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. Form is at:
2. Add short resume.
3. Add optional letter of interest or cover letter.
4. Send application materials to:
   Ken Brouillette, Technical Code Program Manager
   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.

☐ Public Position ☐ Insurance Industry ☐ Architect

Continued
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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Continued
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 Station 14 or other SFD location in 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:  ____________________________________________
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.