



CITY OF OAKLAND FIRE CHIEF





THE CITY AND COMMUNITY OF OAKLAND

Oakland is a dynamic city with 50 distinct and eclectic neighborhoods, 17 commercial districts, an increasingly vibrant downtown, a strong economic base, world-class arts and entertainment venues, superior cultural and recreational amenities, and a rich multicultural heritage. Oakland is the eighth largest city in California with an estimated population of 429,082 (2018 U.S. Census Bureau). The city serves as the administrative seat of Alameda County and the center of commerce and international trade for Northern California.

Oakland is one of the most diverse and ethnically integrated urban cities in the nation, with balanced representation from African-American, Latinx, Asian, and Caucasian residents, speaking more than 125 languages and dialects, as well as having one of the country's largest Lesbian Gay Bisexual Transgender Queer (LGBTQ) communities. Located on the bay, six miles east of San Francisco, it encompasses 56 square miles, with 19 miles of San Francisco Bay coastline to the west and rolling hills to the east.

Oakland is a major economic force in the region. As a center for international trade, the Port of Oakland is the nation's fifth busiest container port. The Oakland International Airport is served by 12 major domestic and international airlines. Oakland is home to several corporate headquarters including PG&E, Clorox, Kaiser Permanente, Pandora, Dreyer's Grand Ice Cream, and Revolution Foods. As well as being home to these corporations, a thriving downtown area has sprung up in recent years with new businesses, various small retail shops and buzzing restaurants. High quality educational opportunities abound as six major universities, including U.C. Berkeley, are within a 40-mile radius.

CITY GOVERNANCE STRUCTURE

The City of Oakland operates under a "Mayor/Council" form of government. The Mayor is elected at-large for up to two terms and is the head of the executive branch. Oakland's legislative body is the City Council and is comprised of eight Council members (seven elected by geographic district and the eighth elected at-large). Elections are held every four years for the Mayor, with Council elected for four-year terms on a rotating basis. Oakland also has an elected City Attorney and City Auditor. Oakland is a full-service city with over 4,500 employees and an annual budget of over \$1.3 billion.

The Mayor appoints the City Administrator who is responsible

for all city operations and is supported by two Assistant City Administrators. The City Administrator has overall responsibility for day-to-day administrative and fiscal operations of the City including hiring of Department Directors.

OAKLAND FIRE DEPARTMENT (OFD)

MISSION STATEMENT

The proud men and women of the Oakland Fire Department (OFD) are committed to providing the highest quality and highest level of courteous and responsive services to the residents and visitors of Oakland.

This mission is accomplished by implementing comprehensive strategies and training in fire prevention, fire suppression, emergency medical services, and all risk mitigation, including human-caused and natural disasters, emergency preparedness, 9-1-1 services and community-based fire services.

OAKLAND FIRE DEPARTMENT (OFD)

The Oakland Fire Department (OFD) was incorporated on March 13, 1869 and is the only fire and rescue agency serving the City of Oakland. With 652 FY 2020-21 budgeted positions, the OFD is comprised of seven divisions including: Field Operations, Fire Prevention, Fiscal & Administration Services, Emergency Management Services, Medical Services, Communications & Information Technology, Training & Support Services, and the Office of the Fire Chief. The department has a variety of environments to which it responds, including: wildland urban interface areas, a dense urban core, an active Port and international airport, industrial and warehouse areas, 3 major interstates that bisect the City, homeless encampments, a variety of single and multi-family residences throughout the City, and several recently added mid to high-rise commercial and residential structures. The Fire Department's FY 2020-21 adopted budget is \$179,030,779.

OFD responds from 25 Fire Stations located throughout the City and the Oakland International Airport. It operates a fleet of 24 Engines, 7 Trucks, and numerous other special operations, support, and reserve units throughout 3 Battalions. In 2019, OFD responded to more than 55,000 calls, with 74% being emergency medical services (EMS) calls. OFD has current initiatives through the interdepartmental Fire Safety Task Force aimed at addressing growth opportunities for the department related to fire safety, fire inspections, and fire prevention.

KEY BUSINESS GOALS

- Deliver high quality services when responding to emergency calls within 7 minutes, 90% of the time from when dispatch first receives the call to arrival on the scene.
- Create 9-1-1 incidents in the dispatch system within 90 seconds for the annual volume of 50,000-60,000 emergency calls; maintain Computer Aided Dispatch/Records Management System (CAD/RMS) and the Center of Excellence accreditation, which will enable the Oakland Fire Department to compete for Emergency Medical Services (EMS) dispatch contracts.
- Provide Communities of Oakland Respond to Emergencies (CORE) training and public education; continue to implement the National Incident Management System (NIMS) and National Response Plan (NRP); provide basic and advanced training to elected officials, management, and key staff to ensure an effective Emergency Operations Center (EOC).
- Partner with Oakland Public Works to provide logistical support to the Oakland Fire Department's facilities, apparatus, and equipment, including developing and instituting reasonable maintenance schedules to ensure CAL-OSHA compliance.
- Continue to explore revenue opportunities, such as grant funding and cost-recovery fees; streamline the billing process to maximize revenue collection.
- Continue to meet all mandated training, exercise and drill requirements needed to respond to emergency incidents related to airport, water rescue, confined space rescue, heavy rescue and hazardous material response, natural and human-made disasters, and Urban Search and Rescue.
- Improve the entire Oakland Fire Department training curriculum with established, OFD-specific performance standards. Enhance training capacity and efficiency of meeting mandated training requirements by utilizing online, web-based training.

FIRE CHIEF

The Fire Chief reports to the City Administrator and is an at-will management-level position. As a key member of the City's Executive Team, the Fire Chief provides leadership city-wide on matters relating to public safety programs and activities with responsibility for accomplishing department objectives and goals within guidelines established by the Mayor, City Council, and City Administrator including policy development, program planning, fiscal management, administration, and operational direction of Oakland's Fire Department. Specifically, the Chief plans, organizes, leads and administers the operations of the Fire Department including prompt and efficient emergency medical services; fire suppression, effective fire prevention, vegetation management and environmental control; community outreach and training in fire safety, and emergency management/disaster preparedness; coordination with other City departments, including Oakland Police, Public Works, Transportation, and outside agencies; and other related duties as assigned.

TOP PRIORITIES FOR THE FIRE CHIEF AND FIRE DEPARTMENT

- Begin the process of developing an OFD strategic plan that addresses fiscal, human capital, facilities and equipment needs to fulfill the mission and goals of the department.
- Assess OFD's role in providing comprehensive public safety that responds to the needs of Oakland considering the potential opportunities that reimagining public safety will have on OFD and the services they provide.
- Continue to strengthen fire prevention capacity and effectiveness through the implementation of the Mayor's Task Force recommendations following the Ghost Ship fire and the City Auditor's Performance Management Audit recommendations for improving OFD's Fire Prevention Bureau's structure, policies, procedures, standards, and performance measures, as well as through technology and process improvements.
- Enhance OFD's training and staff development programs, including building a succession plan that ensures a well-trained, highly efficient team that demonstrates the core values of integrity, trust, teamwork, and service excellence.
- Establish a department-wide equity and inclusion action plan that includes strong internal equity policies, initiatives and programs while incorporating a robust equity program designed to close disparities in workforce race and gender representation and service delivery models that are consistent with Oakland's commitment to race and equity.

IDEAL FIRE CHIEF CANDIDATE

The City of Oakland seeks a seasoned, innovative and progressive Fire Chief who is community centered, service focused, and team oriented. The ideal candidate must be a strong, principled courageous leader who is focused on leading a "best in class" urban fire department. Candidates must possess the vision to effectively manage and advocate for resources to enhance public safety, which includes securing grants and identifying other creative funding sources including fee for services to support OFD. The Chief must be inclusive, collaborative, and decisive, and possess the character and determination to recommend innovative approaches to deliver outstanding public safety services in an equitable manner that benefits all residents and businesses in Oakland.

As the City reimagines public safety, Oakland's next Chief must be a leader who is open to assuming an expanded role in delivering public safety services. It is essential that the Chief understands, and values strong labor management relationships (traditional unions and organized affinity groups) based on trust, openness, transparency, and accountability.

The Oakland Fire Chief must be a strong regional leader in the fire service arena who is a forward thinking chief officer and is aware of current best practices in fire services particularly as it relates to community fire service, fire prevention, public safety education and training. The next Fire Chief will have an engaging personality, great interpersonal skills, humility, and empathy. The Chief will be a pragmatic fire service executive

with technical expertise in all areas of fire service operations, financial and human capital management, and community relations. The Chief must value staff development at all levels within the organization and actively promote succession planning and career advancement plans for the OFD. The successful candidate must share Oakland's core values and possess an inspirational leadership style and an engaging demeanor.

The selected candidate will be politically astute, but apolitical, with a high level of sophistication, emotional intelligence, and multicultural competence and experience working effectively with diverse stakeholders in highly political environments. The hired candidate will possess excellent oral and written communication skills, be quick to understand how to navigate city functions and OFD's role within the city.

Other specific duties include:

- Plan, direct and monitor the city's fire prevention, fire suppression, emergency response operations, emergency medical services, and fire safety and hazardous materials inspection programs and operations;
- Continuously monitor and evaluate the efficiency and effectiveness of the OFD's organizational structure, staffing patterns, service levels and administrative systems; identify opportunities for improvement and increased coordination and collaboration with other city departments;
- Monitor public safety issues and programs and advise the Mayor, City Administrator and City Council of important issues; present formal presentations and recommendations to city officials for funding and programmatic support;
- Interact with a wide variety of community, civic and media organizations to advance fire safety, hazardous material and emergency management plans, proposals, and strategies;
- Manage and participate in the development and administration of the OFD's budget, including the monitoring of extraordinary costs such as overtime;
- Serve as a key spokesperson on major public safety incidents; and
- Perform other duties as required or directed.

The ideal candidate will:

- Be a proven leader, with an inclusive style, able to educate and inspire others in the department and able to promote leadership development for the executive team;
- Have a proven history of proactively developing relationships with the community and regional partners for the benefit of the department; and of engaging the community that is being served;
- Understand the Wildlife Urban Interface (WUI) in a diverse city like Oakland;
- Have extensive knowledge of large, complex urban environments and a successful track record of equitably serving and working with all spectrums of multi-racial, multi-cultural, and socioeconomically diverse communities;

- Exhibit outstanding communications skills; hands-on, open, and receptive to working with people to create and sustain an environment of trust and respect;
- Display a demonstrated commitment to fire science, fire prevention, problem solving, staff development, and morale building to set a positive tone within the department;
- Have an open mind to facilitate and introduce innovative alternatives beyond traditional fire services; and
- Have experience leading and managing departmental reforms necessary to move the department forward.

EDUCATION AND EXPERIENCE

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

A Bachelor's/Master's degree in public administration or finance. Additional training such as successful completion of the Executive Officers training programs offered by the National Fire Academy is desirable.

Experience:

Fifteen to twenty years of progressively responsible professional experience, including at least six years of command level (Battalion Chief) experience, two to four years as a Division Chief or an executive leadership (Chief, Deputy Chief or Assistant Chief) position.

COMPENSATION & BENEFITS

The salary for this position is \$168,284.04 - \$252,426.48 annually depending on experience and qualifications. The City of Oakland also offers an attractive benefits package that includes participation in CalPERS (California Public Employees' Retirement Systems) with a pension formula of 3.0% @ 55 for Classic PERS members (13% pre-tax employee contribution) and 2.7% @ 57 for new PERS members (11% pre-tax employee contributions).

APPLICATION PROCESS

To be considered, please submit your resume and cover letter outlining the background and experience that makes you the ideal candidate electronically to chief.ofd@thehawkinscompany.com by **December 18, 2020**. Resumes received by **December 18, 2020** will receive first consideration. The position is open until filled.



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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com.

The City of Oakland is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.