



Chief Officer Questionnaire

TO: CHIEF OFFICER CANDIDATE
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: WRITING ASSESSMENT QUESTIONS
DATE: THURSDAY, MAY 11, 2023
CC: KAREN MUNDT, HUMAN RESOURCES

Thank you for your interest in the position of Assistant Chief with the Western Lakes Fire District. Below are the instructions for the achievement history questionnaire.

Instructions to the Applicant:

1. Achievements may be drawn from any life experience including full-time or part-time work, internships, course work, volunteer activities, self-development activities, etc. The questions include guidelines as to the types of information considered relevant. You may also include other related information which you believe demonstrates your qualifications in the knowledge areas, skills, or abilities in question.
2. This questionnaire is being made available in electronic format so it can be adjusted to fit the length of your responses. If it is not possible to type your responses, please use black ink to facilitate reproduction.
3. For each question, you are allowed no more than one (1) printed page using a standard 12 point font, at least one inch margins on top/bottom/right/left and 1 ½ line spacing. Any portion of an answer that exceeds one page will not be read and will not play a part in the evaluation of the candidate.
4. Fill out the following Certification and return it with your completed questionnaire.

CERTIFICATION

I understand that this questionnaire is a required part of the application process and that any deception or fraud in my responses may result in my application being rejected or later removal from the position if I am hired based on false pretenses. I certify that all information provided herein is true to the best of my knowledge, that the work products submitted are my own, that I prepared the responses to this questionnaire without assistance other than typing or reproduction, and that the information can be verified if necessary through persons I have named as references on my résumé or by other persons who I can name as references if requested.

SIGNATURE _____ DATE _____

NAME (print) _____ EMAIL _____

PRESENT ANNUAL SALARY \$ _____

Question #1-

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430

Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812

Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297

Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123

Okauchee Station: W349 N5060 Shady Lane; Okauchee, WI 53069 – Fax: 262 567-0503

Stone Bank Station: W335 N7107 Stone Bank Road; Oconomowoc, WI 53066 – Fax: 262-966-2831

- A. What is your leadership and management experience? Further describe your personal leadership and management styles and how these impact those you work with.
- B. What is your experience working with various employment classifications including paid-on-call, part-time, and full-time employees?

Question # 2

- A. What is your experience with the following human resource responsibilities?
 - a. Recruitment and retention of Fire/EMS service personnel. What initiatives have you personally implemented to recruit new employees and retain current employees?
 - b. What have you personally done to foster an environment focused on development of employees and succession planning?
 - c. Conducting investigations and completing discipline when necessary?

Question #3

- A. Describe your previous involvement in the preparation of Fire and EMS department budgets (and/or any other experience you have in managing budgets for an organization). Explain in detail your specific budget preparation responsibilities relating to the size of the budget, the length of time you've had responsibility for the program, and any training you've had in the preparation and management of budgets for a governmental (and/or other) organization.
- B. Please explain in detail your previous experience in developing long-range plans for funding vehicles and other large capital expenditures for a Fire and EMS department.

Question #4

- A. What is your supervisory and management experience with the following duties?
 - a. Scheduling of employees?
 - b. Management of employees including assignment of duties and accountability?
 - c. Managing coordination of projects with deadlines?
 - d. Delegation of tasks and the accountability of this delegation?

Question #5

- A. What is your ICS/NIMS experience as it related to Incident Command?
 - a. Management of multiple incidents simultaneously, management of four or more incidents occurring in different locations, utilizing resources from more than three stations, and command experience at incidents with more than 30 firefighters or EMTs.

**Materials can be submitted electronically to
Human Resources at kmundt@westernlakesfd.org**