

SUPPLEMENTAL EDUCATION AND EXPERIENCE QUESTIONNAIRE
For The Position Of
Assistant Fire Chief

Name: _____

The information, which you provide on this questionnaire, will be used to screen candidates for the position. Please indicate the requested information directly on this form in a clear, complete, and accurate manner.

EDUCATIONAL BACKGROUND

List any additional job related coursework you have completed not already listed on résumé / Curriculum Vitae (CV). Use additional sheets if necessary.

INSTITUTION	COURSE TITLE	DURATION	COMPLETION DATES



PROFESSIONAL AFFILIATIONS

Please provide the following information for those professional organizations in which you have held an office.

ORGANIZATION	HOW LONG A MEMBER	OFFICE(S) HELD	DATES

PROFESSIONAL EXPERIENCE

Please provide the following information about your professional work experience particularly during the last ten years. TREAT EACH CHANGE OF TITLE AS A NEW ENTRY. Begin with your present position and work back. (If you had more than two title changes during the last ten years, please copy and repeat).

PRESENT

Employer: _____ Since _____

Your title: _____ From _____ To _____

Your supervisor's name and title: _____

The person in #2 (above) reports to: _____

The person in #3 (above) reports to: _____

Your principal responsibilities, including percentage of time spent in each function:

Size of population served by the Fire Department: _____

Number of Fire Stations serving the area: _____

Size of budget: _____

Personnel \$ _____ Other \$ _____ Total \$ _____

Number of calls responded to in (year) Medical _____ Fire _____

Names of Special Teams you supervise: _____

Number of employees assigned to Fire Department: _____

Management: _____ Union: _____ Non-Union: _____

Number of employees supervised: _____

Management positions:

Number	General Titles
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Number	General Titles
--------	----------------

Number	General Titles
--------	----------------

Number	General Titles
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Union positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

List the bargaining unit(s), which represents these employees and number of employees represented (if applicable):

Describe your experience in terms of specific responsibilities for the following functions: Indicate in each area whether the responsibility is your supervisor's upon your recommendation; yours, based on the recommendation of lower level supervisors; yours alone, or if you coordinate the activity. Also, indicate the amount of time spent in each area.

Reporting directly to an elected official, i.e., Mayor, City Council, Board of Trustees, or other legislative body. Indicate none or not applicable as appropriate:

Describe your experience and knowledge with preparing and processing State and Federal Grants. Indicate none or not applicable as appropriate:

List and describe the four largest State and Federal grants that you have successfully applied for and received. Indicate none or not applicable as appropriate:

Grant #I:

Grant #II:

Grant #III:

Grant #IV:

Describe your management experience in this position, which would apply to the Chatham Community Fire Protection District Assistant Chief position. Indicate none or not applicable as appropriate:

Describe your most significant accomplishment while employed in this position:

Establishing policies and priorities for the development of the Fire Department.
Indicate none or not applicable as appropriate:

Preparing the Fire Department budget. Indicate none or not applicable as appropriate:

PREVIOUS No. 1

Employer: _____ Since _____

Your title: _____ From _____ To _____

Your supervisor's name and title: _____

The person in #2 (above) reports to: _____

The person in #3 (above) reports to: _____

Your principal responsibilities, including percentage of time spent in each function:

Size of population served by the Fire Department: _____

Number of Fire Stations serving the area: _____

Size of budget: _____

Personnel \$ _____ Other \$ _____ Total \$ _____

Number of calls responded to in (year) Medical _____ Fire _____

Names of Special Teams you supervise: _____

Number of employees assigned to Fire Department: _____

Management: _____ Union: _____ Non-Union: _____

Number of employees supervised: _____

Management positions:

_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles

Union positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

List the bargaining unit(s), which represents these employees and number of employees represented (if applicable):

Describe your experience in terms of specific responsibilities for the following functions: Indicate in each area whether the responsibility is your supervisor's upon your recommendation; yours, based on the recommendation of lower level supervisors; yours alone, or if you coordinate the activity. Also, indicate the amount of time spent in each area.

Reporting directly to an elected official, i.e., Mayor, City Council, or other legislative body. Indicate none or not applicable as appropriate:

Describe your experience and knowledge with preparing and processing State and Federal Grants. Indicate none or not applicable as appropriate:

List and describe the four largest State and Federal grants that you have successfully applied for and received. Indicate none or not applicable as appropriate:

Grant #I:

Grant #II:

Grant #III:

Grant #IV:

Describe your management experience in this position, which would apply to the Chatham Community Fire Protection District Assistant Chief position. Indicate none or not applicable as appropriate:

PREVIOUS No. 2

Employer: _____ Since _____

Your title: _____ From _____ To _____

Your supervisor's name and title: _____

The person in #2 (above) reports to: _____

The person in #3 (above) reports to: _____

Your principal responsibilities, including percentage of time spent in each function:

Size of population served by the Fire Department: _____

Number of Fire Stations serving the area: _____

Size of budget: _____

Personnel \$ _____ Other \$ _____ Total \$ _____

Number of calls responded to in (year) Medical _____ Fire _____

Names of Special Teams you supervise: _____

Number of employees assigned to Fire Department: _____

Management: _____ Union: _____ Non-Union: _____

Number of employees supervised: _____

Management positions:

_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles

Union positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

List the bargaining unit(s), which represents these employees and number of employees represented (if applicable):

Describe your experience in terms of specific responsibilities for the following functions: Indicate in each area whether the responsibility is your supervisor's upon your recommendation; yours, based on the recommendation of lower level supervisors; yours alone, or if you coordinate the activity. Also, indicate the amount of time spent in each area.

Reporting directly to an elected official, i.e., Mayor, City Council, or other legislative body. Indicate none or not applicable as appropriate :

Describe your experience and knowledge with preparing and processing State and Federal Grants. Indicate none or not applicable as appropriate:

List and describe the four largest State and Federal grants that you have successfully applied for and received. Indicate none or not applicable as appropriate:

Grant #I:

Grant #II:

Grant #III:

Grant #IV:

Describe your management experience in this position, which would apply to the Chatham Community Fire Protection District Assistant Chief position. Indicate none or not applicable as appropriate:

PREVIOUS No. 3

Employer: _____ Since _____

Your title: _____ From _____ To _____

Your supervisor's name and title: _____

The person in #2 (above) reports to: _____

The person in #3 (above) reports to: _____

Your principal responsibilities, including percentage of time spent in each function:

Size of population served by the Fire Department: _____

Number of Fire Stations serving the area: _____

Size of budget: _____

Personnel \$ _____ Other \$ _____ Total \$ _____

Number of calls responded to in (year) Medical _____ Fire _____

Names of Special Teams you supervise: _____

Number of employees assigned to Fire Department: _____

Management: _____ Union: _____ Non-Union: _____

Number of employees supervised: _____

Management positions:

_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles
_____	_____
Number	General Titles

Union positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

List the bargaining unit(s), which represents these employees and number of employees represented (if applicable):

Describe your experience in terms of specific responsibilities for the following functions: Indicate in each area whether the responsibility is your supervisor's upon your recommendation; yours, based on the recommendation of lower level supervisors; yours alone, or if you coordinate the activity. Also, indicate the amount of time spent in each area.

Reporting directly to an elected official, i.e., Mayor, City Council, or other legislative body. Indicate none or not applicable as appropriate:

Describe your experience and knowledge with preparing and processing State and Federal Grants. Indicate none or not applicable as appropriate:

List and describe the four largest State and Federal grants that you have successfully applied for and received. Indicate none or not applicable as appropriate:

Grant #I:

Grant #II:

Grant #III:

Grant #IV:

Describe your management experience in this position, which would apply to the Chatham Community Fire Protection District Assistant Chief position. Indicate none or not applicable as appropriate:

PREVIOUS No. 4

Employer: _____ Since _____

Your title: _____ From _____ To _____

Your supervisor's name and title: _____

The person in #2 (above) reports to: _____

The person in #3 (above) reports to: _____

Your principal responsibilities, including percentage of time spent in each function:

Size of population served by the Fire Department: _____

Number of Fire Stations serving the area: _____

Size of budget: _____

Personnel \$ _____ Other \$ _____ Total \$ _____

Number of calls responded to in (year) Medical _____ Fire _____

Names of Special Teams you supervise: _____

Number of employees assigned to Fire Department: _____

Management: _____ Union: _____ Non-Union: _____

Number of employees supervised: _____

Management positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

Union positions:

Number	General Titles
Number	General Titles
Number	General Titles
Number	General Titles

List the bargaining unit(s), which represents these employees and number of employees represented (if applicable):

Describe your experience in terms of specific responsibilities for the following functions: Indicate in each area whether the responsibility is your supervisor's upon your recommendation; yours, based on the recommendation of lower level supervisors; yours alone, or if you coordinate the activity. Also, indicate the amount of time spent in each area.

Reporting directly to an elected official, i.e., Mayor, City Council, or other legislative body. Indicate none or not applicable as appropriate:

Describe your experience and knowledge with preparing and processing State and Federal Grants. Indicate none or not applicable as appropriate:

List and describe the four largest State and Federal grants that you have successfully applied for and received. Indicate none or not applicable as appropriate:

Grant #I:

Grant #II:

Grant #III:

Grant #IV:

Describe your management experience in this position, which would apply to the Chatham Community Fire Protection District Assistant Chief position. Indicate none or not applicable as appropriate:



SUMMARY OF FIRE SERVICE EXPERIENCE:

List your fire service experience at the following levels, indicating the number of years at the level, number of employees supervised, and your status as a bargaining unit employee. Indicate none or not applicable as appropriate.

Entry Level:

Advanced:

Supervisory:

Managerial:



OTHER JOB RELATED INFORMATION

Please list any other job related education or experience, not listed earlier, which you feel would help our panel evaluate your credentials for the position of Assistant Chief with the Chatham Community Fire Protection District. Indicate none or not applicable as appropriate.



WORK EXPERIENCE QUESTIONS

Please answer the following questions utilizing your past work experience as a frame of reference. If you need additional space in order to complete, your answers please attach an extra sheet of paper.

The Chatham Community Fire Protection District is facing budget constraints due to State imposed tax levy limits. Indicate what your role, as Assistant Chief would be as it relates to long-term economic stability of the Fire Department and Chatham Community Fire Protection District. What input would you provide to the Fire Chief and/or the Board of Trustees regarding maintaining appropriate staffing levels in the face of budget constraints?

What recommendations do you have for the Chatham Community Fire Protection District in making the transition from a one fire station operation to a two fire station operation (in terms of efficiency and cost effectiveness)?

Describe your work experience with the administration of an emergency medical service delivery system utilizing Paramedics and other EMT's.

Describe your management experience as it relates to drafting and implementing work rules in a unionized environment.

Describe your management experience in the collective bargaining process for unionized employees.

Describe your management experience in conducting an internal investigation in which discipline could result.

Describe your experience in implementing programs to educate the public on fire safety.

Describe the experience you have in developing and implementing standard operating guidelines or policies for unionized, non-union employees, and volunteer members? Specifically address each category.



RELEASE OF INFORMATION

If you are selected as a finalist, do you agree to the Chatham Community Fire Protection District releasing your name to the public?

Yes No

If no, explain:

I certify that the information provided in this Education and Experience Questionnaire is complete and correct to the best of my knowledge. I understand that any false information or omission of material fact contained herein may be cause for disqualification.

Signature

Date