



Seattle Fire Marshal's Office  
220 3<sup>rd</sup> Avenue South, 2<sup>nd</sup> 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 contact Karen Grove at (206) 386-1451, or email: [Karen.Grove@seattle.gov](mailto:Karen.Grove@seattle.gov)

## Application Instructions:

1. Complete this form online or as a paper copy. If you need more space, add 1-2 pages. Form is at: [www.seattle.gov/fire/fmo/firecode/FCABApplicationForm.pdf](http://www.seattle.gov/fire/fmo/firecode/FCABApplicationForm.pdf)
2. Add short resume.
3. Add optional letter of interest or cover letter.
4. Send application materials to:  
Karen Grove, Fire Prevention Manager

**Email (preferred):** [Karen.Grove@seattle.gov](mailto:Karen.Grove@seattle.gov)

**Fax:** (206) 386-1348

**Mail:** Karen Grove  
Seattle Fire Marshal's Office  
220 Third Ave, 2<sup>nd</sup> 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.*

Insurance Industry

Services Industry



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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 headquarters in Pioneer Square, Seattle. 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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## FIRE CODE ADVISORY BOARD APPLICATION FORM

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.