisor, a leader in public safety that will manage high-level operations, and a Recruitment Coordinator, a WFCA staff member that will screen candidates, handle logistics, and will be your main point of contact.

The Team will partner with your agency's hiring authority and designated staff to be your technical advisor to ensure that the recruitment process for your next Deputy Fire Chief is conducted in a thorough and professional manner. WFCA's objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

II. Response to Scope of Professional Services

Task 1: Candidate Profile

WFCA will work with the City of Kennewick to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities, and identify expectations for the Deputy Fire Chief position.

Information obtained from our initial meetings with the City of Kennewick, coupled with our review of the job description and other City of Kennewick documents, is used to prepare a candidate profile. The completed profile will be approved by your agency's authority before recruitment begins.

Task 2: Deploy Marketing Campaign / Seek Expressions of Interest (EOI)

The WFCR Recruitment Project Team will work with the City of Kennewick to develop an advertising and marketing strategy to notify potential candidates about the vacancy. Our Team will advertise in the targeted professional publication below. Our customized mailing list, selected from our extensive database and contacts collected at public sector conferences, can be utilized to further promote the position. Our Team will monitor the level of interest throughout the recruitment and, if deemed appropriate, will advertise in other publications than the targeted publication below.

Advertisements for the Deputy Fire Chief position will be placed with:

- **Daily Dispatch** (dailydispatch.com & daily e-newsletter) is a fire-centric and state-specific e-newsletter distributed each weekday to over 70,000 subscribers.
 - **30-day National Campaign:** listing will be placed at the top of the "Jobs" section in each newsletter (all 50 states plus the Daily Dispatch Wildland Fire edition).
 - **WFCR Exclusive - Featured Job Ad:** listing will be published at the top of each newsletter (as seen below) at the launch of the campaign.



Daily News for America's Fire Service.



Featured Job Ad: Confidential Fire Chief Recruitment - City of Gresham - Gresham, OR

STATE NEWS

Forest Grove fire tears through auto body shop; cars charred

A raging fire on Saturday engulfed an auto body shop in Forest Grove, destroying the building and the cars inside. Crews rushed to the burning building at the 1800 block of C Street at around 12:30 p.m., Forest Grove Fire & Rescue said. It took 30 firefighters almost an hour to bring the blaze under control. Crews had to dodge live power lines that fell to the ground and avoid a large sink hole created by a busted water line, fire bosses said. No one was injured. Two cars inside the auto body shop were reduced to charred metal, according to the fire department. The cause of the fire remains under investigation.

PORTLAND OREGONIAN, HILLSBORO ARGUS, OREGON LIVE.COM

Total price for 30-day national campaign: \$1,575

Task 3: Execution of Recruitment Strategy and Identification of Quality Candidates

Utilizing the information developed in Task 1 & 2, our Team will identify and reach out to highly qualified individuals for the position of Deputy Fire Chief. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and confidentially, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

Each candidate who submits a confidential expression of interest will be sent a timely acknowledgement by our Team, including an approximate timeline for the recruitment process. Throughout the recruitment process, the Team will communicate with each candidate regarding information about the recruitment progress and their status in the process.

Strategy for Recruitment of Diverse Candidates

WFCA takes responsibility for diversity in our organization, our recruitment strategy, and our candidate pools. We will use our established networks to make direct and personal contacts with prospective minority and female candidates to encourage them to consider the City of Kennewick's Deputy Fire Chief position.

WFCA will ensure equitable participation in our business and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, veteran status, marital status or sexual orientation.

Task 4 & 5: Screening of Candidates and Recommendation of EOI Semi-Finalists

The WFCA Recruitment Project Team will screen candidates against the criteria within the position and candidate profile. The Team will gather additional information from candidates who meet the outlined minimum qualifications by facilitating phone interviews and engaging the WFCA network.

Our Team will meet with the Fire Chief and designated staff via teleconference to discuss the results of the recruitment and recommend 5-10 EOI semi-finalists.

Task 6 & 7: Agency's Hiring Process & Selecting a Finalist

Once the City of Kennewick begins the public hiring process, our Team will remain involved by communicating with candidates, encouraging finalists, and offering assistance when requested. The Recruitment Advisor will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates.

IV. WFCA CEO & Staff Contact Information

Chief Jeff Johnson is the CEO for the WFCA, and the Past President of the International Association of Fire Chiefs. He retired as Fire Chief and Chief Executive Officer of Oregon's Tualatin Valley Fire & Rescue (TVF&R) following a 32-year fire service career. Chief Johnson served as TVF&R's Chief Executive for over 15 years during which time the organization became recognized as one of the nation's premier fire and rescue service providers. Chief Johnson is nationally known as an innovator and ambassador for excellence in public safety, has authored two fire service books and is a featured guest lecturer across the nation. Chief Johnson was part of a small executive group of the Public Safety Alliance, which passed the D-Block legislation in 2012 that created FirstNet: \$7 billion of funding along with 20MHz of spectrum to build the nation's first broadband public safety network for first responders. He served as the Public Safety (police, fire, emergency management and EMS) liaison to the White House from 2010-2012.

WFCA CEO

Chief Jeff Johnson (Ret.)
Cell Phone: (503) 789-0831
Email: chiefjdj@gmail.com

Recruiting Director

Anne Razo
WFCA Office: (800) 785-3473
Email: anne@wfca.com



CITY OF KENNEWICK JOB DESCRIPTION

Classification Title:	Deputy Fire Chief
Department:	Fire
Immediate Supervisor:	Fire Chief
Bargaining Unit:	None
Revision Date:	July 2020

CORE VALUE STATEMENT

The City of Kennewick will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship, and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources, and deliver solutions.

SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Accident Prevention Plan. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers; leading by example to promote a positive culture of workplace safety through everyday action; and emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

CLASSIFICATION SUMMARY

The Deputy Chief serves as the next level of command immediately under the Fire Chief, and is a key member of the Fire Department Executive Team. The Deputy Chief assists in planning directing, managing, and overseeing the activities and operations within their assigned area of responsibility. The Deputy Chief provides highly responsible and complex administrative and management support to the Fire Chief, and provides managerial oversight for the activities of one or more divisions within the Kennewick Fire Department. The Deputy Chief's responsibilities include establishing and overseeing division programs that meet the needs of residents, business owners, and visitors while also complying with federal, state, and local laws and City policies; working with employees across all City departments to effectively meet City-wide goals and objectives; and serving as the Command Duty Officer on a rotating basis, and responding to incidents in order to assist with command and public information officer duties as needed. This is a single level classification distinguished from the Battalion Chief classification by its broader scope of responsibility for developing appropriate programs, policies, and procedures and by its high-level oversight of personnel.

ESSENTIAL DUTIES

The following list reflects the essential job duties and responsibilities of a Deputy Chief but is not all-inclusive. The Deputy Chief will perform other related duties as assigned.

- Recommends and assists with a broad range of management duties within their assigned areas of responsibility including hiring, completing performance evaluations, transferring, promoting, and disciplining personnel; supervises Battalion Chiefs and Administrative Captains within their assigned areas of responsibility.
- Establishes objectives for one or more divisions consistent with City Council policy directives, overall department goals and objectives, and any applicable federal, state, or local laws, rules, and regulations. Provides regular guidance to supervisory and non-supervisory personnel in the development and implementation of operating policies and procedures.
- Develops, recommends, and implements budgets for one or more divisions; monitors expenditures and analyzes future needs. Coordinates with other City divisions including Facilities Services, Fleet Services, Purchasing, etc.
- Analyzes systems and recommends improvements to existing facilities, equipment, and apparatus. Serves as project manager for capital projects to ensure they are carried out in an effective and timely manner.
- Maintains administrative oversight of regional fire service and related operations including the regional Technical Rescue and Hazmat Teams, the Community Paramedicine Program, the Tri-County Training Consortium, the Tri-Tech Skills Center and Columbia Basin College fire programs, and the Washington State Joint Apprenticeship and Training Committee.
- Represents the Department on critical incidents, including multi-agency incidents, to ensure that the best courses of action are followed. May assume operational command of any emergency incident when necessary. May assist with or oversee fire investigations.
- Serves as the City's designated representative responsible for interpretation, administration, and enforcement of City fire ordinances and standards. In collaboration with other City departments, participates in development review processes.
- Provides managerial oversight to department staff, including both operational staff and administrative support staff. Conducts coaching and counseling of employees on an ongoing basis.
- Assists in developing the Department's overall labor relations goals and objectives by researching, evaluating, and recommending labor relations policies, and by actively participating in collective bargaining and implementation.
- Investigates or oversees the investigation of complaints against Department employees and of safety-related incidents. Recommends personnel action and other follow-up as appropriate.
- Represents the Department at local, regional, and state committees, civic organizations, and community events. Maintains relationships with community partners including neighboring fire departments, community health care providers, the local Medical Program Director, etc.
- Assumes the role of Acting Fire Chief when necessary.
- Maintains strong relationships with other City staff across departmental lines in order to ensure efficiency and effectiveness in all City operations.
- Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The Deputy Chief is expected to have the knowledge, skills, and abilities as defined in the National Fire Protection Association (NFPA) professional qualifications standard for Fire Officer III and Hazardous Materials First Responder-Operational. The Deputy Chief must also have knowledge of the Washington Department of Health requirements for Emergency Medical Technicians and Paramedics.

Additionally, the Deputy Chief is expected to demonstrate the following skills and abilities:

- Ability to lead other personnel in support of and consistent with both the City of Kennewick and Kennewick Fire Department's mission, vision, and values.
- Ability to use data appropriately for both management and operational decisions that ensure resources are used in the most efficient and effective manner possible and measurable outcomes are achieved.
- Ability to foster a collaborative labor/management environment.
- Ability to lead, manage, and bring significant projects to completion with minimal oversight.
- Knowledge of best practice in budgeting and fiscal management and ability to apply these practices in management of assigned programs.
- Ability to provide strong emergency operations leadership as needed.
- Ability to fill in as the Fire Chief at Department Head meetings, City Council meetings, and other public functions as needed.
- Ability to assist with implementing EMS and fire best practices.
- Ability to deal with personnel issues in an appropriate and constructive manner.
- Ability to recognize the primary role of the position is administrative in nature.
- Skilled in working as part of a coalitions and/or community partnerships.
- Skilled in working as part of a cross-functional team, preferably in a City environment.
- Ability to perform Public Information Officer duties during emergency incidents.
- Ability to use/monitor social media (i.e. Facebook, Twitter, etc.).
- Ability to establish a work pace that achieves results without creating undue stress.
- Ability to coach, mentor, and grow others for future rolls in the organization.
- Working knowledge of laws, regulations, and standards that apply to or affect the delivery of fire and rescue services by fire departments in the State of Washington.
- Ability to communicate effectively with other emergency service personnel and the public.

MINIMUM QUALIFICATIONS

The Deputy Chief shall have a minimum of fifteen years of progressively responsible experience in a department of equivalent complexity, with at least three years at the rank of Battalion Chief or higher, and shall have a Baccalaureate degree from a regionally accredited college or university. The City also requires and/or prefers that candidates possess the following licenses, certifications, and other qualifications:

Required

- IFSAC Fire Officer II (or equivalent)
- IFSAC Hazmat II Operations (or equivalent)
- NIMS ICS 700, 100, 200, & 300
- IFSAC Instructor I (or equivalent)

Preferred

- IFSAC Instructor II Certification (or equivalent)
- IFSAC Safety Officer Certification (or equivalent)
- IFSAC Fire Officer III Certification (or equivalent)
- Master's Degree
- Completion of the National Fire Academy Executive Fire Officer Program (EFOP)

The City will consider candidates with any combination of education and experience sufficient to demonstrate the required knowledge, skills, and abilities in each of the areas in this job description. Additionally, candidates must meet the following requirements:

- Must pass a criminal background investigation.
- Must possess or obtain a valid State of Washington driver's license.
- Must maintain residence within thirty minutes' normal drive time to Kennewick City Hall.
- Must maintain a level of mental and physical fitness required to perform the essential functions of this classification.
- External candidates: must meet the requirements of the Fire Department's Medical Physical exam and Psychological exam.

KEY RELATIONSHIPS

As with all members of the Kennewick Fire Department, the Deputy Chief is expected to interact with the public in a professional, kind, caring, and compassionate manner. In addition, the Deputy Chief must work well with community organizations, local businesses, emergency service partner agencies, the employee union, and City staff. As a member of the Fire Department's Executive Team, the Deputy Chief must have a collaborative, supportive, and confidential working relationship with the Fire Chief and other members of the Executive Team.

PHYSICAL DEMANDS

The Deputy Chief's work activity requires moderate strength, endurance, and aerobic capacity. Involvement with emergency operations may require significant physical capacity. Physical demands include but are not limited to:

- Regular sedentary work.
- May occasionally manual labor while wearing emergency personal protective equipment.
- Work outdoors in all types of weather conditions.
- Work may involve considerable walking over irregular ground, and standing for long periods, and lifting or carrying items that weigh 25 to 50 pounds.

- Manual dexterity and visual acuity to operate a variety of mechanical and office equipment.
- Crawling, bending, stooping, kneeling, and performing repetitive lifting for an extended period.

The Deputy Chief must be able to successfully meet the medical requirements outlined in National Fire Protection Association Standard 1582 *Standard on Comprehensive Occupational Medical Program for Fire Departments* (current edition).

WORKING CONDITIONS

The initial work schedule for this classification will be full-time, Monday through Friday, with the option of an alternate work schedule with every other Friday off work. The Deputy Chief generally works an eight or ten-hour duty shift, although hours of work can be longer depending on the needs of the department. The work typically takes place in an office environment performing routine management and administrative duties. In addition, the Deputy Chief is subject to call back at all hours on an as available basis, and is required to serve in the regular Command Duty Officer rotation. This classification is exempt under the FLSA.