

## **SUPPLEMENTAL QUESTIONNAIRE:**

Applicant:

Please complete the following questionnaire and submit it with your application by March 28, 2025 at 5:00 P.M.

The Sisters-Camp Sherman Fire District is a small, all-hazard fire district providing EMS transport services in addition to fire and rescue services. The District is staffed by career members as well as resident volunteers, and dedicated community-based volunteers. It is expected that the Captain – Shift Commander will bring a unique, forward-thinking perspective to this position, helping the command and administrative staff to lead and steer the organization.

With this idea in mind please answer the following questions in essay format. Limit your response to 1000 words or less. The essay must be submitted as a separate attachment from your application, in .docx, or .rtf format in 12-point Times New Roman font and double spaced.

### **1. Leadership and Decision-Making in High-Stress Situations**

The Shift Commander is responsible for overseeing both emergency and non-emergency activities during their shift, including fire suppression, rescue operations, and emergency medical services. Describe a situation where you had to make a critical decision under pressure. How did you evaluate the situation, allocate resources, and ensure the safety of your team? What steps did you take to maintain calm and effective leadership during the incident?

### **2. Training, Mentorship, and Staff Development**

One of the primary responsibilities of the Shift Commander is to mentor, train, and evaluate career and volunteer personnel under their command. Discuss your approach to fostering professional development for and ensuring that all team members are adequately trained in fire suppression, rescue, and medical services. How do you assess the skills and competency of your staff, and how do you provide feedback and support to encourage their growth?

### **3. Program Management and Budget Oversight**

The Shift Commander plays a significant role in managing budgets, overseeing equipment maintenance, and ensuring compliance with district policies. Reflect on your experience with program management, including your ability to develop, monitor, and execute a budget. How would you prioritize expenditures within a limited budget while ensuring that operational needs and safety standards are met?

This essay will be a graded component of the assessment and will contribute to the final score. Responses will be evaluated for grammar and punctuation as well as content of your answers. Please be as thorough in your answers as possible, while keeping the 1000-word limit in mind.