

FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 · (831) 335-4422

Fire Chief

Supplemental Questionnaire

Applicant name

Email

Phone

Date

Instructions

This questionnaire collects the information the online application does not. Complete it, save it, and upload it with your application. Your application is not complete without it.

- Type directly into the shaded boxes. Answer each written question in 250–400 words.
- Responses of "see resume" will not be scored.
- For each accomplishment, state your specific role, the constraint you worked under, and the measurable result.
- Save with Adobe Acrobat Reader (free) to preserve your answers, then upload the saved file.

Qualification declaration

These are the minimum requirements to apply. Complete this section first.

Total years in the fire service (minimum 15)

Years at rank of Captain or higher (minimum 5)

Highest level of education completed

Current or most recent agency

Does any Captain-level time above reflect an acting or out-of-class assignment?

Yes

No

If yes, how many of those years were acting or out-of-class?

Rank history — agency, rank, start date, end date. One per line.

Certifications currently held

Check every certification you presently hold and attach a copy.

CSFM Company Officer / ProBoard Officer 2 / NFA Officer 2 — REQUIRED TO APPLY

CSFM Chief Officer / ProBoard Officer 3

CSFM Fire Chief / ProBoard Officer 4 / NFA Officer 4

CSFM HazMat IC

CSFM or ProBoard Instructor 2

CSFM or ProBoard Inspector 1

CSFM Safety Officer

ICS 300

ICS 400

EMT-B / EMT-P

Certifications beyond Company Officer level are not required to apply — certification to the Chief Officer Level must be obtained before completion of probation. List any you have in progress, with expected completion dates:

Written responses

A. LEADERSHIP & STRATEGIC PLANNING

1. Describe a long-term plan or program you initiated and carried through to implementation in a fire service organization. What was the state of the organization when you started, what resistance did you encounter, and what was the outcome when you finished?

2. Describe a complex personnel or operational problem you resolved where the correct answer was not obvious and stakeholders disagreed. How did you decide, and what would you do differently?

B. ADMINISTRATION & FINANCE

3. Describe your direct experience preparing and administering an annual budget. State the dollar amount, the fund sources, your specific role.

4. Describe a time you had to reduce or reallocate resources under a revenue constraint. What did you protect, what did you cut, and how did you explain the decision to your personnel and your governing body?

5. Describe your experience with capital procurement — apparatus, equipment, or facilities — including specification, funding, and Board or grant approval.

C. HUMAN RELATIONS & LABOR

6. Describe your experience administering labor law and, if applicable, a memorandum of understanding or collective bargaining agreement. Include grievance, discipline, or accommodation matters you personally handled.

7. Describe a time you addressed a safety culture problem or a near-miss.

D. GOVERNANCE & COMMUNITY

8. Describe your working relationship with a governing board, city council, or elected body. How did you handle a situation where you and the board did not initially agree?

9. Describe a difficult public complaint or a public communication experience you had under pressure. What was the outcome, what would you change?

E. FIT FOR FELTON

10. Felton Fire Protection District is a small district serving a wildland-urban interface community in the Santa Cruz Mountains, with a largely volunteer roster. Describe how your experience prepares you specifically for that context.

11. The position expects proactive, continuous District self-evaluation. Describe how you measure whether a fire district is actually improving, and what you would measure here.

Applicant certification

I certify that the information provided in this questionnaire is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may result in disqualification from consideration or, if discovered after appointment, in termination.

Type your full name as signature

Date

Upload this completed questionnaire with your application on our website: FeltonFire.com/ffpd-careers Questions about the recruitment may be directed to the District office at (831) 335-4422.