

**City of Piedmont
COUNCIL AGENDA REPORT**

DATE: March 1, 2010

FROM: Geoffrey L. Grote, City Administrator

SUBJECT: **Recruitment for Fire Chief**

RECOMMENDATION

Consider options for recruitment for a new Fire Chief and give direction to staff.

BACKGROUND

On February 9, 2010, Chief John Speakman gave notice that he would be retiring as of May 1, 2010. Chief Speakman's career in the fire service spans 42 years and he has led the Piedmont Fire Department for the past 13 years.

The HR Department has already begun the recruitment process by securing job announcements in government employment periodicals such as Western City, Jobs Available, and others as noted in the attached list. The department has also prepared the attached brochure which will be sent to interested parties. As you will note, the deadline for applications is April 16, 2010.

As the attached timeline shows, it will not be possible to fill this vacancy by the time of the Chief's retirement. The city will need to consider an interim appointment to fill the period of time between April 30, 2010, when Chief Speakman retires and late summer when the recruitment process is likely to be completed. Given the current status of overtime in the department, I do not recommend the interim appointment of one of the city's three fire captains as they all currently work shift schedules and their reassignment would deepen the overtime problems of the department. The remaining options are to identify a retired Fire Chief who would be willing to serve in the interim capacity or to ask Chief Speakman to serve under contract until the recruitment can be concluded.

The most qualified candidates will be reviewed by an outside selection board consisting of Fire Chiefs and at least one City Manager. The finalists identified in this process will be subject to a background check and will be invited to an interview with the City Administrator in mid-June. A final interview with the City Council will take place the week of June 28 since the City of Piedmont's charter gives hiring authority for department heads to the council.

It is likely that the new Fire Chief will not be in place until some time in August to allow transition from current employment.

Fire Chief Recruitment

- **Fire Chief magazine**, March magazine and on-line @ firechief.com & wildfiremag.com
- **Western City magazine**, April magazine (which is mailed in late March) and on-line during the months of March and April.
- **Jobs Available**, 3/2 & 3/16 issues
- **Hispanic/Asian/Black Jobs Now**, on-line March 1 – April 16.

Starting 3/1/10, on-line ads will be placed with:

- California City News, <http://jobs.californiacitynews.org>
- International Women in Fire & ER Services (I-Women.org)
- Firefighternation.com (Fire & EMS career center)
- <http://www.simplyhired.com/a/add-jobs/feed> <http://www.firecareers.com/>
- http://www.nahf.org/html/mod_01_employment.php
- <http://www.careersingovernment.com/index.cfm?page=employersLogin&CFID=204955&CFTOKEN=79406957>
- <http://www.firemenjobs.com/submit/>
- http://careers.iafc.org/r/login/login.cfm?site_id=9202&goto=%2Fr%2Fjobs%2Fpost%2Fpost%2Ecfm%3Fsite%5Fid%3D9202&CFID=1165923&CFTOKEN=88035774
IAFC.org

Current California Fire Chief Recruitments:

City	Recruitment by:	Deadline:	Salary:
Dixon Population: 17,500 Staff: 22 full-time	Human resources department	2/26/10	\$111,948-136,068
La Habra Heights Population: 6,151 (est)	Human resources department	Open until filled	\$120k
Oceanside Population: 180,000 Dept. Budget: \$25 mil Staff: 116	Bob Murray & Assoc.	2/26/10	\$160,680 DOQ

**Fire Chief Recruitment
Timeline****Opens: 3/1/10
Closes: 4/16/10**

Date:	Event:
Starting 3/1	Advertise and send out mailers
4/16/10	Applications due
4/19/10	Review applications for determination of semi-finalists
6/1/10	Oral board interview
6/15/10	City Administrator interview
	Background checks of top two - three candidates
Week of 6/28	City Council interview

CITY OF PIEDMONT
invites applications for
**FIRE
CHIEF**



THE COMMUNITY

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful East Bay Hills overlooking the San Francisco Bay. Within Piedmont's 1.7 square mile area, there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

The city, which is virtually built out, consists of established high-quality single family homes on quiet tree-lined streets. A large percentage of the population are long-time residents while younger families are bringing an increased diversity to the community.

Although the commercial district is extremely limited, the city has an estate zone in which lot size must be at least 20,000 square feet. Many of the homes in this zone date from the turn of the century and are important both historically and architecturally. A significant portion of the city is located in canyon areas with urban/wild land intermix.

The residents of Piedmont take pride in their community and enjoy many city-sponsored events, such as movies and concerts in the park, and the annual Fourth of July parade.



THE CITY

Piedmont was incorporated in 1907 and is a full-service city operating under a City Council/Administrator form of government. Five councilmembers are elected at-large on a nonpartisan basis to staggered, four-year terms. The council chooses a mayor and vice-mayor from among its members. City officials are appointed by the City Council.

The departments within the city include Administration, Finance, Planning, Public Works, Police, Fire and Recreation. The city also operates KCOM-TV Channel 27, a government/educational access station.



The Department

The mission of the Piedmont Fire Department is to provide a high level of life and property safety through the extension of quality fire prevention, fire suppression control, advanced life support services and public educational programs. The members of the Piedmont Fire Department dedicate their individual and collective energies, talents and resources to provide the best professional service to all.

The Piedmont Fire Department employs a total of 26 employees, with three different shifts consisting of eight personnel per day in addition to the Fire Chief and administrative support. We staff one Advanced Life Support engine, one Advanced Life Support truck and one Advanced Life Support ambulance. To complement Fire Department activities, a variety of services and classes are offered, such as CPR, first aid, safety inspections and disaster preparedness training.

Key issues facing the department include: expansion of the city's police/fire community outreach and emergency preparedness programs, sustaining the city's highly regarded paramedic program, effectively handling contemporary personnel issues and developing policies which will reduce departmental overtime and subsequently control the budget. Candidates with a proven track record in these areas will be given particular attention.



The Ideal Candidate

The City is seeking a Fire Chief who will be an innovative leader with the ability to mentor and motivate employees, set goals and objectives for the department and develop positive relationships with staff, management and the city council. As a member of the management group, the chief will join a creative problem solving team which deals with budget, long range planning and coordination of the day-to-day challenges of city management.

The ideal candidate must have experience in all major functions including municipal fire administration, training, fire prevention, EMS operations, wildland interface, California mutual aid system, disaster preparedness and SEMS training. Candidates must possess three years of command or supervisory experience in fire service and a Bachelor's Degree in fire science, fire administration or a field related to the work. Additionally, Fire Officer and Chief Officer Certifications by the State Board of Fire Services are highly desired.



COMPENSATION & BENEFITS

The salary is open and dependent upon qualifications. The benefits program includes:

Retirement – CalPERS 3.0% @ 50 plan based on one year final compensation. The city's contract also provides for credit for unused sick leave in accordance with Government Code Section 20965 of the California Public Employees' Retirement Law.

Health Insurance – The city participates in the CalPERS health plan, which offers a variety of plans to choose from.

Dental Insurance – The city offers Delta Dental Premiere, which includes a \$2,000 annual maximum, and orthodontics with a \$5,000 lifetime limit.

Vision Insurance – Provided by the city, with eligibility for an exam and glasses every 12 months.

Long Term Disability – Provided by the city.

Life Insurance – Provided in the amount of twice the employee's annual salary.

Holidays – 10.5 paid holidays per year, plus two additional floating paid holidays.

Vacation – 15 days per year, with eligibility for leave after the completion of six consecutive months of service.

Personal Leave – Up to eight days of personal leave with pay each year.

Sick Leave – Accrues at the rate of 4.69 hours per semi-monthly pay period.

Auto – A city vehicle is provided.

THE APPLICATION PROCESS

If you are interested in this outstanding career opportunity, please submit an official city application along with your letter of interest and resume to:

Stacy Thorn
City of Piedmont
120 Vista Avenue
Piedmont, CA 94611

Final Filing Deadline is 5:00 p.m. on April 16, 2010

Applications may be downloaded from our website at www.ci.piedmont.ca.us, or by calling the Human Resources Department at (510) 420-3037. Postmarks, e-mails and faxes will not be accepted. Incomplete applications will not be accepted. Those candidates considered to be most qualified will be invited to participate in the examination process.

Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. The information contained herein is subject to change and does not constitute either an expressed or implied contract.