

# CRAIG WARREN

██████████ Sitka, AK 99835 · 907-██████████  
██████████@sitka.ak.us

John Leach  
Municipal Administrator  
City and Borough of Sitka  
100 Lincoln St.  
Sitka, AK 99835

Dear Mr. Leach:

Please accept my application for the position of Fire Chief for the Sitka Fire Department and the City and Borough of Sitka.

I believe that I would be a good candidate for this position as I have almost 29 years of experience in the Sitka Fire Department. I have been a part of every critical division in this department and have both volunteer and career experience. You will not find a candidate that has more knowledge of this jurisdiction, has a better understanding of our response capabilities, or has a better relationship with the members of the department and public, than me.

I joined this department when I was 18 years old, and from that first day I came through the door I couldn't get enough. I wanted more knowledge, more training, and more certifications. I needed to understand all of the positions, and how the department can work better together. I have a deep love for this fire department and have had the opportunity to help it improve. As I think back on my career, there is only one logical place for me to eventually end up, and that is as the Fire Chief.

Thank you for your consideration, I look forward to hearing from you,



Craig M. Warren

# CRAIG WARREN

██████████, Sitka, AK 99835 · 907-██████████

██████████

## EXPERIENCE

JULY 2016 – PRESENT

### SENIOR ENGINEER, SITKA FIRE DEPARTMENT

Supervise and train 4 engineers; Become acting Chief in the Chief's absence; Assist with budget and payroll approval; Write policies; Assist with training and operations department wide; Respond to emergency situations throughout the City and Borough of Sitka.

NOVEMBER 1999 – JULY 2016

### ENGINEER, SITKA FIRE DEPARTMENT

Assist with budget and payroll approval; Write policies; Assist with training and operations department wide; Respond to emergency situations throughout the City and Borough of Sitka.

AUGUST 1996 – NOVEMBER 1999

### SAFETY SPECIALIST, SITKA FIRE DEPARTMENT

Act as the city Safety Officer, Local Emergency Planning Commission Coordinator, Grant writer, and report writer; Perform Public Education and community outreach; Coordinate Hazardous Materials preparation, training, and response.

FEBRUARY 1993 – AUGUST 1996

### ADMINISTRATIVE ASSISTANT TO EMS, SITKA FIRE DEPARTMENT

Assist the EMS Director with ordering supplies, writing PO's, taking inventory, tracking outdated materials, preparing for as well as conducting training.

## EDUCATION

AUGUST 1991 TO JUNE 1995

### ATTENDED, SHELDON JACKSON COLLEGE

Pursued a Bachelor's Degree in Fisheries Science, however I am 7 credit hours short.

JUNE 1991

### GRADUATE, ASTORIA HIGH SCHOOL

Maintained a 3.7 GPA as a 3 sport athlete.

## CERTIFICATIONS

- FIREFIGHTER 2
- EMT 3
- FIRE OFFICER
- HAZMAT TECHNICIAN
- ROPE RESCUE TECHNICIAN
- CONFINED SPACE TECHNICIAN
- DIVE MASTER
- FIRE INSTRUCTOR
- FIRE INVESTIGATOR TECHNICIAN
- ICS 300/400



**City and Borough of Sitka**

An Equal Opportunity Employer

100 Lincoln St. Sitka, AK 99835

Phone No. (907)747-1816 Fax No. (907)747-1846

**Applicant Information**

Last Name		First Name		Middle Name
Warren		Craig		[REDACTED]
Residence Address	Street	City	State	Zip Code
[REDACTED], Sitka, AK 99835				
Mailing Address	Street	City	State	Zip Code
[REDACTED], Sitka, AK 99835				
Telephone Number		Email Address		
907-[REDACTED]		[REDACTED]@sitka.ak.us		

**Position Applied for**  
**Fire Chief****Date**  
**July 2, 2020****How did you learn of this job opportunity?**

- ☐ City of Sitka Website    ☐ Job Service/ALEXsys    ☐ Newspaper    ☐ Radio    ☐ Local Organizations
- ☒ On-line (name website) City of Sitka \_\_\_\_\_    ☐ Alaska Municipal League    ☐ Other \_\_\_\_\_

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

**Criminal Convictions:** A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

**Thank you for your interest in serving the citizens of Sitka!!**

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number <u>Alaska 2</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	<i>Full Time</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Part Time</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<i>Temporary</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Date available to work: \_\_\_\_\_

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	<i>Evenings</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Nights</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Weekends</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Holidays</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you been convicted of a misdemeanor within the last five years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

<b>Education</b>			
<b>High School</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Astoria High School	General Studies	4	Diploma
<b>Undergraduate College</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Sheldon Jackson College	Fisheries Science	4	No
<b>Graduate Professional</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
<b>Others (specify)</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>



Employment History		
Most Recent Employer		Address
City and Borough of Sitka, Fire Department		Phone Number
Date Started February 1993	Starting Salary Per	Starting Position
	\$11.00/Hr	Administrative Assistant to EMS Director
Date Left	Salary on Leaving Per	Position on Leaving
N/A	\$32.40/Hr	Still Employed as Senior Engineer
Name and Title of Supervisor		Reason for Leaving
Dave Miller, Fire Chief		Still Employed
Duties/Responsibilities		
Emergency fire, EMS, SAR, and Dive Rescue response for the City and Borough of Sitka; Assist with training, write policies, budgeting and procurement.		
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employer		Address
		Phone Number
Date Started	Starting Salary Per	Starting Position
	\$	
Date Left	Salary on Leaving Per	Position on Leaving
	\$	
Name and Title of Supervisor		Reason for Leaving
Duties/Responsibilities		
Most Recent Employer		Address
		Phone Number
Date Started	Starting Salary Per	Starting Position
	\$	
Date Left	Salary on Leaving Per	Position on Leaving
	\$	
Name and Title of Supervisor		Reason for Leaving
Duties/Responsibilities		

<b>Include explanation of any gaps in employment.</b>
NONE

<b>Other Qualifications</b>
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Firefighter 2, EMT 3, Fire Officer 1, Confined Space Rescue Technician, Hazmat Technician, Rope Rescue Technician, Dive Master, Fire Instructor, Fire Investigator Technician, ICS 300/400
Describe any job-related training received in the United States military.
NONE
List professional, trade, business, or civic activities and offices held.
Member of Alaska State Firefighter's Assn, Alaska Fire Investigator's Assn
List professional, trade or business licenses held.
State of Alaska Emergency Medical Technician 3

<b>Additional Information</b>												
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.												
As a Senior Engineer, I am one of two people that are next in the chain-of-command that take over if the Chief is out. In that role, I have led the department through many trying times and gained understanding and experience every time. With my years of experience and constant conversations with the Chief I have been at least a little involved with all decisions and would carry that understanding forward when policies are looked at in the future.												
<b>References</b>												
Do not include family members or past supervisors.												
<table border="1"> <thead> <tr> <th>Name</th> <th>Phone Number</th> <th>Occupation</th> </tr> </thead> <tbody> <tr> <td>Dr David Vastola</td> <td>[REDACTED]</td> <td>Medical Director</td> </tr> <tr> <td>Andrew Hames</td> <td>[REDACTED]</td> <td>Manager, Sea Mart</td> </tr> <tr> <td>Trevor Harang</td> <td>[REDACTED]</td> <td>Vice-President, Arrowhead Transfer, Inc</td> </tr> </tbody> </table>	Name	Phone Number	Occupation	Dr David Vastola	[REDACTED]	Medical Director	Andrew Hames	[REDACTED]	Manager, Sea Mart	Trevor Harang	[REDACTED]	Vice-President, Arrowhead Transfer, Inc
Name	Phone Number	Occupation										
Dr David Vastola	[REDACTED]	Medical Director										
Andrew Hames	[REDACTED]	Manager, Sea Mart										
Trevor Harang	[REDACTED]	Vice-President, Arrowhead Transfer, Inc										

**Note to Applicants:**

**DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.**

☒ Yes      ☐ No



**APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. **I DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. **I RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

**I CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

**I AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

**For e-mail submissions only:** By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

  
Signature

  
Date