City of VALLEJO California

The Vallejo Fire Department is seeking a

Fire Chief

Mission Statement

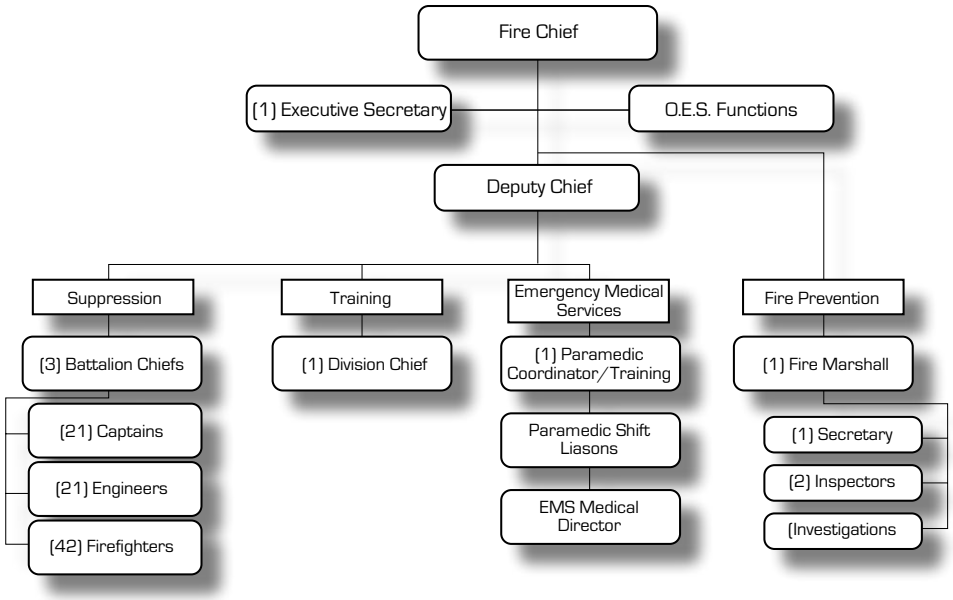
"Our primary mission is to safely protect the lives and property of our citizens. We value customer service as the foundation of our organization. We consider the entire community part of our extended family and strive to ensure we treat them with respect and dignity."

The Vallejo Fire Department and Staff

The Vallejo Fire Department serves nearly 120,000 citizens providing fire suppression, prevention and emergency medical services over an area of approximately 50 square miles. It has an operating budget of $23 million and is supported by one Deputy Fire Chief, three Battalion Chiefs, one Training Division Chief, an EMS Coordinator and a Fire Marshal. The Department operates through a central 911 dispatch center and unified communications system managed by the Vallejo Police Department. The Fire Department operates six (6) Engine Companies and one (1) Truck Company, with six (6) strategically located Fire Stations operating within the corporate limits of the City of Vallejo. The Fire Department's Administrative Offices operate out of an additional city-owned facility. The Vallejo Fire Department is a non-transport, advanced life support (ALS) provider and staffs all of its Companies with a minimum of one licensed Paramedic. In 2013, the Vallejo Fire Department responded to over 13,000 calls for service, approximately 75% of which were for life safety and medical emergencies. In addition to Countywide Mutual Aid Agreements, Vallejo Fire runs automatic aid with area Fire Departments in the cities of Benicia and American Canyon. Vallejo Fire is a respected leader in training, life safety, regional hazardous materials mitigation and technical rescue response. It enjoys a proud, distinguished history and is noted for its legacy of dedication to excellence in the provision of emergency services. For more detailed information on the Vallejo Fire Department, please visit the Department's website at: www.vallejo.ca.gov

The Fire Department deploys a three (3) platoon system; A, B & C Shifts on six engines and one truck company. The shift schedule is the 48 on, 96 off model. Each shift is supervised by a Battalion Chief and each station is comprised of a Fire Captain, Engineer and a licensed Paramedic. Fire crews perform fire suppression, emergency medical calls, rescues, hazard mitigation, vehicle accidents and other calls as needed. The Vallejo Fire Chief manages the entire organization with direct supervision of the Department's Battalion Chiefs provided by the Deputy Fire Chief. The current staffing levels of the Vallejo Fire Department include 93 total personnel.

The Vallejo Fire Department is currently organized as described below:



Key Initiatives for the New Fire Chief

- The on-going assessment of the organizational structure of the Fire Department to ensure effective administrative support, communication, policy and operational direction
- Development of the Fiscal Year 2013-2014 Fire Department budget and Capital Improvement Program
- Lead the efforts to reorganize O.E.S. functions and responsibilities for the City
- Lead the process of updating all departmental policies and procedures
- Manage the implementation of the new Results Based Performance Management System for the Command Staff
- Coordinate and negotiate the updating of existing Automatic Aid Agreements

Minimum Qualifications

Candidates may qualify with a combination of education, training and experience with at least three years of full time employment in a Fire Department in a management or administrative capacity equivalent to the Battalion Chief rank or higher. A Bachelor's degree is required, preferrably in Fire Administration with an MPA being highly desirable.

The "Ideal" Fire Chief For Vallejo

The City of Vallejo is seeking a seasoned emergency services executive who is passionate about delivering excellent service, and is energized by the challenge of delivering these services in an environment of limited resources.

The Fire Chief position in the City of Vallejo offers the successful candidate an opportunity to be a part of a dynamic executive team which is working to rebuild services following the City's exit from Chapter 9 bankruptcy in 2011. As a member of this team, the Fire Chief will be an integral part of the City of Vallejo's recovery and rebirth as one of the premier communities in the San Francisco Bay area. This position reports directly to the City Manager, and the Fire Chief will be expected to function in a highly collaborative manner with other members of the City's executive team.

The Fire Chief will be expected to create a strong vision for the Fire Department. This will require the abilities of an executive with vision who is motivated, self-confident and positive. The Fire Chief must have a strong command presence and must be an innovative self-starter who can inspire subordinates and work hard to develop leaders at all levels within the organization.

The successful candidate will also have the ability to create a work environment within the Department that nurtures participation and collaboration at all levels, and that encourages creativity and innovation in the delivery of emergency services.

The "ideal" Fire Chief would also be someone who:

- Is a respected manager with high moral character and a reputation as a practitioner of the highest ethical standards who will serve as a role model within the Fire Department for integrity and work ethic.
- Is highly flexible and capable of handling multiple, complex and shifting priorities in a competent, composed and focused manner.
- Is an outstanding communicator, bringing a proven track record of composing and delivering clear, concise and highly professional oral and written reports.
- Is passionate about the organization and brings attention to detail, familiarity with all Fire Service-related records and reporting requirements, management of the budget within allocated funds, and assuring that required procedural rules and regulations are followed.
- Is astute in understanding the real costs of providing fire services and will assist in bringing a business approach to effective budgeting and cost recovery in today's economic climate.
- Is a proponent of regionalization of disparate fire service activities and functions in order to gain greater efficiency and cost savings to the City of Vallejo.
- Has the ability to build effective and productive relationships with the Local IAFF leadership, and will be known as an active listener who views employees as valuable assets and nurtures mutual respect in labor/management relations.
- Will be a team player and collaborator with peers in other City Departments in order to meet the City's mission and customer service objectives; Will be loyal to the City Manager and a contributing member of the City's Executive Team and view themselves as a part of the entire City organization.

Reasons to Consider the Vallejo Fire Chief Opportunity

- The citizens served by the Vallejo Fire Department are highly supportive and feel positive about the services they receive.
- Much has already been achieved in assessing and improving the organizational structure of the Department in the previous nine months that will provide the new Fire Chief an excellent foundation upon which to build.
- The Vallejo Fire Department is viewed as a solid, progressive organization that is continuously developing and improving and enjoys an excellent reputation for high levels of customer service.
- The San Francisco Bay Area and the region surrounding the City of Vallejo is a premium location to live, work and play.

Vallejo Today

Vallejo, home to 116,500 residents, is a San Francisco Bay Area city situated in Southern Solano County on San Pablo Bay. Located 32 miles northeast of San Francisco, residents and visitors enjoy the convenience of the City's access to Interstate Freeways 80 and 780/680, as well as its close proximity to the major wine producing valleys of Sonoma and Napa via State Highways 29 and 37. Vallejo could be described as a mid-sized city with a small- town feel but with urban sensibilities. Its historic downtown and landmark heritage and vintage housing districts are highly valued by the community. One of the city's strengths is its historic, multi-cultural diversity that is protective of its quality of life and proud of its distinct neighborhoods, master-planned communities and commercial development. The City provides residents and commuters excellent public transportation through the *Solano Transit* bus system (with BART and Amtrak connections) and the *Baylink Ferry*, which provides residents and commuters fast, comfortable and frequent ferry service to downtown San Francisco. Vallejo also enjoys a mild, Mediterranean climate year-round, complemented by the gentle breezes that arrive from twenty miles of scenic waterfront. Additional information about Vallejo can be found at the City's website, www.ci.vallejo.ca.us.

Vallejo covers over 53 square miles of land and waterway and is the home of historic Mare Island, a former naval shipyard that once was the largest ship construction facility in the world. Lennar Mare Island has since transformed the South end of the island into a modern, vibrant and sophisticated mixed-use commercial district that features a town center, historic core and waterfront promenade. The Lennar Mare Island development offers office and industrial space that is capable of meeting most commercial requirements. An ample array of berth and dry dock areas also afford Mare Island the capability of accommodating many maritime uses. Four urban-style residential neighborhoods with more than 1,400 homes are planned. The Northern side of Mare Island is city-owned and slated for future development.

Vallejo provides many quality options for residents in the areas of education, health care, arts and culture and recreation. Vallejo is home to the *California Maritime Academy*, part of the California State University system, and the only maritime college in the Western United States. *Touro University*, with four colleges (Osteopathic Medicine, Health Sciences, Education and Pharmacy), is an expanding graduate education institution focusing on health careers and teacher preparation programs. *Solano Community College* is a 10 acre site in the Northgate area accommodating over 3000 students. Public Schools include the K-12 *Vallejo City Unified School District* that serves 17,000 students and Charter Schools that include the *Mare Island Technology Academy* and the K-8 *Vallejo Charter School*.

The *Kaiser Permanente Medical Center* is a full-service medical center with 350 physicians and nurse practitioners providing the highest quality health care. *Sutter Solano Medical Center* is part of the Sutter Health network providing emergency and pediatric care, which includes the Sutter Solano Cancer Center. The *St. Helena Hospital Center for Behavioral Health* is a 61 bed facility offering structured therapeutic mental health programs. The *Touro University Medical Center* and outpatient medical facility offers pediatric, adult and geriatric care. The newly restored *Empress Theater* is a historic, elegant, mixed-use performing arts center located in downtown Vallejo. The *Vallejo Symphony Orchestra* has performed continuously for over 75 years. The *Vallejo Music Theater* is a community theater company producing two musicals a season in addition to a large concert or cabaret series. Vallejo is home to *Six Flags Discovery Kingdom*, America's only combination marine life, wildlife and wild rides theme park, located on 135 acres in the center of the city. The Greater Vallejo Recreation District oversees Vallejo's 36 parks, 4 community centers, Olympic size pool and offers a wide range of activities to residents.

COMPENSATION/BENEFITS

All salary and benefits in Vallejo are subject to adjustment following completion of bargaining unit negotiations later this year. The salary range is currently $159,461 - $193,825 and the appointment may be made anywhere within the range depending upon the experience and qualifications of the successful candidate.

A competitive benefit package includes:

❏ Retirement offered through the California Public Employee Retirement System (PERS). Current members receive the 2% @ 50 formula. Employee pays 13.4%. New hire current members receive the 2% @ 50 formula. Employee pays 9%. New members of PERS as of January 1, 2013, or those who have been outside of PERS-benefited employment for six months or more, will have a pension formula of 2.7% @ 57. Employee pays 12%.

❏ Health Insurance covering employee, spouse, and dependent children under the age of 26 is offered through the PERS Hospital and Medical Care Act (domestic partner and dependent children included) – employee selects one of approximately seven available plans. City pays $300/month and the difference between $300 and up to 75% of Kaiser Bay Area Rate at each level of coverage through IRS Section 125 cafeteria plan. Employee responsible for difference between selected plan and maximum City contribution.

❏ Medical Flex Benefit offered – $250/month in lieu of City-paid medical insurance if employee has other medical coverage.

❏ Dental Insurance – Delta Dental Plan of California – $2,000 annually maximum for employee, spouse and dependent children under age 23 (domestic partner and children included). City pays 75% of premium.

❏ Vision Plan – Vision Service Plan, exam every 12 months, lenses and frames every 12 months, if needed, for employee, spouse, dependent children under age 23 (domestic partner and children included). City pays 75% of premium.

❏ Eleven paid holidays per year.

❏ Employees may take paid vacation leave upon accrual – 10 working days for 0-3 years service; 15 working days for 3-9 years service; 20 working days for 9-15 years service; 25 working days for 15+ years service.

❏ Sick Leave is 1 day for each full month of employment and employee may take paid leave upon accrual.

❏ Bereavement Leave is up to 3 days Sick Leave.

❏ General Flex Benefit provided – 120 hrs X employee's hourly rate per fiscal year to be taken in cash.

❏ Long Term Disability is city paid – 66-2/3% of monthly salary for a maximum monthly benefit of $7,000.

❏ Employee Assistance Program is city paid – five visits/year for employee and each eligible family member (domestic partner and children included).

❏ Workers Compensation is city paid with up to 90 working days full salary and benefits with temporary disability afterwards.

❏ Deferred compensation is an elective benefit with 100% employee contribution. The City offers an optional 457 Deferred Compensation Program – the 2013 maximum annual contribution is $17,500.

TO APPLY

If you are interested in applying for this challenging and exciting career opportunity, please submit a resume, cover letter, salary history and at least four professional references electronically to:

Clark Wurzberger, The Mercer Group, Inc. • P.O. Box 546 Weimar, California 95736
Tel. (530) 637-4559 • Fax (530) 637-1048
Email: cwurzberger@mercergroupinc.com

Electronic applications are required. The resume deadline is: **March 17, 2014** at 5:00 p.m. City application is required. Following the resume due date, candidates will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will receive preliminary interviews with the Consultant. The most qualified candidates will be referred to the City Manager for further consideration. Work history reference checks will not be conducted until mutual interest has been established.

The City of Vallejo is an Equal Opportunity Employer and values diversity at all levels of its workforce. Women and minority candidates are encouraged to apply.

TENTATIVE RECRUITMENT SCHEDULE

3/17/2014	Closing Date for Resumes
Week of **3/17**	Review and Screening of Resumes
3/21 - 4/7	Consultant Interviews and Completion of Supplemental Questionnaires by the More Qualified Candidates
Week of **4/7**	Screening of Semi-Finalist Candidates with City Manager and Interim Fire Chief
Week of **4/14**	Interviews with Finalist Candidates in Vallejo - Abbreviated Assessment Center - Possible Selection of Fire Chief Consultant Completes Reference Checks
As Soon As Possible	Contract Negotiation/Appointment of the new Fire Chief