



# Wisconsin State Fire Chiefs' Association Chief Mentoring Program

## Mentor Application

Name: \_\_\_\_\_

Number of years in Fire Service: \_\_\_\_\_

Current or most recent department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

How long have you served as Fire Chief? \_\_\_\_\_

### Department:

Name of Department: \_\_\_\_\_ Population Served: \_\_\_\_\_

Career     Combination     Paid-On-Call     Volunteer

### Services Provided:

Fire     EMS     Paramedic     ALS     EMT     BLS  
 First Responder     HazMat     Other \_\_\_\_\_

# of Members: \_\_\_\_\_

Union:  Yes  No

### Education/training:

Highest level of formal education: \_\_\_\_\_ Degree: \_\_\_\_\_

School/University: \_\_\_\_\_ Year: \_\_\_\_\_

Relevant training, certifications (*attach additional sheet or resume, if necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your teaching and/or mentoring experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Areas of Experience/Capability:

Rate each entry, using a scale of 1 to 3 to indicate your level of training/experience.

N/A = not applicable

1 = minimal training/experience

2 = moderate training/experience

3 = extensive training/experience

#### Collective Bargaining

- Management/employee rights
- Negotiating contracts
- Living with contracts

#### Community Fire Service

- Realistic definitions & applications/  
successful programs
- Partnerships with civic associations,  
organizations, businesses, schools
- Citizen Fire Academy
- Community surveys

#### Financial

- Budgeting
- Leveraging limited resources
- Capital equipment plans
- Grant resources, writing
- Purchasing: principles and practical  
considerations

#### Governance/Policies

- Relationships with elected officials,  
municipal administrators, commissions, etc.
- Local/state/federal policies

#### Leadership Skills

- Communication/active listening
- Conflict resolution
- Decision-making
- Establishing authority/limit setting
- Establishing & communicating vision & goals
- Relationship building
- Shaping organizational culture
- Staff motivation
- Stress management
- Supporting employees

#### Technology

- Identifying/acquiring emerging  
technology/applications
- Website development
- Future needs projection

#### Liability/Legal Issues

- Federal and state statutes
- Chief's personal liability issues
- Harassment

#### Maintenance and Safety

- Maintaining facility
- OSHA compliance—safety officer
- Fleet vehicle management

#### Management

- Development of SOPs/SOGs
- Internal affairs investigations
- Internal records system
- Internal surveys
- Learning about new initiatives
- Lines of authority
- Marketing strategies
- Measuring success
- Setting priorities
- Strategic planning
- Team-based management

#### Media

- Effective media policy
- Proactive relationship with media
- Public Information Officer issues
- Print vs. electronic media

#### Personnel Issues

- ADA accommodation
- Ethics issues
- Benefit package/wages
- Sick Leave
- Diversity issues
- Family issues
- Mentoring new officers
- Optimizing use of limited personnel
- Marketing/competing for recruits
- Mental health issues
- Hiring: testing, background, selection issues
- Intra-staff issues/conflicts
- Employee recognition
- Use of discipline
- Retention
- Allocation and deployment

#### Inherited Issues

- Unresolved predecessor issues

**Fire Prevention**

- \_\_\_\_ Codes and Ordinances
- \_\_\_\_ Inspections
- \_\_\_\_ Fire Investigation

**Training/Staff Development**

- \_\_\_\_ Internal resources
- \_\_\_\_ External resources
- \_\_\_\_ Funding

**Resources**

- \_\_\_\_ 2% Dues
- \_\_\_\_ DSPS
- \_\_\_\_ MABAS
- \_\_\_\_ REACT
- \_\_\_\_ Wisconsin Emergency Management

**Organizations**

- \_\_\_\_ Federation of Fire Chaplains
- \_\_\_\_ Fire Dept. Instructors Conference
- \_\_\_\_ Fire Dept. Safety Officers Assn.
- \_\_\_\_ International Arson Investigators Assn.
- \_\_\_\_ International Association of Fire Chiefs
- \_\_\_\_ National Fallen Firefighters Foundation
- \_\_\_\_ National Fire Protection Assn.
- \_\_\_\_ National Volunteer Fire Council
- \_\_\_\_ Paramedic Systems of WI
- \_\_\_\_ Professional Ambulance Assn. of WI
- \_\_\_\_ Professional Firefighters of WI
- \_\_\_\_ WI EMS Assn.
- \_\_\_\_ WI Society of Fire Service Instructors
- \_\_\_\_ WI State Fire Chiefs Assn.
- \_\_\_\_ WI State Fire Chiefs Education Assn.
- \_\_\_\_ WI State Firefighters Assn.
- \_\_\_\_ WI State Fire Inspectors Assn.

**Other (Please List/Describe):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Examples of Successes:** On an attached document please provide details of at least three significant experiences and accomplishments, focusing on those in which you have been especially successful in your role as Fire Chief.

**References:** Please provide 3 references from individuals who are knowledgeable of your experience and qualifications (your immediate supervisor will be contacted so please provide three additional).

Name \_\_\_\_\_ Title \_\_\_\_\_  
Company/Agency \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Company/Agency \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Company/Agency \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

How did you hear about the WSFCA mentoring program? \_\_\_\_\_  
\_\_\_\_\_

**References**

---

I authorize the Wisconsin State Fire Chief's Association (WSFCA) to contact references listed in this application that may have information relevant to my qualifications. I further authorize contacted individuals to give WSFCA any and all information concerning my previous employment or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information. I waive any right I might have to inspect, copy, or otherwise have access to any information that any contacted person may disclose about me.

---

**Confidentiality**

---

As a mentee participating in the WSFCA Mentoring Program, I agree not to divulge to any other person, firm or entity outside of this project, or in any way use for personal benefit, or that of another, any information obtained about the mentee with whom I am matched. I acknowledge that all information concerning the mentee is strictly confidential. I am also aware that, regardless of efforts to maintain confidentiality, a court, legislative or enforcement agency could compel disclosure of certain information, regardless of the parties' agreement to treat it confidentially.

---

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit completed application to:  
**Wisconsin State Fire Chiefs' Association**  
ATTN: Mentorship Program  
6737 W Washington St, Suite 1300  
West Allis, WI 53214