



CITY of REDLANDS, CALIFORNIA



FIRE CHIEF



City of Redlands, CA

FIRE CHIEF

Mission Statement of the Department:

To provide a safe, professional and courteous team that strives to exceed the expectations of the community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on “Preserving the Past and Protecting the Future” of those we serve.

THE COMMUNITY

Redlands is a city in the heart of the Inland Empire, in San Bernardino County. With a population of approximately 73,000 and founded in 1881 and incorporated in 1888, Redlands is a quintessential “big town” with a “small town” feel. For much of its history, it was the “Washington Navel Orange Growing Capital of the World,” with the citrus industry as the main focus of its economy.

Through the years the economy may have changed, but that special feeling of community in a small town hasn’t. This is clear as you take a look around Redlands. Tree-lined State Street is still comprised primarily of beautiful historic buildings and locally-owned shops and boutiques. Some of its most famous buildings, like A.K. Smiley Public Library, a Moorish-style library built in 1898, and the Redlands Bowl, built in 1930 and home of the oldest continuously free outdoor concert series in California, are merely steps from historic downtown. One can stroll through neighborhoods filled with turn-of-the-century bungalows as well as landmark homes such as the Kimberly Crest House and Gardens, a home museum featured on the PBS series “America’s Castles”.

Surrounded by gorgeous mountains, Redlands is located approximately 60 miles northeast of Los Angeles, and 45 miles west of Palm Springs which makes it an easy drive to reach mountains, beaches, and deserts. The city is known for its Victorian and historical architecture, orange groves, and an array of seasonal and annual events. Downtown Redlands has a great atmosphere for shopping, dining, or just taking a stroll down tree-lined streets. Redlands’ parks are perfect for picnicking and are designed with this in mind. Redlands also features colleges such as the beautiful campus of University of Redlands, and is in close proximity to California State University, San Bernardino, Loma Linda University, and UC Riverside. There are several community colleges local to the area. Travelers also have access to the Metrolink, Omni Trans, and the Redlands Municipal Airport and Ontario International Airport.

THE CITY

The City’s motto is “A City That Works” and the City is committed to preserving its historical qualities while providing services to City residents that are reflective of the 21st Century. The City of Redlands is a full-service City, governed by a City Council/City Manager form of government. The City Council consists of five members selected by the electorate representing five city districts. The Mayor and Mayor Pro Tem are then elected by the Council. The Mayor and Council set policy, enact legislation, and adopt the budget under which the City operates. The City Manager, appointed by the Council, is the chief administrator for the City.

The City of Redlands employs over 500 full and part-time employees in a variety of job classifications. City staff are committed to delivering the highest quality of service to the local community in areas of law enforcement, fire, medical and emergency management, recreation, library services, community development, redevelopment, municipal utilities and engineering, legal and financial record keeping, road maintenance, waste management and much more! The City has nine labor unions.

To learn more about the City of Redlands, visit the City’s website at www.cityofredlands.org.

EMERGENCY OPERATIONS

Under direction of the Fire Chief, the Deputy Chief and three Battalion Chiefs direct the day to day emergency operations of the Fire Department, responding out of four fire stations strategically located throughout the City. Redlands firefighters respond to nearly 11,000 calls for service annually. The Redlands Fire Department is an all risk, full-service Fire Department, trained in every aspect of emergency services ranging from Emergency Medical Calls, Wildland Fires, Building Fires, Traffic Accidents, Hazardous Materials Response, Mitigation and Control, Confined Space Rescue, Bio-Terrorism, and Swift Water Rescue.

Dedicated to protecting life, property and the environment, the fifty-seven men and women in the Emergency Operations Division strive to provide superior services around the clock to nearly 73,000 citizens and untold visitors; covering an area over 37 square miles and protecting an assessed valuation of nearly \$7 billion dollars in property.

**To learn more about the City of Redlands Fire Department,
go to www.cityofredlands.org/fire**



THE POSITION

The Fire Chief plans, directs, manages, and oversees the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency medical services, disaster preparedness, cost recovery, and hazardous materials controls. This position coordinates and collaborates with other City departments and outside agencies to provide highly complex administrative and technical support to the City Manager. The Fire Chief exercises strong communication, management, supervisory, professional and technical skills to ensure excellent customer service to the City of Redlands community. A fee study is currently being conducted and a knowledge of grants and other revenue streams is highly desirable.

Responsibilities include but are not limited to the following:

- Manage the development and implementation of Fire Department goals, objectives, policies, and priorities.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal, and other community groups.
- Select, train, motivate, and evaluate departmental personnel; provide or coordinate staff training and development.
- Manage and participate in the development and administration of the Fire Department budget.
- Assess and forecast additional funds needed for staffing, equipment, materials, and supplies.
- Prepare and present staff reports and other necessary correspondence for the City Manager, City Council, and partner agencies.
- Assess and ensure inventory control, record keeping data and administrative processes for efficiency, accuracy, and accountability.
- Utilize and monitor available automation and technology to enhance effectiveness in all services managed and provided. Familiarity with new technology in EMS and current EMS issues in Southern California or the ability to get up to speed quickly is important.
- Development of a long-range strategic plan that includes attention to behavioral/wellness issues facing the fire service.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, ethical, and personable leader and effective communicator with excellent managerial skills, a strong customer-service orientation, and a proven track record in creating a positive, cohesive, and productive work culture. This position requires an engaging and forward-thinking individual with the ability to facilitate positive change, work effectively with staff, executive leadership, and elected officials; and have a willingness to collaborate with other department heads and business leaders, and to provide employee training and growth opportunities. Successful candidates will possess a proven history of inspiring an inclusive, team-oriented working environment based on effective communication, efficiencies and accountability. The ideal candidate will be a creative professional with the highest moral character and integrity in all that he/she does, with a desire to interact with staff, welcome ideas, and build strong working relationships city-wide. A background with a Joint Powers Authority and a record of involvement and collaboration with surrounding jurisdictions, as well as developing cooperative agreements with local, County, State, and Federal agencies is extremely helpful.

KEY ATTRIBUTES AND CHARACTERISTICS

- A solid leader and role model with a positive presence; demonstrated initiative; action-oriented; exercises wisdom in judgment; and makes good, consistent decisions.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring resolution to issues timely, involving others as needed.
- Politically-sensitive with the ability to write concise staff and other reports for presentation in oral or written format to city council or other elected bodies.
- Team-oriented with a track record of providing outstanding service to internal and external customers.
- Strong business acumen, with the ability to carefully evaluate and improve the Department's efficiency, effectiveness, and productivity.
- A relationship builder who cultivates productive partnerships with staff, management, organized labor, external agencies and stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.

- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law, but the spirit of the law.
- An excellent communicator who is willing and able to listen and understand what is being said, and can build trust.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in fire science or a related field.
- Master's degree desirable.
- Seven (7) years of responsible fire suppression and prevention experience.
- Five (5) years of management and supervisory experience.

COMPENSATION AND BENEFITS

The salary range for this position is \$181,176 - \$220,188, depending on experience.

The City offers an outstanding benefits package that includes:

- **Medical Insurance** – City pays monthly premium for employees and eligible dependents
- **Dental Insurance** – City pays monthly premium for employees and eligible dependents
- **Vision Insurance** – City pays monthly premium for employees and eligible dependents
- **Life & Accidental Death and Dismemberment** – \$25,000/\$25,000

- **Deferred Compensation** – \$1,125 per year + 2% of salary per year
- **PERS Retirement** – 3% @ 50 for classic PERS Members; 2.7% @ 57 for new members; employee share paid by employee
- **Annual Leave** – 392 hours per year
- **Paid Holidays** – 12 per year
- **Tuition Reimbursement Program** – City will reimburse for fees, up to cost of UCR

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, August 13, 2018**. To be considered, please submit your cover letter with résumé, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as the size of staff you have managed. To be considered, please apply directly at <https://secure.cpshr.us/escandidate/JobDetail?ID=357>



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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. Final interviews may include presentations to multiple panels, as determined by the City. The final candidates will be subjected to an extensive reference and background check. For additional information about this position please contact Frank Rojas.

