



# 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 position of Assistant Chief. This position includes lateral transitions for qualified candidates.

#### Assistant Chief Candidate Qualification Criteria

The Fire Commission, Fire Board, and Fire Chief seek candidates with high integrity, exceptional leadership abilities, an entrepreneurial spirit, strong organizational skills and a commitment to excellence in customer service to serve as the Assistant Chief. The Assistant Chief will work directly with the Fire Chief, Fire Board, and Human Resources to lead, supervise, plan and direct district operations. The Assistant Chief is critical to successful 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
- Company Officer Leadership Academy training



## Salary, Benefits, and Schedule

The annual salary for this salaried exempt position is \$119,942 - \$140,531 (step 1 through 9) depending on qualifications. The Western Lakes Fire District offers an attractive benefit package that includes medical, dental, vision, and life insurance; vacation, sick, 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 15 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:** a WLFD application, resume, cover letter, certifications, contact information for five (5) professional references, and the WLFD Chief Officer Questionnaire by midnight on Friday, November 18<sup>th</sup>, 2022 to [hr@westernlakesfd.org](mailto:hr@westernlakesfd.org)

## About the District

The District is owned by, and provides fire and EMS services to, the residents of the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa. In addition, the District also provides fire and EMS services to the residents of the Town of Oconomowoc, Village of Lac LaBelle, and portions of the Town of Merton. EMS services are also provided to the residents of the Town and Village of Sullivan, Town of Ashippun, and portions of the Town of Concord.



The District was built on the partnership and spirit of cooperation between municipalities to provide fire/EMS services in the most fiscally responsible and efficient manner possible. The District is the combination of six previously individual Fire/EMS Departments that have been brought together to provide more efficient service, while increasing the levy of care provided to the communities it serves. These consolidations have also provided a sustainable approach to staffing and decreasing response times, while increasing the level of Emergency Medical Service Care to the Paramedic level.

The minimum daily staffing for the District is 18 to 21 personnel between the six stations. That staffing includes a Duty Chief, six ambulances and five paramedic interceptor units. The stations also cross-staff an engine, quint, or rescue.

Additional staffing from paid-on-call personnel supplements and ensures adequate staffing for all fire, rescue, and motor vehicle incidents. The District maintains another five ambulances that are also staffed when call volumes require additional ambulances, or during special events that occur throughout the District. Our annual call volume of over 6,500 calls includes a mix of fire, emergency medical, specialty service, and high acuity incidents.




Covering 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 Fire District's coverage area are two hospitals (with one being Level 2 Trauma certified), several miles of Interstate 94 and other state highways, three large behavioral/mental health facilities, seven large elderly living facilities, growing retail areas, expansive manufacturing and distribution centers, multiple outdoor recreational location including the Kettle Moraine State Forest, numerous educational facilities including a high school, multiple middle, elementary, and private schools.

Special services provided by the District include: Search and Rescue with drone operations, Dive Rescue Team with surface Water/Ice Rescue, Rescue Task Force, Rehabilitation Unit, Critical Incident Stress, Interfacility Ambulance Transports, Bike Patrol, and Therapy K9 unit. The District is highly involved with the communities it serves, and regularly attends public relations and education events. These activities include hosting open houses at the District Stations, parades, festivals, block parties, attendance at schools, and many more.

### **Timeline**

<b>Application Materials Due:</b>	<b>Friday, November 18, 2022</b>
<b>Assistant Chief Assessments:</b>	<b>Thursday, December 8, 2022</b>
<b>Commission Approval/Background period:</b>	<b>December 12 through January 3, 2022</b>
<b>Conditional offers extended:</b>	<b>Week of January 2</b>
<b>Medical/Physical/Psychological:</b>	<b>January 11 through 27</b>
<b>Tentative Start Date:</b>	<b>February 13, 2023</b>

Western Lakes Fire District is an Equal Opportunity Employer

	<b>Western Lakes Fire District Policies &amp; Procedures</b>		<b>100.702</b>	
	<b>Subject:</b>	Job Description – FT Assistant Chief		
	<b>Initial Date:</b>	05-22-2017	<b>Revised Date:</b>	09-26-2022
	<b>Approved By:</b>	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, including shift 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 the Fire Chief, Board and Commission, other public safety agencies, public officials, residents, businesses, community stakeholders, 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. Serves as public, government, and media relations contact at discretion of the Chief or Chiefs absence,

- 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; executes and supervises the implementation of such plans.
- Assists the Fire Chief in the establishment, implementation and execution 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.
- Collaborate with, assist, and cooperate with the Human Resources Manager in the performance of the Human Resources Manager's responsibilities, and direct matters requiring the Human Resources Manager's attention to the Human Resources manager.
- Attends schools, conferences, trainings, 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 the Fire Chief's absence; responds to calls and may direct activities at the scene of major incidents or perform the work of subordinate personnel as required.
- Recommends hiring, appointments, promotions, discipline, 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, medical protocols, and applicable law.
- 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.
- Maintains prompt, predictable, reliable attendance, including physical worksite attendance.
- Maintains the ability to credibly testify in any judicial or administrative proceedings.
- Participates in a quality assurance program through post-incident analysis and debriefings.
- Performs the duties of subordinate personnel and other duties as assigned at a satisfactory level.

#### **ADDITIONAL DUTIES:**

The duties listed above are intended as illustrations of the various types of work performed by persons in this position and leadership role. 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, nor does it abdicate this position from the obligation of completing other job duties or responsibilities. 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 *200.915 General Requirements – Fire, Rescue, and EMS*.
- Exposure to extreme cold and normal, or hot and normal temperature changes, inclusive of other harsh and extreme environmental factors consistent with Wisconsin weather.
- 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.
- Entering data into various technological devices, such as computers, laptops, or other similar devices to document fires, first aid incidents, and other reports.

- Stooping, crouching and crawling, including within confined spaces while wearing 50-plus pounds of gear or firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Running, climbing, balancing and bending/twisting, including while wearing 50-plus pounds of firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling objects weighing up to 80 pounds or more (*i.e.*, fire hoses, EMS equipment, persons on a body board) for distances of more than 20 feet.
- Handling and grasping various objects and hand tools to complete required tasks, such as gaining entry to vehicles or structures.
- Climbing ladders or steps, and working at heights greater than 10 feet to reach people trapped on building roofs.
- Moving dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.
- Lawfully driving motor vehicles (*i.e.*, automobiles, fire apparatus, and heavy equipment) requiring a standard Wisconsin's driver's license without encumbrance.

Operating hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

#### **ENTRY REQUIREMENTS AND SKILLS:**

- High school diploma or equivalent.
- Refer to *200.915 General Requirements – Fire, Rescue, and EMS*.
- Possess and maintain possession of a valid Wisconsin driver's license and insurability 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.
- Maintains the ability to lawfully operate motor vehicles required for the performance of duties

**REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:**

- State of Wisconsin Certified Officer II.
- Continuing Education – Blue Card and COLA Training.

**RESIDENCY:**

Residency within 15 miles of geographical 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 of Assistant Fire 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 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 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 Fire 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.
- 09-26-2022 Revised to provide 18 months to meet residency requirements. Various human resource, operational, and legal updates.



# Chief Officer Questionnaire

**TO:** CHIEF OFFICER CANDIDATE  
**FROM:** BRADLEY R. BOWEN, CHIEF  
**SUBJECT:** WRITING ASSESSMENT QUESTIONS  
**DATE:** TUESDAY, NOVEMBER 1, 2022  
**CC:** KAREN MUNDT, HUMAN RESOURCES

Thank you for your interest in the position of Assistant Chief and/or Battalion 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 \$ \_\_\_\_\_

---

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 #1-

- 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.

**Deadline is midnight on Friday, November 18, 2022**

Materials can be submitted electronically to  
Human Resources at [hr@westernlakesfd.org](mailto:hr@westernlakesfd.org)

---

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