



The City of

Richmond, California

invites your interest in the position of

Fire Chief



A National Search Effort Conducted By Ralph Andersen & Associates



The Opportunity

This is truly an exciting opportunity to live and work in West Contra Costa County, one of the most dynamic areas of the nine-county San Francisco Bay. The City of Richmond is conducting a national search for an innovative and committed fire professional to serve as the next Fire Chief. Ideal candidates must be hands-on, with the ability to wear many hats while demonstrating strong leadership, communication, and interpersonal skills. The strongest candidates will be able to provide advanced and dynamic approaches in emergency and public safety services in order to contribute to the quality of life for Richmond's residents and visitors.

The City of Richmond, California

The City of Richmond is located in the nine-county San Francisco Bay Area in West Contra Costa County. Major nearby Bay Area cities and employment centers include the City of Oakland, 9 miles south; the City of San Francisco, 17 miles west; and the City of San Jose, 50 miles south. Richmond's landmass forms a peninsula that stretches into the San Francisco and San Pablo bays. This shoreline defines a significant portion of the City's borders to the north, west, and south. Neighboring San Francisco and Marin County provide attractive backdrops from Richmond and across the Bay. The cities of El Cerrito and San Pablo and the Sobrante Ridge Botanic Regional Preserve frame the City's eastern edge.

The City of Richmond is a growing maritime, industrial, and residential community with a vibrant and diverse population of 110,000, a thriving and changing economy, a dynamic business environment, and a strong contender for further growth. Richmond is a central transportation hub in the Bay Area. With two Interstate freeways (Interstates 80 and 580), two railroads (Santa Fe and Southern Pacific), a deep-water shipping port, several AC Transit local bus lines, and Bay Area-wide rapid transit and USA-wide passenger rail service from the combined BART and AMTRAK station located in the heart of downtown, Richmond is poised for an economic resurgence. Richmond is one of the most racially and ethnically diverse cities in the Bay Area, with a population that is approximately 40 percent non-white Latino, 22 percent African American, 17 percent white, and 15 percent Asian. Richmond is a warm and welcoming City due to the diversity of its residents, business people, land use, and its historic contributions to the future of the nation. With the most affordable housing prices in the Bay Area, neighborhoods and housing options offer a whole palette of lifestyle choices.

The City of Richmond is the perfect location to “play in the Bay” and explore with distinct neighborhoods, the Bay Trail and 32 miles of shoreline, museums, golf, water sports, two unique islands, live theatre, excellent shopping, dining, cultural events and activities, and much more. Through its nine community centers and two aquatic centers, the City sponsors a variety of activities to support Richmond's adult, youth, and senior populations. The City is also home to the Rosie the Riveter/World War II Home Front National Historical Park, which aims to preserve and interpret Richmond's role in our nation's home front response to World War II. Visual art is also visible throughout the City of Richmond. The City also funds two major art centers, has private spaces serving as art studios, and two public art committees/commissions.

The City has one of the most progressive city governments in California. To improve the quality of life and provide fair outcomes for all Richmond residents regardless of race, the City is focused on developing and implementing programs and policies through a health and racial equity lens to foster a healthy and inclusive community for all.

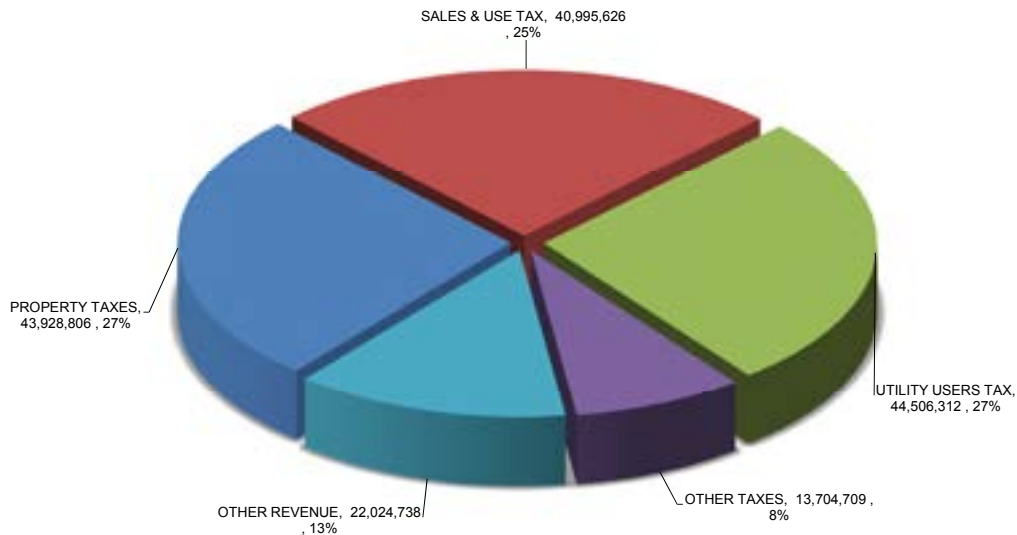


City Government

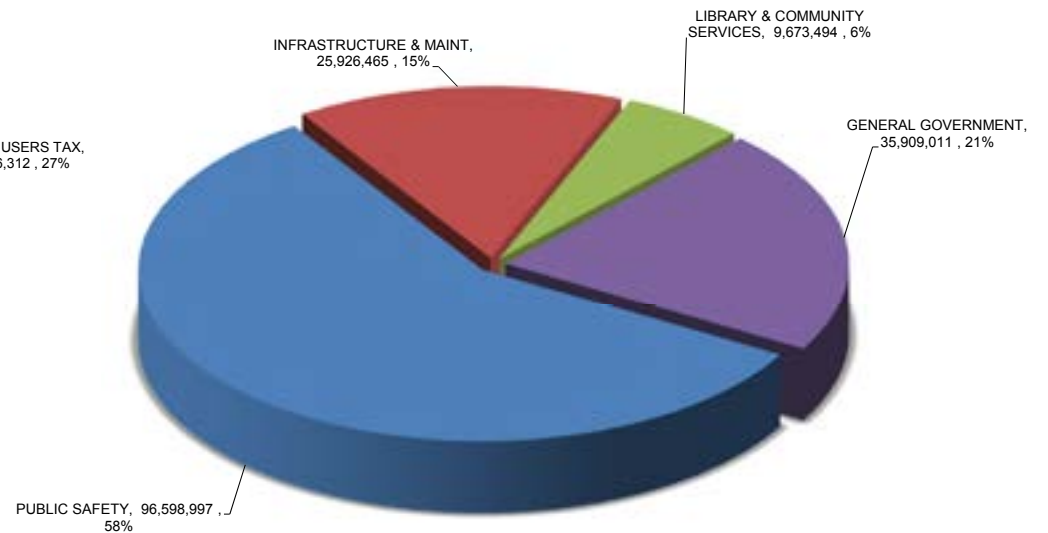
Richmond is a full-service city operating under a Council-City Manager form of government, with a mayor elected at-large and six councilmembers (beginning with the 2020 elections, the City transitioned from at-large to district-based elections of City councilmembers). The City is supported by a FY 2020-21 general fund budget of approximately \$165 million and 652 FTEs. To learn more, go to: www.ci.richmond.ca.us.

FY2020-21 Adopted Operating Budget

FY2020-21 General Fund Revenue Budget
Total Budget \$165,160,191



FY2020-21 General Fund Expenditure Budget by Function
Total Budget \$168,107,966



The City of Richmond Fire Department

Mission

The Richmond Fire Department is a dedicated workforce of highly motivated and technically skilled professionals of rapid response. It is our purpose to protect life and preserve property.

We are a profession that knows no limit to what we will respond to and we prepare without constraint to meet the challenges of our chosen profession.

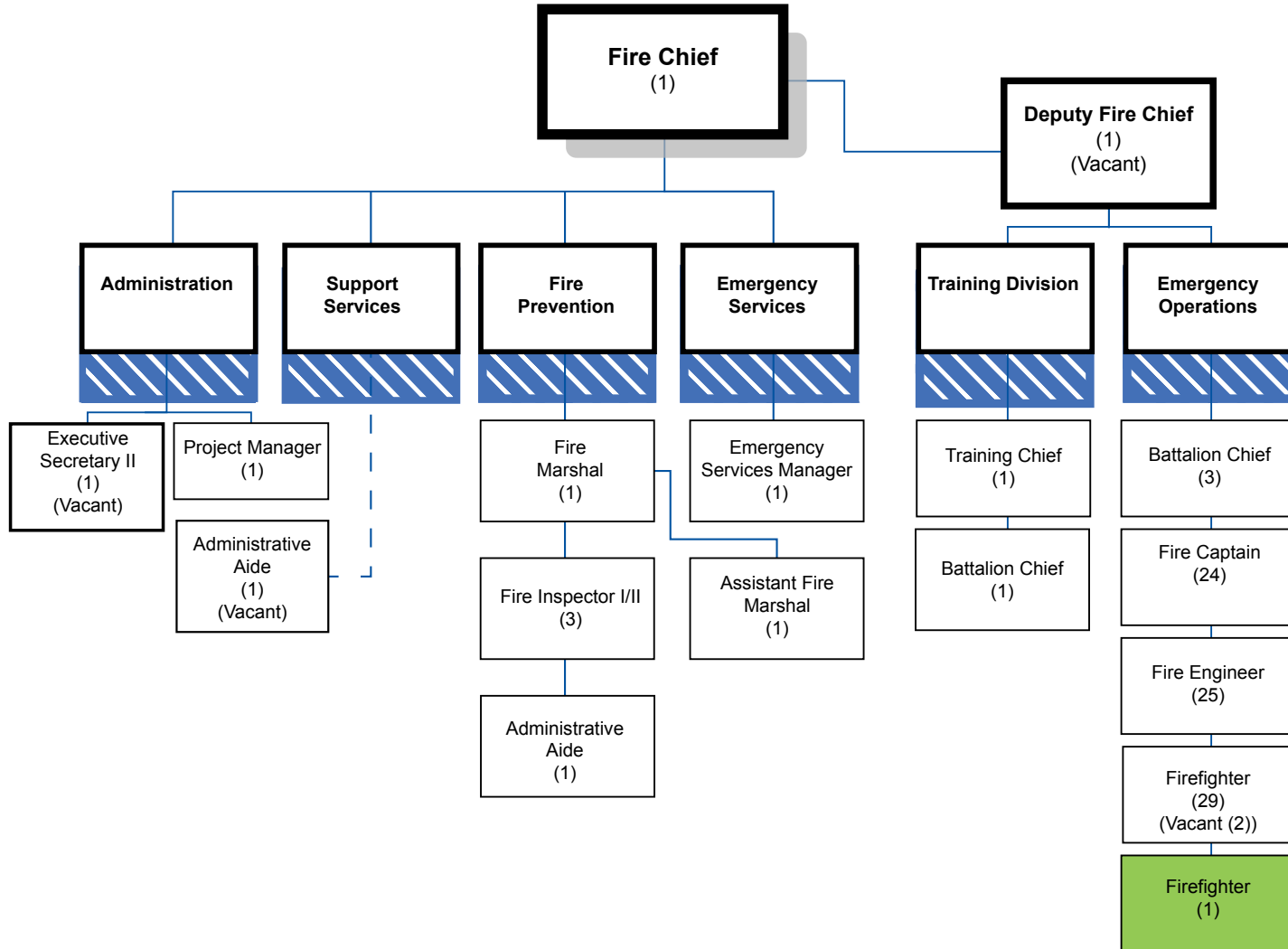
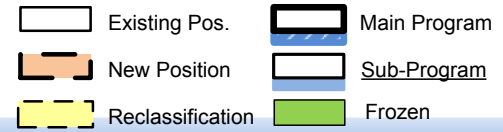
The citizens, businesses and visitors to the City of Richmond can expect a caring, courteous and competent response when rendered our aid.



The members of the City of Richmond Fire Department work to protect approximately 110,000 residents, as well as businesses and visitors, over a 30.1 square mile area through seven fire stations. With an ISO Class 3 rating, the Department provides services in the areas of Fire Prevention, Fire Suppression, Investigation, Inspection, Emergency Service, Emergency Preparedness, Public Education, and community programs. The Richmond Fire Department has a history of providing outstanding services since 1901 and currently has an authorized staffing level of 88 sworn and 5 non-sworn full-time employees: 1 fire chief, 1 operations deputy chief, 1 fire marshal, 1 deputy fire marshal, 3 fire inspectors, 1 training director, 1 office of emergency services manager, 3 battalion chiefs, 24 captains, 24 fire engineers, 29 firefighters, 1 administrative project manager, 2 administrative aides and assistants. The Department participates in the Richmond Neighborhood Coordinating Council (RNCC) and either the Chief or his designee attends the RNCC meetings. In addition, Richmond Fire has a FY 2020/21 operating budget of over \$28 million annually. The Department operates out of 7 fire stations (eight 3-0 crews), with an apparatus fleet of 7 fire engines including 1 fully staffed truck, 1 cross staffed truck, 2 rescue units, 1 hazardous materials unit, 1 breathing support unit, and 1 fire boat. In 2020, the Richmond Fire Department's average response time was five minutes responding to 14,139 calls for services; approximately 53% of those calls were for rescue/medical.

Fire Department FY2020-21 Organizational Chart

Existing FTE = 94, Adopted FTE = 92



The Position

The Fire Chief is appointed by and reports to the City Manager. The Fire Chief will be joining a high-energy, creative, and professional team to assume command of a results-driven organization with a tradition of providing excellent service. The Chief will coordinate assignments and activities for all personnel as well as collaborate with other City, County, Regional, and State agencies. In addition to providing oversight and leadership for a progressive organization's day-to-day operational activities, the Chief will serve as a technical advisor to the City Manager and City Council on fire, disaster management, and EMS issues. The Chief is also responsible for establishing and maintaining a positive employee/labor relations climate and the proper and efficient use of both human and financial resources. The Fire Chief also contributes to the City's organizational strategic mission, planning, operations, processes, and procedures.

Specific responsibilities of the Fire Chief include:

- ◆ Managing the Department's financial resources and communicating the Department's financial structure and position to internal and external stakeholders;
- ◆ Working effectively with the City Manager, City Council, the City's executive leadership team, other agencies, and affiliated labor associations toward the common good of the organization and the community with a Participative Leadership Style;
- ◆ Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the City Council, the City Manager, the community, and other key external stakeholders;
- ◆ Ensuring professional development of command staff and employees that will enhance their success as managers and facilitate positive employee behaviors, spirit de corps, and strong organizational performance;
- ◆ Utilizing a quality professional and technical staff, being mindful of their abilities, and able to listen and make informed decisions;
- ◆ Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies, to pursue a common goal of community safety;
- ◆ Articulating a vision and leading the development of strategic and master plans in support of that vision;
- ◆ Providing an appropriate flow of information to citizens, the media, and interest groups, and serving as the primary spokesperson on matters of fire, EMS, special operations, and life safety; and
- ◆ Ensuring that the Fire Marshal develops and enforces fire codes and ordinances within the scope of the Department. Interpret and apply laws, regulations, ordinances, and codes for specific applicable situations.

In summary, the Fire Chief will provide dynamic leadership and vision to manage people and constructive change while mentoring, coaching, and providing staff development.



Challenges and Opportunities

The new Fire Chief will be confronted with several challenges and opportunities that will require leadership, diplomacy, and creative problem-solving. Among these challenges are:

- ◆ Ensuring prudent fiscal management of the Department's budget considering the current challenging economic times and shrinking resources;
- ◆ Work collaboratively regionally;
- ◆ Evaluate current 911 dispatch support, effectiveness, and opportunities to improve all communications-related services;
- ◆ Maintaining good communication, excellent interdepartmental communications, and ongoing positive labor/management relations;
- ◆ Continuing all necessary operational training, establishing an effective career development program for all personnel, and developing a succession planning program to prepare internal candidates for future leadership roles; and
- ◆ Continuing to expand opportunities to acquire special project funding through grants and other non-traditional financial pathways.

The Ideal Candidate

The City of Richmond's next Fire Chief will be an experienced fire services manager and administrator who possesses the **"courage to lead"** with outstanding interpersonal and organizational skills. This top executive will have exceptional communication skills and be able to work effectively as the leader of a team. The ideal candidate will be amiable, open, and honest, and possess a reputation as a firm, competent, fair, and consistent leader. An unblemished record of ethical and professional conduct is essential. The Fire Chief must possess the ability to build strong and cohesive relationships and an understanding of working with the City Council, City Manager's Office, and labor groups. Additionally, the Fire Chief must possess the ability to provide the highest quality of services in the most cost efficient, creative manner.

Extensive experience with sound and effective labor relations will be expected. A sophisticated understanding of California employment practices, including the Firefighter Procedural Bill of Rights, is strongly desired. Known for being a relationship builder, the top candidate will also have a reputation for establishing and maintaining a high level of trust and collaboration between management and rank and file. Highly qualified candidates must be able to formulate long-range plans that communicate future vision, direction, and leadership expectations. The Richmond Fire Department's Fire Chief will demonstrate effectiveness as an innovator in developing a model department in labor-management, training and development, community outreach and education, and the effective use of technology.

The Fire Chief will be expected to demonstrate and promote the highest standards of personal and professional conduct. The successful candidate will be expected to practice an open management style and work collaboratively with members of the Department to foster a working environment that encourages individuals to excel in their areas of responsibility. The Fire Chief will establish positive relationships with employees throughout the organization and place a high value on staff's professional development. The Fire Chief will be considered a progressive leader within the fire service and be recognized for being an ongoing contributor to the advancement of the profession. Richmond Fire Department's next Fire Chief will be well-versed in all operational and administrative aspects of comprehensive emergency service operations, including fire suppression, fire prevention, hazardous materials response, emergency medical services, and associated services.



The selected candidate for Fire Chief must have exhibited the ability to be a hands-on Leader, who possesses a high level of communication and interpersonal skills. They must be able to thrive in a traditional fire service setting all the while being open to dynamic approaches in the delivery of fire, EMS, and special operations services that seek to improve the quality of life for Richmond's residents and visitors.

In summary, the next The Fire Chief must positively influence day-to-day operations, have a "can-do" attitude, and be comfortable with a hands-on approach to all aspects of Richmond Fire Department's performance in service to the community.

Minimum Qualifications

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, emergency management, public administration, business administration, political science, or a closely related field is strongly desired. A Master's or other advanced degree is a significant plus. Executive Fire Officer Certification, the Chief Fire Officer Designation, Executive Development Institute, or similar endeavors are also highly desirable.

Experience: The successful candidate will have a minimum of seven years of increasingly responsible command and management experience, with four of the years at the Executive Officer level (as a Fire Chief, Assistant Chief, Division Chief, or Battalion Chief). With a passion for public service and a proven track record of success, top candidates will have an outstanding career in fire service and a progressively responsible senior-level career path. Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.



Required License and/or Certificate(s): Possession of a valid California Driver's License in the category necessary to perform the position's essential duties may be required at the time of appointment. Maintenance of a valid California Driver's license is a condition of continued employment.

Desired Qualifications: The following qualifications are desired but not mandatory:

- ◆ California State Fire Marshal Certified Chief Officer
- ◆ Certified Chief Officer
- ◆ National Fire Academy Executive Fire Officer



Compensation and Benefits

The compensation for Fire Chief is up to a maximum of \$225,420 annually (DOQ). The Fire Chief will also receive an excellent benefits package including:

- ◆ **Health Insurance:** Public Employees Retirement Systems (PERS) medical plans (including prescriptions). City-paid benefits are at the Kaiser rate (valued at \$2,115.46 for Kaiser family rate). Coverage is available for employees, employee's spouse/domestic partner, and/or dependents.
- ◆ **Dental/Vision Plans:** Employees receive a City-paid plan for employees, employee's spouse/domestic partner, and/or eligible dependents.
- ◆ **Life Insurance:** Group life insurance equal to two times the employee's annual salary or up to \$250,000.
- ◆ **Employee Assistance Program:** At no cost to employee.
- ◆ **Retirement:** The City pays the employer portion of PERS (22.447%); the employee pays the employee portion which is 12% for PERS classic members (or members from reciprocal retirement systems), and 12.50% for new PERS members. The City of Richmond does not participate in the Social Security System. Retirement for PERS classic members (or members from reciprocal retirement systems) is 3.0% @ 55. Retirement for new PERS members is 2.7% @ 57 years old.
- ◆ **Retiree Medical:** As specified in the Memorandum of Understanding (MOU) for the Richmond Fire Management Association (RFMA) until such benefits are reflected in the Executive Management MOU.
- ◆ **Flexible Benefits Plan:** For medical premiums, dependent care, and health care reimbursement.
- ◆ **Deferred Compensation Plans:** Currently four 457b plan options.
 - ◆ **Paid Holidays:** 12 days per calendar year;
 - ◆ **Floating Holidays:** 5 days paid per calendar year;
 - ◆ **Administrative Leave:** 11 days paid per fiscal year
 - ◆ **Sick Leave:** Employees accrue 8 hours of paid sick leave per month.
 - ◆ **Vacation:** 10 days, increasing after three years and potential vacation credit for prior employment.



Additional information regarding our [benefits](#) may be obtained by visiting the [Human Resources Department](#) at www.ci.richmond.ca.us.

To Be Considered

This is a **confidential process** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will take place on **Friday, May 14, 2021**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

Confidential inquiries are encouraged to Mr. Robert Burg or Ms. Heather Renschler at (916) 630-4900. **Interested candidates are encouraged to consider this career opportunity and submit immediately.** Submittal should include a comprehensive resume, compelling letter of interest, and professional references via email to apply@ralphandersen.com. **Electronic submittals are required.**

Ralph Andersen & Associates will determine the best overall match with the established criteria as outlined in this recruitment profile. A final decision will be made by the City Manager, and it is anticipated that the newly selected Fire Chief will join the City of Richmond Fire Department in June 2021 or at a mutually agreeable date.





May 14th – First review of resumes

May 21st – Resumes presented to City

Week of May 31st – Interviews



The City of Richmond is an Equal Employment Opportunity Employer.

ci.richmond.ca.us