



Seattle Fire Marshal's Office
220 3rd Avenue South, 2nd Floor
Seattle, WA 98104 (206) 386-1450

FIRE CODE ADVISORY BOARD APPLICATION FORM

Thank you for your interest in serving on the Fire Code Advisory Board. The Fire Code Advisory Board (FCAB) was created by the Seattle City Council over five decades ago to give the public and local business, industry and technical trades a clear voice in the fire code process. Board members advise the City on updates and revisions to the code and play a crucial role in shaping the City's Fire Code. The 15 board members are appointed by the Mayor and confirmed by the City Council and serve a renewable term of three years. If you have any questions, please call 206-386-1455, or email: Ken.Brouillette@seattle.gov

Application Instructions:

1. Complete this form online or as a paper copy. If you need more space, add 1-2 pages.
2. Add short resume.
3. Add optional letter of interest or cover letter.
4. Send application materials to:

Ken Brouillette, Technical Code Development
Coordinator

Email (preferred): Ken.Brouillette@seattle.gov

Mail: Ken Brouillette
Seattle Fire Marshal's Office
220 Third Ave, 2nd floor Seattle,
WA 98104

STEP 1: CONTACT INFORMATION: *Please provide your contact information.*

First Name: _____ Last Name: _____

Primary Phone Number: _____ Please check one: Cell Home Work

Alternate Phone Number: _____ Please check one: Cell Home Work

Email: _____

Mailing Address Street: _____

City, State, Zip Code _____

STEP 2: OPEN POSITION(S): Each Board position represents a specific profession or the general public. *Check your preference(s), based on your qualifications and interests.*

Mechanical Engineer

Insurance Industry

Major Institutions



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STEP 3: PERSONAL STATEMENT

I am interested in serving on this volunteer Board because:

How do you imagine that your expertise, experience and interests will benefit this Board and its work?

STEP 4: EXPERIENCE AND BACKGROUND

List your occupation. Briefly describe your work experience.



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STEP 4, Cont'd:

List your education. Also list your training and credentials relevant to this Board's work.

Describe any volunteer experience and your role. Include experience on a board or commission or a community, neighborhood or worship group.

STEP 5: STATEMENT OF AVAILABILITY

- I agree to reserve the first and third Tuesdays of each month from 1-3 p.m. to attend the Board's meetings at SFD Fire Marshal's office or online. I understand the Board often meets only once a month and I will receive advance notice when meetings are cancelled.
- If I volunteer to join a subcommittee, I agree to reserve my time for that work, too.
- Generally, I can expect to work about 2 to 6 hours a month preparing for and attending meetings.
- If I cannot avoid a schedule conflict, I agree to update SFD promptly and share my meeting preparations.
- I can plan on notice about a week in advance, as possible, that SFD is canceling a scheduled meeting. Meeting frequency depends on work needs; some months may include only one meeting or no meeting.

I agree with the Statement of Availability. Date: _____



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The City of Seattle promotes diversity in the City's boards and commissions. We encourage people with multicultural backgrounds or work experience to apply. We also encourage applications from those who have worked with diverse populations.

The following, optional questions help track our recruitment and diversity efforts.

STEP 6: DEMOGRAPHIC INFORMATION *(Optional)*

Please check all that apply:

- Asian American
- African American
- American Indian/Alaska Native
- Hispanic/Latino
- White/Caucasian
- Pacific Islander
- Middle Eastern
- Multiracial

Please check one:

- Female
- Male

STEP 7: Do you identify as a person with a disability? *(Optional)*

Please check one:

- Yes
- No

STEP 8: How did you find out about this opening? *(Optional)*

Please check one:

- Mayor's Office website
- SFD website
- Word of mouth
- Other (please specify) _____

Thank you for your interest in serving on the Seattle Fire Code Advisory Board.