

The San Bruno Fire Chief position is a unique opportunity to serve a great city and be able to raise the bar for service excellence, organizational development, and leave a legacy to inspire the next generation of fire and EMS public servants.

CITY OF SAN BRUNO FIRE CHIEF





programs in fire prevention, public education, advanced life support, hazardous material safety, and fire suppression activities.

The Fire Department has 35 full-time employees including a Fire Chief, four Battalion Chiefs, nine Captains, twenty firefighters, and one non-sworn administrative support staff.

The Fire Department responds to over 4,200 calls for service annually. San Bruno Engine 51 remains one of the busiest engine companies in San Mateo County. The Department's all funds budget for Fiscal Year 2019-2020 is \$11.757 million dollars. The San Bruno Fire Department protects an area of 5.5 square miles.

The Department is committed to enriching the quality of life by protecting lives, property and the environment, and maintaining outstanding and collaborative relationships with other City departments, the community, and public safety partners throughout the region. The Department is comprised of the following units:

San Bruno is located in San Mateo County and is only 12 miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally diverse city with over 46,000 residents, San Bruno maintains a small-town atmosphere within a large metropolitan area. The City is a full-service city responsible for a wide range of public services including Fire, Police, Cable TV, Water and Wastewater.

Located along Highway 101 and Interstate 280, the City (5.5 square miles) enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including the Golden Gate National Recreation Area, and numerous museums, galleries, theaters, fine restaurants and access to professional sports teams including the Giants, 49ers, A's, Golden State Warriors, and Sharks. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

CITY GOVERNMENT

San Bruno San Bruno is a General Law City, incorporated in 1914. San Bruno is governed by the City Council and operates under a Council-Manager form of government. San Bruno has an elected five-member City Council. The Mayor, one of five members of the City Council, is a directly elected position. The City Council appoints a City Manager, City Attorney, and City Clerk. The City Manager and staff enforce the laws and implement the programs and policies established by the City Council. The City Attorney serves as the City's Chief Legal Officer. The City Council appoints citizens to advisory boards, commissions and committees.

San Bruno's General Fund Budget for FY 2019-2020 is \$50.5 million and has a workforce of approximately 260 full-time employees.

FIRE DEPARTMENT

The San Bruno Fire Department (SBFD) is an organization dedicated to the protection of health, life and property of all persons in San Bruno. SBFD provides a full range of services delivered in a responsive and cost-effective manner with a reputation of service excellence. The Department's top priority is to ensure the safety and emergency preparedness of all citizens through outreach

- **ADMINISTRATION**

Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel equipment, training, fire prevention, and community preparedness.

- **OPERATIONS**

Provides personnel, apparatus, and equipment for emergency responses to fire, medical, hazardous material and rescue incidents. Oversees maintenance of fire stations, apparatus, equipment including personal protective equipment. The Department provides these services out of two fire stations, Station 51 at 555 El Camino Real and Station 52 at 1999 Earl Avenue.

- **TRAINING / EMERGENCY MEDICAL SERVICES (EMS)**

Partners with Central County Fire Department's Training Division to provide EMS and fire-based training to fire personnel and maintains appropriate record keeping and documentation. This division provides standardization in delivery of services and assures compliance with mandated 240 hours per firefighter annual training requirements.

- **FIRE PREVENTION / LIFE SAFETY**

Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, career education, and bike helmet safety.

- **COMMUNITY PREPAREDNESS**

Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

KEY PRIORITIES

- Conduct an organizational assessment including a SWOT analysis, community needs assessment/survey, and an evaluation of all apparatus, vehicles, equipment, and facilities to make a business case for funding resources.
- Strengthen the Department's fire prevention and EMS programs.
- Enhance the Department's professional development, through coaching and mentoring of younger officers. Continue to encourage and empower the team with on-going training opportunities that focus on succession planning to address future retirements at the command staff level.
- Examine, update and codify the Department's policies and procedures to ensure consistent application including the implementation of safety initiatives and wellness policies; programs and procedures to address firefighter wellness; minimize and prevent work related injuries; and promote a healthy work environment.
- Create a central messaging system through the use of technology to inform, educate and communicate the Department's programs and distribute fire safety and emergency preparedness information with members of the community
- Implement new technology systems and applications that enhance the Department's ability to track, document and report information to manage and improve Department performance.

FIRE CHIEF

The Fire Chief is appointed by and reports directly to the City Manager. The Chief is responsible for leading SBF and ensuring "best in class", prevention and emergency response services and public education programs are available to the community, while promoting a well-trained, customer-centered Department that is, responsive, technologically advanced, inclusive, and reflects the mission and core values of the City of San Bruno.

The Fire Chief is a key member of the City's executive team and performs highly technical, administrative, supervisory work centered around public safety education, fire prevention, suppression, and emergency medical services. Tasks also include administrative duties such as formulating the Department's budget and providing periodic reports to the City Manager regarding Department activities. The Chief will provide on-going leadership to enhance the City's comprehensive disaster preparedness program to upgrade resources in the Emergency Operations Center and provide City-wide EOC training to employees.

IDEAL CANDIDATE

The Fire Chief must be a working Chief and visionary leader who is an effective communicator and a good listener who has demonstrated strong administrative, managerial, employee relations, strategic planning, and budgetary skills. Additionally, it is mandatory that candidates have command and/or operational experience in all aspects of EMS, fire suppression, and prevention. The successful candidate must be politically savvy, approachable, inclusive, team oriented and possess personal integrity and honesty while being committed to developing and leading a first-class organization. The Chief must be collaborative, results oriented, data driven with a solid track record in performance management and a history of being and



holding others accountable for performance. The selected Chief will be skilled at developing and supporting a command staff to enhance fire operations and to ensure the delivery of quality services to the community. Finally, the City of San Bruno seeks a Chief who possesses a strong coaching and mentoring leadership style, builds trust, respect, within the department and the community.

Qualifications

- Minimum of seven (7) years of experience in fire or emergency medical service work, with three (3) years at a Chief Officer level or senior managerial position;
- Graduation from a college or university with a bachelor's degree (with a preferred emphasis in fire science, public administration or a closely related field);
- Completion of the Fire Basic Training Academy or equivalent program and/or proven work experience;
- Possession, or ability to obtain and maintain, a valid California Driver's License;
- Ability to successfully pass a comprehensive background investigation as well as a pre-employment physical.

Salary and Benefits

The current salary range for this position is \$179,616 - \$220,404. The City also provides an excellent benefits package, including:

- CalPERS retirement formula of 3% @ 50 for classic members or 2.7% @ 57 for new members;
- Matching deferred compensation contribution of 1% of salary;
- Medical, dental and vision benefits provided with employee contribution;
- Life insurance equal to one year's annual salary provided at no cost;

- Opportunity for bilingual incentive pay up to 2.5% of salary;
- Long term disability insurance provided at no cost;
- Section 125 Flexible Benefit Plan;
- Home loan assistance program, credit union membership, tuition reimbursement;
- 10-23 days of vacation per year depending on length of service, 12 days annual sick leave, 14.5 paid holidays, and 100 hours management leave per fiscal year;
- Reimbursement of up to \$1,000 per fiscal year for professional development activities;
- Annual uniform allowance of \$950 per fiscal year;
- City vehicle or opportunity for \$300 per month auto allowance.

APPLICATION & SELECTION PROCESS

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to sanbruno.fc@thehawkinscompany.com by October 25, 2019. Resumes received by October 25, 2019 will receive first consideration. The position is open until filled.



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