

San Juan County

DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, P.O. Box 947, Friday Harbor, WA. 98250

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Request for Qualifications (RFQ)

Request for Qualifications: Contract Fire Marshal, San Juan County

San Juan County is seeking qualified candidates for a contract position of San Juan County Fire Marshal (SJC FM). The SJC FM position will report directly to the Chief Building Official within the Department of Community Development.

The position will initially be part time (20-25 hours per week). Successful program development may lead to full time contract work or FTE regular hire status with SJC. Details on specific duties, rates of compensation, insurance and liability requirements, and other contract details will be described in a subsequent Request for Services (RFS) sent to selected applicants.

The position will include, but is not limited to, the following duties:

-  Overall responsibility for administration of SJC Fire Codes.
-  Inspect, investigate and report on structure fires for cause and origin.
-  Administration of Countywide annual business fire/safety inspection program.
-  Investigate burn complaints/fire permit activity.
-  Review development permits for compliance with the International Fire Code.
-  Conduct field inspections for fire safety components of construction.
-  Review and inspect plans and field construction of automatic fire suppression systems.
-  Maintain records of annual fire suppression system inspection reports.
-  Develop and conduct public awareness/outreach programs for fire prevention.
-  Review adopted Fire Code provisions, programs, and fees, and draft legislation for any identified changes.
-  Prepare annual budget including projected expenditures, projected revenue under current adopted fee ordinances, and additional funding as needed to provide FM services defined in contract.

The RFQ should detail the following:

1) Personal Information:

- a. Name, address, contact information including phone and email
- b. Employment or work history

2) Education & Training:

- a. College course work; degree or certificates earned; dates and location.
- b. Fire prevention, fire-fighting, code administration, and/or other similar relevant education or training from seminars, internships, work study, or other means.
- c. Continuing education courses completed.

d. Any other relevant education/training.

3) Certification:

- a. List all current relevant licenses and certifications. Include name of certifying institution, certificate name or description, and expiration date.
- b. If applicant does not currently possess ICC (International Code Council) certifications, provide a description how the following certifications will be obtained in the listed time frames: (reference ICC certification program:
http://www.iccsafe.org/Certification/Bulletins/National_Certification_EIB-CBT.pdf .
 - i. #66 – Fire Inspector I; within 2 months of contract execution.
 - ii. #67 – Fire Inspector II; within 4 months of contract execution.
 - iii. F3 – Fire Plans Examiner; within 9 months of contract execution.
 - iv. FM – Certified Fire Marshal; within 18 months of contract execution.

4) Experience:

- a. Describe experience and knowledge in the following areas:
 - i. Code administration; NFPA, ICC, local codes.
 - ii. Cause and Origin investigation.
 - iii. Firefighting; training, equipment used.
 - iv. Fire prevention activities.
 - v. Budgeting.

5) Professional organization membership:

- a. List any professional organizations you are currently a member of.
- b. List any professional organizations you would join and participate in if awarded FM contract.

6) Statement of personal philosophy:

- a. Provide a statement of your personal philosophy on the importance of administration of the fire codes and an effective community fire prevention program.
- b. Detail your approach and views of customer service. Include specifics on how you would work with the local business community to gain support for an annual inspection program. Describe how you would react when faced with an adversarial situation.
- c. Provide a statement on why you believe you are the best candidate for the position.

RFQ submittal deadline for consideration is 9:00 AM Monday September 29th, 2014.

Submit RFQs to:

**Attn: John Geniuch, Building Official
Department of Community Development
P.O. Box 947, Friday Harbor, WA 98250**

Electronic submissions to johnge@sanjuanco.com

Questions: 360.370.7568