



DEPUTY FIRE CHIEF

CITY OF REDWOOD CITY

*Serving the Cities of Redwood City
and San Carlos, California*



THE COMMUNITIES

Redwood City

Located in the heart of Silicon Valley, Redwood City (pop. 83,077) is the third largest City in San Mateo County. Incorporated in 1867, it serves as the county seat and home to the San Mateo County History Museum located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the City slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deepwater port south of San Francisco.

Redwood City has a strong employment base with world-class firms and organizations such as Box, Electronic Arts, and Google. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Initiative, and more than 500 various industry start-ups also have a strong presence in the City. As Redwood City is largely built-out, strong development interest over the last several years has increased density on redeveloped property.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square is the centerpiece of downtown and has become a gathering place for people throughout the community and the peninsula. More than 30 unique parks, ten sports fields, seasonal pool, a senior center, and five community centers are popular with the community, while the arts and culture scene feature an historic theater and live music venues.

Redwood City is a Welcoming City, and the community has long been known for its diversity, strong neighborhoods and community organizations, social involvement, and civic pride. Approximately 55% of the population identifies as Hispanic, Asian, of two or more races, or as Black, American Indian, Hawaiian, or Pacific Islander.

The City works diligently to maintain positive and productive relationships with community partners, providing outstanding services, programs, and opportunities for residents. This mix

of tradition, innovation, community, and diversity, makes Redwood City an extraordinary place to work and call home.

San Carlos

The neighboring City of San Carlos (pop. 29,837), "The City of Good Living," is in the center of the San Francisco Bay Area and has everything at its doorstep across its 5.4 square miles. San Carlos boasts good government, outstanding school system, attractive residential areas, a fine shopping district, excellent restaurants, a modern industrial and commercial area, and plenty of open space including waterways and a small portion of coastline. At the northern end of Silicon Valley, San Carlos hosts several technology companies and is the address of many West Coast biotech and medical instrumentation firms.

San Carlos is a truly dynamic mid-Peninsula city with a healthy business climate, a broad-based economy, strong employment and tax bases, and quality city services. Successful businesses, along with well-maintained streets and parks, quality police and fire protection, and high property values benefit those who visit the community, as well as the close to 30,000 residents and over 3,000 businesses that call San Carlos home.

The City has exciting future developments underway with approximately 3.5 million square feet in biotech development projects being proposed in the City's East Side Innovation District, with more anticipated commercial, industrial, retail, and residential applications beyond this in the next decade. In addition, the City has recently undertaken several new long-range planning efforts, including the Northeast Area Specific Plan that will transform an industrial area into a neighborhood, mixing life sciences, production, distribution, and repair uses with housing and community amenities; and a Downtown Specific Plan + Streetscape Master Plan, which includes major advances in reuse of public right of ways for conversion to public space. San Carlos also has a downtown with access to the CalTrain station and the potential for new transit-oriented development near the station along the El Camino Real Corridor.

CITY GOVERNMENT

Redwood City is a charter City with a council-manager form of government. The seven-member City Council is elected to four-year staggered terms and the Mayor serves a two-year term based on a rotation policy. The City has district-based elections with seven City Council districts.

The City Council appoints the City Manager, who implements the strategic direction and manages the day-to-day operations of the City Government, as well as the City Attorney, and the members of the City's boards, committees, and commissions. Redwood City is consistently recognized as being well-managed and innovative, strategically driven, and strongly connected to the community it serves. The organization benefits from having stable elected and professional leadership and the City Council, City Manager and staff enjoy a productive and mutually respectful relationship.

In addition to the offices of the City Manager and City Attorney, the City is organized across the departments of Community Development; Engineering and Transportation; Finance; Fire; Human Resources; Information Technology; Library; Parks, Recreation & Community Services; Police; and Public Works. Together, these departments are supported by 601.93 FTE. The City's Fiscal Year 2025-26 General Fund budget is \$200.9 million. The Fire Department represents 27% percent of the City's General Fund budget.

For over a decade Redwood City has provided fire and emergency services to the City of San Carlos, allowing both cities to share costs associated with administering fire safety, operations, fire prevention and training activities. In 2024 both cities extended the service agreement for three years, with an option to continue for two more years.

*Redwood City's **Vision** is to be a community where people of all backgrounds and income levels can thrive.*

*The City's **Mission** is building a welcoming Redwood City through collaboration, responsiveness, and excellence.*

In 2020, the City Council established equity as the City's foundational guiding principle and determined to "put equity first, urging a collective restart so that policies serve the entire community."

THE DEPARTMENT

The Redwood City Fire Department (RCFD) serves the residents of Redwood City and San Carlos from seven fire stations providing advanced life support, emergency medical services, fire operations, fire prevention, disaster preparedness and community-based trainings and services. Two of the stations are located in San Carlos. Department operations are supported by 102 staff (6 additional firefighters funded by a SAFER Grant are not included in the base budget and FTE table) and a FY 2025-26 budget of \$53.5 million. RCFD apparatus includes seven engines, one ladder truck, breathing support vehicle, and two rescue boats. Emergency communications are handled by the San Mateo County Dispatch Center and, through a series of auto-aid agreements between fire agencies, provides a uniquely integrated boundary-drop service delivery model across the County. Redwood City is the only fire agency in San Mateo County with an ISO Class 1 rating and maintains the lowest response times among the three most active fire departments in the County.

In addition to the Fire Chief, the command staff includes two Deputy Chiefs, a Training Battalion Chief, three shift Battalion Chiefs, an EMS Battalion Chief (serving Redwood City, San Carlos, and the Town of Woodside) and the Fire Marshal. The balance of the staffing includes firefighters, firefighter/paramedics, captains, fire prevention staff, and training and administrative staff.



Fire Department Mission Statement

To protect life, property, and the environment from fire, medical, disaster, and hazardous materials related incidents through emergency mitigation, public education and code enforcement.

Fire Department Commitment

To deliver high quality, professional and effective customer service.

Important near-term Department initiatives include increasing paramedic staffing, implementing a strategic plan for the Fire Prevention Bureau, and completing design build of a Fire Training facility.



ABOUT THE POSITION

The Deputy Fire Chiefs perform responsible management, technical, personnel, budget and administrative work. Typical duties will include planning, directing, supervising and participating in the activities of one or more major divisions in the Fire Department. Under the direction of the Fire Chief, this position will directly supervise all Battalion Chiefs, Fire Marshal, Emergency Preparedness Outreach Coordinator and fire prevention personnel including sworn and non-sworn professional, technical and support personnel. The Deputy Chief may represent the San Carlos Fire Department as the primary liaison, under direction of the Fire Chief. The Deputy Chief will take command of the Departments in the absence of the Fire Chief, and performs related work as required.

THE IDEAL CANDIDATE

The ideal Deputy Fire Chief will bring strong command experience and leadership to support and advance a Class 1 fire department. This individual will embrace the City's emphasis on excellent customer service, demonstrate a high level of detail orientation, and effectively manage multiple complex tasks. They will possess the ability to supervise and mentor both sworn and non-sworn staff, ensuring operational readiness while supporting professional growth.

The Deputy Fire Chief will excel at work requiring strong analytical ability and summarizing complex operational and administrative information to guide sound decision-making. They will be able to communicate effectively, both verbally and in writing, across a wide range of issues including highly technical and complex subjects ensuring clarity with staff, city leadership, elected officials, and the community.

This role requires initiative, independent judgment, and the ability to foster collaboration across divisions. The successful candidate will be a strategic team player who works productively with City staff, elected officials, and the public, while also providing decisive operational leadership on matters of training, emergency response, and community risk reduction. Above all, the Deputy Fire Chief will model integrity, professionalism, and resilience while helping lead the organization forward.

To be a great fit in Redwood City, a Deputy Fire Chief must be a strategic and collaborative team player who works seamlessly with other departments in the City and the region and understands the importance of achieving the City Council's goals.

Candidates should possess a combination of experience and training that would provide the required knowledge, skills and abilities. A typical way to obtain the knowledge skills and abilities would be: at least five years of increasingly responsible supervisory and administrative experience at the Battalion Chief level or above. Fire Suppression work experience is desirable. An Associate of Arts degree from an accredited college or university with major course work in Fire Science, Public Administration, or closely related field with a Bachelor's degree being desirable.

Possession of and the ability to maintain a valid California Drivers License. California Chief Officer Certificate is required by the end of the one-year probation period. Additional knowledge, skills and abilities required of this position are listed in the job description on the City's website which may be accessed here.

<https://www.redwoodcity.org/home/showpublisheddocument/386/635779258089670000>

COMPENSATION & BENEFITS

Annual salary range is currently **\$262,808 - \$307,340** Salary is supplemented by an attractive benefits package that includes, but is not limited to the following:

CalPERS Retirement:

Tier 1 -

Employees hired before October 24, 2011 3% @ 50 formula; employee contribution 18% (includes 9% portion of employer share).

Tier 2 -

Employees hired after October 24, 2011 3% @ 55 formula; employee contribution 18% (includes 9% portion of employer share).

Tier 3 -

Employees hired on or after January 1, 2013 and meet the definition of "new member" 2.7% @ 57 formula; employee contribution 15.25% (includes 2% portion of employer share). Employee contribution is the rate prescribed by CalPERS in accordance with Government Code 7522.30, plus an additional 2% toward the City's pension contribution.

457 Deferred Compensation Plan: 2% City Contribution, employee may elect additional amount. Four plans available.

Flexible Spending Account (Cafeteria Plan):

Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.

Medical Plan: Choose from a range of HMO, PPO and EPO options. The City contributes 90% of cost of the CalPERS Kaiser Family Plan, up to \$2,461.99 monthly for 2025.

Dental/Vision: City pays 90% of insurance premiums for employees and their qualified dependents.

Vacation: Vacation accrual rate of 10 - 25 days per year.

Holidays: 15 days per year

Sick leave: 12 day per year

Uniform Allowance: \$1,000 per year

Cell Phone Allowance: Employees required to use personal cell phone for city business are eligible for an allowance of \$100/month

Auto Allowance: Deputy Chiefs who are not assigned a take home vehicle shall receive an auto allowance of two hundred dollars (\$200.00) per month

Management Leave: 160 hours per calendar year. Hours not used by 12/31 paid out at straight hourly rate.

Educational Expense Reimbursement:

\$1500 per year towards tuition as part of a degree program. Up to \$750 of the total allowance may be used for professional development

Bilingual premium pay: 2.5% - 7/5% - see CAO MOU for details.

Retiree Health: Generous city-paid health insurance offered to eligible retirees; service requirements determine city-paid benefit.

Income Protection: The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by employee; additional coverage for severe medical issues and disability income is available.

For more information on benefits, review the Chief Officers Association MOU at:

<https://www.redwoodcity.org/home/showpublisheddocument/29910/638853400812170000>

Core Values:

To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values



Application & Selection Process

The closing date for this recruitment is 5:00 pm on Wednesday, October 15, 2025.

Ready to Apply to this opportunity?
To fill out application, supplemental questions and upload resume visit

<https://www.calopps.org/city-of-redwood-city>

Following the closing date, resumes will be reviewed in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will be contacted via CalOpps.org emails.

The Application Process: Application Process: A city application is required and must be submitted before the deadline of 10/15/25 at 5:00 pm. Your application should include the following required materials: Written responses to Supplemental Questionnaire, all CalOpps fields completed in the application, including personal information, education, work experience, training, etc.

Candidates deemed to be the most highly qualified will be invited to participate in an Assessment Center scheduled for **10/24/25**. We recommend reserving the full day on your calendar; and invites are tentatively scheduled to be sent by EOD 10/17/25. Questions regarding this process may be emailed to Letty Juárez at LJuarez@redwoodcity.org AND Lauren Bishop lbishop@redwoodcity.org

Final selection activities will be completed shortly thereafter, followed by a background check including: 1. Criminal History Check, 2. DOJ fingerprints, 3. DMV check, 4. Pre-employment physical 5. Reference Check

Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

Candidates with a disability which may require special assistance in any phase of the application or selection process should advise the HR Department upon submittal of application.

SPECIAL INSTRUCTIONS

A City application and supplemental questionnaire is required. Applications must be filled out completely. Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application. Resumes may be attached separately, but resumes will not be accepted in lieu of a city application.

Potential candidates outside the Bay Area are strongly encouraged to research the cost of housing and overall cost of living in the area before applying.

SUPPLEMENTAL QUESTIONNAIRE

DEPUTY FIRE CHIEF #25A-78

CITY OF REDWOOD CITY

1. Please be specific in answering the Supplemental Questions, as they will be used to evaluate which applications will be given further consideration in the process. Read questions carefully and answer exactly as asked. Do not answer, "see resume" or "see application" as these are not valid answers. If you have questions or need assistance, reach out to Human Resources for assistance well in advance of the application closing date. All responses and supporting materials must be received by the deadline via your CalOpps application. Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

2. I have attached a resume. (You must attach a resume in order for your application to be considered complete).

- Yes
- No

3. Do you have greater than or equal to 5 years of experience at the level of Battalion Chief or above?

- Yes
- No

4. Provide details of your experience at the level of Battalion Chief or above, including the following for each applicable position: position title, employer, years and months of employment in that position.

5. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- Associate's degree
- Associate's degree, with additional postgraduate coursework from an accredited college or university
- Bachelor's degree
- Bachelor's degree, with additional postgraduate coursework from an accredited college or university
- Master's degree or higher

6. If you obtained a Bachelor's or Associate's AND completed additional postgraduate coursework from an accredited college or university, list courses taken and their number of quarter units or semester units. (DO NOT include coursework that counted towards an AA, AS, BA, or BS degree; skip this question if it does not apply to you).

7. Describe any training completed that helped you obtain the required knowledge, skills and abilities for the position of Deputy Fire Chief. (This question is for training only; do not include education, which is addressed in questions #5 and #6).

8. Do you have a California Chief Officer Certificate?

- Yes
- No
- No, but I have the ability to obtain it within the 1-year probation period

9. Do you possess a valid California driver's license?

- Yes
- No
- No, but I have the ability to obtain a valid California Driver's License by the date of appointment.

Provide written answers to question #10, #11 and #12 that are concise, clear and with accurate spelling and grammar. Please do not exceed 1500 words total.

10. List the primary divisions or functional areas you have worked in (such as fire protection, hazardous materials inspection and suppression program development, administration, training), and briefly summarize the nature and length of experience in each.

11. What have you done to facilitate a team environment and cohesive work group in your current position? What have you done to maintain and continue to develop this environment?

12. As Deputy Chief, you will have a variety of customer groups. Examples include the Fire Chief, elected officials, executive management, Department supervisors, administrative personnel across both Cities, etc. Describe your communication style and approach that will ensure these customer groups receive the appropriate level of communication from you.