



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 or 262-965-2262

JOB ANNOUNCEMENT

Assistant Chief

The Western Lakes Fire District, WI (pop. 54,568) is seeking progressive, experienced, Fire/EMS safety professionals with strong leadership skills for open positions with the District.

We are currently accepting applications for the positions of two Assistant Chiefs. These positions will be allocated to either the Administration or Operations departments, with the possibility of alternating assignments. Applications are welcomed from both internal and external candidates.

Assistant Chief Candidate Qualification Criteria

The Fire Commission, Fire Board, and Fire Chief are seeking candidates of high integrity who demonstrate exceptional leadership capabilities, possess an entrepreneurial spirit, exhibit strong organizational skills, and commit to excellence in customer service for the position of Assistant Chief. The Assistant Chief will collaborate directly with the Fire Chief, Fire Board, and Human Resources to lead, supervise, plan, and direct the operations of the district. This role is pivotal to the successful functioning of district operations.

Successful candidates will minimally possess the following qualifications at time of hire:

- Eight (8) years of Fire/EMS Experience
- Five (5) years progressive fire officer experience at Lieutenant or above
- Certified Firefighter I & II
- Current National Registry or State of Wisconsin EMT-Basic (Paramedic Preferred)
- State of Wisconsin IFSAC/Pro-Board Driver Operator- Pumper
- State of Wisconsin Emergency Service Instructor I
- State of Wisconsin Fire Officer I
- NIMS/ICS: 700, 800, 100, 200, 300 and 400
- Associates Degree or equivalent
- A valid driver's license

Required qualifications within two years include:

- State of Wisconsin Fire Officer II
- Blue Card Certification



Salary, Benefits, and Schedule

The annual salary for this salaried exempt position is \$127,953 - \$149,917 (step 1 through 9) depending on qualifications. The Western Lakes Fire District offers a competitive benefits package that includes medical, dental, vision, and life insurance; vacation, sick, personal, and holiday time. The District participates in the Wisconsin Retirement System (WRS) and employees have the option to participate in the Wisconsin Deferred Compensation program and short-term disability coverage (AFLAC).



Other Information:

Residency: within 35 miles of geographic boundaries, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen months from the first date on which he or she occupies the position with the District to comply with the residency requirement.

Medical: Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the applicant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties in the position they have applied for under the essential functions of employment, with reasonable accommodation.

Salary and Benefits: Wages and benefits are determined by the Western Lakes Fire District Board.

Approval of candidates: The Western Lakes Fire District Commission is responsible for the hiring of the District's sworn full-time employees.

Interested professionals must submit the following materials:

Application materials should be submitted to Human Resource Manager Karen Mundt at karen.mundt@westernlakesfd.gov

- WLFD application,
- Cover Letter
- Resume
- Certifications
- Contact Information for five (5) professional references
- WLFD Chief Officer Questionnaire

Positions will remain open until filled.

About the District

The Western Lakes Fire District was established in 1968 as the Dousman Fire District and changed in 2017 to become the Western Lakes Fire District. The name change came after a consolidation of the Dousman Fire District and the City of Oconomowoc Fire Department. The District is comprised of six separate agencies that have consolidated over the years to provide, maintain, and increase services to the municipalities served by these municipalities while also focusing on sustainable staffing, funding, reducing duplication of equipment/apparatus/services controlling and sharing costs into



the future. The six agencies that make up the District include the Dousman and Summit Fire Districts, the City of Oconomowoc, Stone Bank and Okauchee Fire Departments, and Sullivan EMS.

The District operates and staffs six stations, which provide fire suppression, rescue operations, community education/outreach, and emergency medical services at the critical care paramedic level to eleven communities in Waukesha, Dodge, and Jefferson Counties. Communities served by the District include the City of Oconomowoc, Villages of Summit, Dousman, Lac La Belle, Sullivan, and Townships of Ottawa, Oconomowoc, Merton, Ashippun, Concord, and Sullivan.

Covering approximately 215 square miles, the Western Lakes Fire District's service area is a diverse mix of suburban, rural, and wildland-urban interface with a population of 54,568. Included in the Districts coverage area are two hospitals (one being a Level 2 Trauma Center), several miles of Interstate 94, three large behavioral/mental health facilities, several large elderly living facilities, growing retail areas, multiple indoor and outdoor recreational locations, numerous educational facilities including a high school, multiple middle, elementary, and private schools, and portions of the Kettle Moraine State Forest. The District is highly involved with the communities it serves and regularly attends public relations and educational events. These activities include hosting open houses at the district stations, parades, festivals, block parties, events at schools, and many more.

The District is a combination department comprised of 42 sworn full-time, 2 non-sworn full-time, 128 part-time/paid-on-call personnel, and 15 full-time apprentices. The daily staffing for the District is 26 personnel between the six stations. This staffing provides a battalion chief, five paramedic ambulances, one basic ambulance, three engines, and two trucks. Additional staffing from paid-on-call personnel staff ensures adequate staffing for fire, rescue, and motor vehicle incidents. As call volume continues to increase, the District has been implementing a strategic plan for staffing to ensure staffing levels meet the needs of the communities it serves while being cognizant of the levy limits in place. Balancing the full-time to part-time ratio of employees and maintaining staffing levels is important to the District.

The District's staffing model utilizes the above classifications of employment to ensure all stations are staffed to meet the needs of the communities it serves. The District's apprentices are firefighters as well as EMT's. As part of the three-year apprenticeship, they receive an associate's degree in fire science and paramedic.

The District's annual call volume is over 6,750 calls per year including a mix of fire, emergency medical, and high acuity incidents, which continue to increase every year. The District provides specialty services including water and dive rescue as a member of the Western Waukesha Dive Team, Search and Rescue, and a Rescue Task Force in the event of an active shooter incident. In addition to the special teams, the District also maintains an Emergency Rehabilitation Unit that responds to large-scale incidents throughout the region for both Fire/EMS and Law Enforcement.

Capital spending for vehicles, facilities, and equipment has been reduced by over 8 million dollars every twenty years without decreasing service levels to the communities it serves. This was completed through the reduction of duplicate apparatus and consolidating uses of apparatus. The annual capital budget for the District of \$1.8 million funds the ongoing replacement of apparatus, equipment, and facilities.

Timeline

Application Materials Accepted:

Initial Assessment Center and Interview Date:

Commission Approval/Background period:

Conditional offers extended:

Medical/Physical/Psychological:

Tentative Start Date:

Positions will remain open until filled

Thursday, April 24, 2025

Approved upon selection of candidates

Made upon selection of candidates

Scheduled upon selection of candidates

As soon as possible

Western Lakes Fire District is an Equal Opportunity Employer



Chief Officer Questionnaire

TO: CHIEF OFFICER CANDIDATE
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: WRITING ASSESSMENT QUESTIONS
DATE: THURSDAY, APRIL 3, 2025
CC: KAREN MUNDT, HUMAN RESOURCES

Assistant Fire Chief Pre-Employment Questionnaire

Instructions: For each question, please provide a response that does not exceed one (1) printed page, using a standard 12-point font, at least one-inch margins on all sides, 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. 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 that you believe demonstrates your qualifications in the knowledge areas, skills, or abilities in question.

Question #1: Leadership and Management Questions

1. What is your leadership and management experience? Further, describe your personal leadership and management styles and how these impact those you work with.
2. Based on Gallup's CliftonStrengths – strength finder assessment, what are your top five (5) strengths? How do you feel you utilize your strengths as a professional to complete tasks and work in a team setting, as well as leading and mentoring others?
3. What have you personally done to foster a culture focused on the development of employees and succession planning?

Question #2: Human Resource and Personnel Experience Questions

1. What is your personal experience and involvement with the recruitment and retention of Fire/EMS service personnel? What initiatives have you personally implemented to recruit new employees and retain current employees? What ideas or initiatives would you like to initiate to improve both recruitment and retention efforts.
2. What is your experience with conducting investigations and completing disciplinary action?
3. What is your experience working with various employment classifications including paid-on-call, part-time, and full-time employees? How do you feel each of this impact the staffing and operations of a combination department?

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

Question #3: Finance and Budget Experience Questions

1. 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.
2. 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.
3. Have you been involved with the funding request, design, and construction of a Station or Training Center? What experiences do you have to assist with this?

Question #4: Operational and Administrative Experience

1. What is your supervisory and management experience with the following duties?
 - o a. Scheduling of employees?
 - o b. Management of employees including assignment of duties and accountability?
 - o c. Managing coordination of projects with deadlines?
 - o d. Delegation of tasks and the accountability of this delegation?
2. What is your experience with managing crew and resource management for a Fire/EMS Department?
 - o a. Ensuring effective staffing for operational needs within budgetary constraints.
 - o b. Managing daily staffing and resources during periods of simultaneous incidents up to six incidents consecutively.
 - o c. Command experience at incidents with more than 30 firefighters or EMTs.
 - o d. Making command and operational decisions at high-risk incidents such as structure fires, multiple patient incidents, etc.

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 \$ _____

Materials can be submitted electronically to Human Resources at karen.mundt@westernlakesfd.gov

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

	Western Lakes Fire District		100.702	
	Policies & Procedures			
	Subject:	Job Description – FT Assistant Chief		
	Initial Date:	05-22-2017	Revised Date:	03-31-2025
Approved By:	Fire Board			

REPORTS TO:

Fire Chief

FUNCTION:

Performs under general direction of the Fire Chief to manage, lead, supervise, plan, and direct fire prevention, fire suppression, emergency rescue, emergency medical service, and training activities of the Fire District while exercising discretion and independent judgment. The Assistant Chief also responds to emergency calls when necessary and available to respond. Assumes operational responsibilities of the Fire District in the absence of the Fire Chief.

SUPERVISES:

Assists in the supervision of Deputy Chiefs, Battalion Chiefs, Captains, Lieutenants, Mechanics, Firefighters, EMTs, Paramedics, Firefighter/EMTs, Firefighter/Paramedics, and Motor Pump Operators (MPOs).

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, breathing apparatus, emergency medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Using excellent customer service skills, establishes and maintains effective working relationships with other public safety agencies, public officials, residents, and employees of the District.
- Assists the Fire Chief and other Officers, to develop press releases and coordinate participation in community events, programs, and other gatherings where the visibility of the Fire District would be beneficial.
- Specifies, bids, and recommends the purchase of fire suppression, rescue, and EMS apparatus and equipment in collaboration with other Officers as assigned.

- Assists the Fire Chief in reviewing and updating capital improvement plans and costs of apparatus, equipment, and facilities.
- Assists the Fire Chief in the strategic planning and goal setting for Fire District long-range operational needs with respect to administration, operations, equipment, apparatus, facilities, and personnel; supervises the implementation of such plans.
- Assists the Fire Chief in the establishment of policies and procedures for the organization in order to implement directives from the Fire Board.
- Assists the Fire Chief in the formulation, issuance, and enforcement of Fire District rules, regulations, and procedures in accordance with applicable Fire Board policies for all employees; handles grievances, maintains discipline, and the general conduct of assigned personnel.
- Assists the Fire Chief in enforcing applicable federal, state, and municipal fire codes, and NFPA codes and standards.
- Attends schools, conferences, and other meetings to keep abreast of current trends in the field; represents the Fire District in a variety of local, county, state, and other meetings. Shall generally be available for off-hour meetings, phone calls, and special assignments, and attend extra training as required for the position.
- Performs the duties of the Fire Chief in his/her absence; responds to calls and may direct activities at the scene of major incidents or perform the work of subordinate personnel as required.
- Recommends appointments, promotions, suspensions, and terminations.
- Responds to fire and rescue calls and performs suppression, rescue, and ventilation in compliance with the Fire District's policies and procedures.
- Responds to EMS calls and performs emergency medical care in compliance with the Fire District's policies and procedures, and medical protocols.
- Functions within the Incident Command System. Acts as Command Officer at emergencies, hazardous material incidents and disasters. Investigates all fire causes and losses at fire scenes.
- Assesses and coordinates the resources and personnel to facilitate safety.
- As a team member, assesses and coordinates the resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, rescue teams, and/or EMTs during emergency and non-emergency operations.

- Shall participate and instruct in the department's training program.
- Shall attend extra training, staff meetings, and Fire Board meetings.
- Shall ensure that assigned apparatus is inspected and properly stocked.
- Issues verbal and/or written warnings when appropriate per Fire District disciplinary procedures.
- Reviews each accident report and tracks accidents to determine what action might be taken to reduce same and report his/her recommendations to the Chief.
- Promotes Fire District policies, procedures, objectives, safety, and quality assurance programs.
- Participates in a quality assurance program through post-incident analysis and debriefings.
- Performs other duties as assigned.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- Proficient management, budget and personnel skills in fire department administration.
- Effective communication, oral and written, with supervisors, peer and public.
- Understanding and following work rules, and Suggested Operating Procedures/Guidelines.
- Read, write, add, subtract, multiply, and divide.
- Knowledge of national, state and local laws and fire/safety codes.
- Organize, direct, and coordinate written and oral reports.
- Skilled in report writing, use of computer, calculator, copy machine, fax machine, telephone, adding machine, and two-way radio.
- Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.

- Knowledge of Incident Command System, emergency medical services, firefighting, fire inspection, and public relations.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire/EMS response area and fire stations.
- Workplace environment that may be confined.

Physical and Environmental Characteristics:

- Refer to *100.900 General Requirements – Fire, Rescue, and EMS*.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noises with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

PHYSICAL DEMANDS:

- Standing, walking and sitting.
- Stooping, crouching and crawling.
- Running, climbing, balancing and bending/twisting.
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling.
- Handling and grasping.

ENTRY REQUIREMENTS AND SKILLS:

- High school diploma or equivalent.

- Refer to *100.900 General Requirements – Fire, Rescue, and EMS*.
- Posses a valid Wisconsin driver's license and be insurable to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Shall be qualified on appropriate Western Lakes Fire District apparatus.
- Eight (8) years Fire/EMS experience.
- Five (5) years progressive officer experience at or above Lieutenant.
- State of Wisconsin Certified Firefighter I and II.
- State of Wisconsin Licensed Emergency Medical Technician – Basic (Paramedic preferred).
- State of Wisconsin Certified Driver Operator Pumper (successful completion of WTCS course accepted).
- State of Wisconsin Certified Emergency Services Instructor I (successful completion of WTCS course accepted).
- State of Wisconsin Certified Officer I.
- CEVO/EVOC Training.
- NIMS 100, 200, 300, 400, 700, and 800.
- Associates Degree or equivalent.

REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:

- State of Wisconsin Certified Officer II.
- Blue Card Certification.

RESIDENCY:

Residency within 35 miles of the District’s Headquarters located at 1400 Oconomowoc Parkway, Oconomowoc, WI, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen (18) months from the first date on which he or she occupies the position of Assistant Chief within which to comply with the residency requirement.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Assistant Chief at increased risk to self o others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In signing this job description, the applicant/employee understands the requirements of the position of Assistant Chief and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

05-22-2017 Initial publication.
02-25-2019 Revised entire document.
03-31-2025 Update residency requirements and general position updates.