



COLORADO

FIRE CHIEF

\$165,000 - \$198,000

Plus Excellent Benefits

Apply by

February 16, 2020

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Headquartered in Arvada, Colorado, the District's service area encompasses portions of the cities of Arvada and Wheat Ridge as well as areas of unincorporated Jefferson County.

Jefferson County, Colorado is the fourth-largest county in Colorado, and offers thriving suburban, business, industrial, recreational and residential communities. The County is filled with magnificent scenery including grasslands and rugged rock formations, natural foothills, stunning mountains, and tumbling mountain streams. The County is also home to three national forests and two state parks that offer many recreational opportunities from kayaking, boating, and rafting, to fishing, hunting, hiking, mountain biking, rock-climbing, camping and skiing.

The City of Arvada is an award winning, vibrant, and friendly city of over 118,000 residents just 20 minutes northwest of Denver and 30 minutes southeast of Boulder, Colorado. As the 7th largest City in the state, Arvada is known for maintaining a big city culture with a small-town community feel, where a tight-knit group of family, friends and neighbors thrive. The City has been named the "3rd Best City to Live In in 2017" by both USA Today and 24/7 Wall Street and boasts 3,400 acres of parks, open space and trails, 10 sports complexes, 58 playgrounds, 70 sports fields, three public golf courses, and three skate parks.

Arvada's downtown district, known as Olde Town, has a turn-of-the-century Main Street with an Americana ambiance, unique local businesses and historical buildings, and many annual events, festivals, and holiday celebrations. As well, a world-renowned arts and humanities center serves more than 350,000 visitors each year, and numerous excellent breweries, restaurants, and shopping options await both residents and visitors alike. With over 75% of the population having achieved a college degree, the area is home to 12 high schools, 15 middle schools, 31 elementary schools, and 49 Pre-K schools, and provides higher-learning opportunities at Red Rocks Community College, and the nearby University of Colorado at Boulder.



To the south of Arvada, the City of Wheat Ridge is home to roughly 30,000 residents and originally served as a rest stop for miners headed to mountain gold camps in 1859. With a rich history and a strong sense of community, Wheat Ridge provides great neighborhoods that create an attractive and inviting city and community for families where residents enjoy an active, healthy lifestyle. Interstate-70 borders the city's northern side, providing easy access to the majestic Rocky Mountains which offer a multitude of internationally acclaimed mountain sports including skiing and hiking less than an hour away.

THE ORGANIZATION

Organized in May of 1949, the Arvada Fire Protection District is a special district governed by a five-member board of directors that provides fire protection and emergency medical services to most of the City of Arvada, a portion of the City of Wheat Ridge, and portions of unincorporated Jefferson County. The District's boundaries are contiguous without any remote areas or service "islands" and share a border to the southeast with the City and County of Denver. The District's west side is classified as rural and borders wildland and wildland urban interface areas.

The District's service area is approximately forty-three square miles and consists of a mix of metropolitan, urban, suburban, rural, commercial, industrial, and undeveloped open space, with a resident population of approximately 133,000 people. The predominate zoning use for the community is residential and approximately 81 percent of all buildings are single-family residential structures of varying ages and sizes. The District also services the interstate highways I-70 and I-76, two major rail lines, a commuter line, and several state highways.

The District's response services are provided from eight fire stations and a fleet of twenty-four apparatus, including engines, trucks, brush trucks, ambulances and thirty-seven other specialty and staff vehicles. The District operates four support facilities which include a modern training facility, a District owned vehicle maintenance shop, a headquarters building and a central supply building.

The Operations Division is comprised of 159-line personnel and 10 sworn support personnel, including the Community Risk Reduction Section, Training Section and EMS Section. Minimum daily staffing is 46 personnel, including 2 Battalion Chiefs, 5 engines, 1 rescue, 1 truck and 1 tower, each staffed with 4 personnel. Daily staffing also includes 5 ALS medic units each staffed with 2 personnel, and a Safety and Medical Unit staffed with 2 personnel. The Administrative Division is comprised of 2 HR personnel and 3 finance personnel, and the Planning and Support Services Division is comprised of the Building and Fleet Maintenance Section and Information Technology Section. The Fire Marshal's Office is comprised of 6 personnel, bring the total FTEs in the District to 185.

Operating on an annual budget of \$38 million, the District provides all-hazards specialty responses to emergencies including, but not limited to open, swift and ice water rescue, hazardous materials, wildland, and technical rescue. The annual emergency call volume for the operations division is approximately 15,000 incidents.



THE POSITION

Reporting directly to the Board of Directors, the Fire Chief is the District's Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the rules, policies and procedures established by the Board, and for carrying out the duties imposed upon the Fire Chief by Federal, State or local laws, rules, regulations, codes, standards or ordinances.

Other responsibilities include:

- Responsible for the development, implementation and on-going evaluation and improvement of fire suppression, fire prevention, emergency rescue, hazardous materials, ambulance, and emergency medical services provided by the District, directly or through a third-party provider.
- Hire, supervise and terminate personnel, at his/her discretion, and within the limitations of the Board-approved budget.
- Require and receive from each employee and volunteer compliance with the Board's rules, policies, and procedures, the Fire Chief's Standard Operating Guidelines (SOG's), orders and directives, and Controlling Law.
- Supervise, direct and coordinate personnel, administration, finances and operations to achieve Board policies and objectives, directly and through subordinate personnel.
- Within the Board-approved budget, responsible for the purchase, sale, upgrade, use, maintenance and security of District real property, equipment, vehicles/apparatus, and facilities, and all other District property.
- Ensure that all current divisions/departments, and any divisions/departments established or reorganized by the District Board in the future, meet or exceed requirements or standards imposed by Controlling Law, the Board or the Fire Chief.
- Coordinate, where necessary or appropriate, intergovernmental agreements with other Federal and State agencies and departments, and local governments.
- Prepare regular or special reports upon any matters, which, in the Fire Chief's judgment, are necessary or appropriate, or as required by the Board.
- Responsible for developing a proposed budget for timely submission to the Board each year and ensuring that District revenues and expenditures are kept within the Board-approved budgets.
- Consistently promote a professional image of the District at all times.

- Command District fire ground and emergency operations, as the Fire Chief deems necessary and appropriate.
- Responsible for continually evaluating the present and future Emergency Services needs of the property and citizens within the District's jurisdiction, citizens passing through the District's jurisdiction, the District's Emergency Services obligations to other agencies through Intergovernmental Agreements, Mutual Aid Agreements, Automatic Aid Agreements or otherwise, and develop or update strategic plans to meet the present and future Emergency Services needs identified, for Board consideration.
- Attend meetings with the City of Arvada council members and members of the Jefferson County Board of County Commissioners, other City and County officials, civic organizations, and other Federal and State agencies, and local governments, and positively and effectively represent the District at such meetings.
- Take part in community risk reduction and be supportive of new and innovative ways to provide services to the community through non-traditional approaches.

OPPORTUNITIES & CHALLENGES

Leadership: The new Chief will be a seasoned strategic thinker and collaborative at all levels of the organization. Working with elected Fire Board members, Administrative and Operational staff, the new Chief will ensure that critical fire department functions such as administrative support, policies/procedures, operational needs and budgetary requests are well developed and clearly articulated.



Strategic Problem Solving: The new Chief will approach organizational challenges in a strategic manner, soliciting and incorporating input from staff when seeking solutions. The ability to articulate a vision of the future, creating a path towards that goal and maintain progress is critical. Ensuring that staff concerns are heard and acted upon is critical to the new Chief's success.

Financial Acumen: The new Chief will need to understand the operation and finances of a Fire District and the complexity of Colorado taxing authority. While well-funded, the development of a long-term budgetary vision as it relates to overall sustainability and the maintenance and acquisition of apparatus, equipment and facilities is critical.

Labor Management Relations: The department is striving to foster a collaborative and improved relationship with labor. The new Fire Chief will need to continue this effort with open, honest communication that builds on progress to date. Ensuring positive relationships between the Local, the Board and Administrative staff will be a high priority, as will working collaboratively with the Union to achieve the agency's goals and objectives in serving the community.

Emergency Medical Services: The Arvada Fire Department is a provider of both Basic and Advanced Life Support Services. This program is currently being challenged by a shortage of qualified paramedic applicants. The new Fire Chief should be well versed in the innovative management of advanced life support programs in an effort to achieve long term success.

Continuous Improvement: The department is Accredited through the Commission of Fire Accreditation International and is adopting an evidence and data-based approach to problem solving and providing service. The new Fire Chief will need to be able to use data in their day to day management and long-term planning.

Community Risk Reduction: The new Chief will be supportive of the departments innovative approach to community risk reduction and be supportive of new and innovative ways to provide services to the community through non-traditional approaches. Existing programs have created a strong bond with the community and is supported by a very strong customer service ethic throughout the organization.

IDEAL CANDIDATE

Education and Experience:

Minimum candidate will have graduated from an accredited four-year college or university with a degree in fire science, business, public administration or related field. Will also have a minimum ten years of progressive experience as a Chief Officer in managing all facets of fire department operations which includes the areas of administration, fire suppression, Advanced Life Support and community risk reduction programs.

The ideal candidate will have completed the Executive Fire Officer program or equivalent, possess and maintain CPR, EMT certifications, and maintain a valid State of Colorado driver's license. Any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills will be considered. Once hired, the selected candidate must maintain their place of residence within the Arvada Fire Protection District boundaries.



Necessary Knowledge, Skills and Abilities:

- Experience as a Chief Officer in a similar sized (or larger) fire department with a documented history of progressive and proactive program development.
- Excellent executive leadership skills and a comprehensive knowledge of all facets of the fire service including structural firefighting, fire-based EMS with ALS transport, community outreach and risk reduction, emergency management, fire prevention and code enforcement.
- Experience working with a Board of Directors or City Council to build achievable goals that will take the agency to the next level of service.
- Political acumen and sensitivity to be effective within a broad range of interests.
- A commitment to collaboration with regional partners in the delivery of services to the public at large.
- Candidates must understand their role as the Chief Executive Officer and balance their position as an 'employee' of the Board with that of being the 'head coach' for the staff and the 'advocate/liaison' to the community.
- Continued use of the Accreditation process, through the Commission on Fire Accreditation International, as a keystone of achieving excellent outcomes through thoughtful process and industry best practice.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions and industry best practices.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the organization.
- Exceptional written and oral communication skills which will be used to clearly communicate policies and strategic vision to staff and citizens in a clear and concise manner.
- Strong financial acumen and solid experience in budgeting and long-range financial planning.
- The ideal candidate will lead by example setting the standard for all members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results, building accountability for staff at all levels and creating a positive working environment characterized by teamwork and innovation.

COMPENSATION & BENEFITS

Benefits:

- **\$165,000 - \$198,000 DOQ**
- Medical, Dental & Vision Insurance – 100% paid for employee only coverage, 80% for other coverage
- 8% Contribution to FPPA Defined Benefit Plan (Employee share set by FPPA)
- Retirement Health Savings plan
- Life & AD&D Insurance
- Long-term Disability
- Competitive paid vacation & sick leave
- Other Paid Leave - 24 hours of floating holiday, jury duty, funeral leave, 60 hours of paid holiday leave.
- 2% Match to 457 Deferred Compensation Plan

Optional benefits:

- Aflac and Police and Fire Insurance Association (PFIA) have group and individual life, accident, critical illness, cancer, short-term disability and supplemental dental plans available.
- Employee funded Flexible Spending Account (FSA) for medical and/or dependent care expenses.
- 529 College Savings Plan



For more information,
please visit:
www.arvadafire.com



The Arvada Fire Protection District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 16, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

www.prothman.com

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