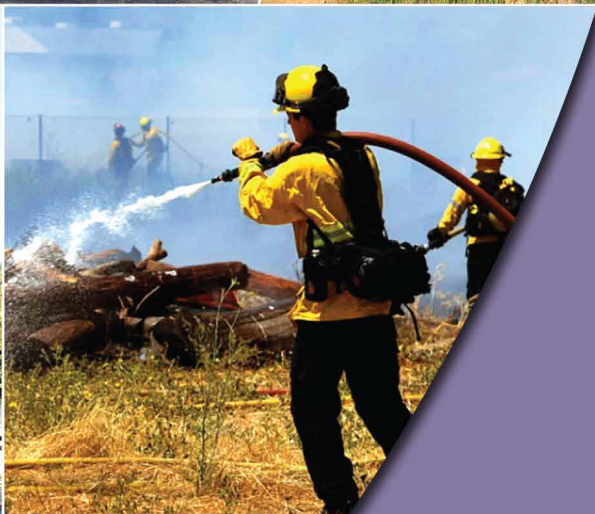
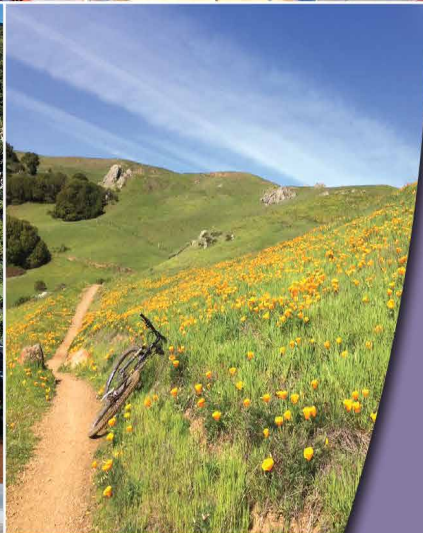
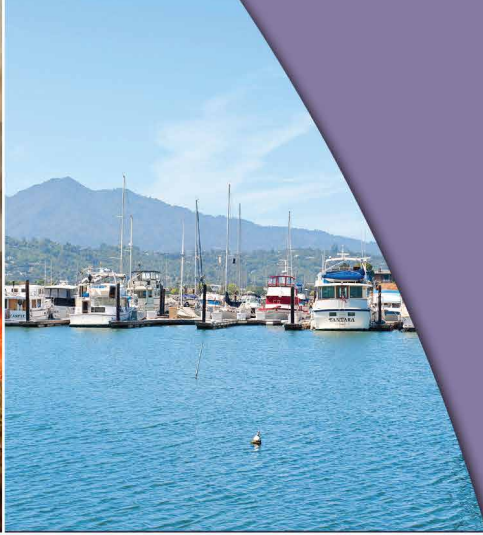


# CITY OF SAN RAFAEL, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## FIRE CHIEF



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

Marin County's oldest city, San Rafael (population over 59,000) lies midway between San Francisco and California's famous wine country. San Rafael serves as the county seat and Marin's central city. San Rafael is the County's premier economic, financial, cultural and service center. As a transportation hub, San Rafael is in the center of highway and transit access to west Marin, Sonoma County, the East Bay and San Francisco.

The City of San Rafael offers both a small-town atmosphere and a lively urban environment. Surrounded by open space and the bay, San Rafael is a vibrant city in an incomparably beautiful natural setting. Famous for its favorable climate, San Rafael makes a central base for taking day trips to scenic locations such as the Napa/Sonoma wine country, Point Reyes National Seashore and Muir Woods. San Rafael's many attractions include its namesake Mission San Rafael Arcangel, the landmark Frank Lloyd Wright Civic Center, Victorian architecture, a lively downtown, China Camp State Park, and more.

San Rafael has a varied and rich economy fueled by high tech, entertainment, financial, service-oriented and industrial businesses. The City is home to major employers such as Autodesk and Fico and offers residents and visitors alike an array of regional retailers in addition to unique local shops.

San Rafael is one of the most ethnically and culturally diverse cities in Marin County. The City's residential neighborhoods are distinctive, each with its own history, character and identity. There is a wide diversity of housing ranging from old and new homes, apartments and condos.

Education and income levels are high. The City has two public school districts with nine elementary schools, two middle schools and three high schools. Dominican University, a private liberal arts college, offers undergraduate and graduate degree programs.

## THE ORGANIZATION

San Rafael was incorporated in 1874 and became a charter city in 1913. It has a City Council/Manager form of government with an elected Mayor and four elected City Council Members who serve four-year terms. The mission of the City is to enhance the quality of life and to provide for a safe, healthy, prosperous and livable environment in partnership with the community. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. San Rafael has unique and distinct neighborhoods and the City desires to sustain the beautiful natural environment through informed and active residents and to be a responsive, innovative local government.

The City of San Rafael recently received the Helen Putnam Award for Excellence at the 2019 League of California Cities conference for their outstanding efforts to deliver services and engage residents. The award was established in 1982 and honors the League's first woman president, a dedicated public servant and Petaluma's mayor. The City received the Helen Putnam Award for its "Together San Rafael" program. "Together San Rafael" brings staff and management together to create solutions cross-departmentally, rather than through a top down approach, empowering all City employees, regardless of position or tenure, to share and implement their innovative ideas, while celebrating the innovation happening every day in the departments.

The City of San Rafael offers both a small-town atmosphere and a lively urban environment.

To learn more about "Together San Rafael":

<https://employees.cityofsanrafael.org/departments/together-san-rafael/>

The City of San Rafael has a staff of 403 regular employees and the annual budget for fiscal year 2019-2020 is \$135 million. City Departments include the City Manager's Office, Community Development Department, Economic Development, Police Department, Digital Services & Open Government, Library & Recreation, and Public Works. These Departments work well together to meet the community's needs.

## THE DEPARTMENT

Founded in 1874, the mission of the San Rafael Fire Department is to help, delivering exceptional public service from seven San Rafael neighborhood fire stations. Delivery of fire and rescue services is serious business and as such, we strive to provide the best public fire services available: a service that is capable, compassionate, predictable, and sustainable.

The San Rafael Fire Department is an ISO Class I full time paid/professional agency that provides all-hazard Fire/Paramedical service delivery including structural firefighting, wildland firefighting, advanced (ALS) and basic life support (BLS) emergency field care and transport, response to all types of transportation related incidents, hazardous material incident response, technical rescue response/water rescue, urban search and rescue response, marine emergency response, fire prevention, public education, and fire investigation. This status was achieved in 2016 after a comprehensive evaluation of the department's fire protection services and capabilities. Along with new three brand new fire station facilities, a new state-of-the-art training tower and classroom have recently been opened. All San Rafael and Marinwood fire stations utilize an engine-medic or a ladder-medic deployment model. The department serves approximately 70,000 community members across the City of San Rafael and Marinwood.

Building from over a decade of community efforts to address San Rafael's aging essential public safety facilities, the City is constructing a new public safety complex for fire, police, and emergency services that is over 44,000 square feet in size. It was a part of the City's \$73 million-dollar investment and is expected to open in Spring 2020. The new facility will have an upgraded dispatch and



communications center, and a new classroom and training tower for emergency preparedness. In addition to the public safety complex, San Rafael fire stations 52 and 57 have also been rebuilt. The new buildings are seismically safe and are modern facilities for firefighters, police officers, paramedics and dispatchers.

## THE POSITION

Under policy direction of the City Manager, the Fire Chief provides management to all Fire Department divisions and programs and ensures the safety, health and wellbeing of individuals and property through a comprehensive range of programs.

The responsibilities and essential functions of the Fire Chief may include, but are not limited to, the following:

- Provides management to all Fire Department divisions and programs
- Oversees the administration functions for the Marinwood Fire Department
- Oversees Fire and EMS deployment for two County Service areas that are within the Department's sphere of influence
- Oversees Fire and EMS deployment for two County Service areas that are within the Department's sphere of influence
- Oversees the following functions:
  - o The Household Hazardous Waste Program overseeing the Household Hazardous Waste programs for the residents of most of Marin County.
  - o The Marin County Hazardous Material Response Team.
  - o The San Rafael Emergency Management division
- Ensures the safety, health and wellbeing of individuals and property through a comprehensive range of programs.
- Acts as Administrative Head of all Fire Department Activities and Programs.
- Ensures that department members are properly equipped and can ensure their own safety during emergency operations.
- Manages Fire Department personnel including labor relations and grievance resolution.
- Manages Emergency Operations, Structure Fires, Major Medical, Hazardous Material and Wildland fires.
- Administers Paramedic Program, CSA 19, and Marinwood contracts.
- Prepares and monitors department budget including expenditures and revenues.
- Prepares and presents Staff reports.
- Represents the Fire Department with the Fire Commission, Council, Special Interest Groups and the public.
- Manages the fire prevention program including environmental management, arson investigation, and public education.
- Serves as Fire Marshal.
- Performs related duties as required.

The position is vacant due to the retirement of the previous Fire Chief.



## THE IDEAL CANDIDATE

The City of San Rafael is seeking a strong leader and experienced fire management professional to serve as its new Fire Chief. The ideal candidate will be an innovative, compassionate, approachable, genuine, progressive, and outside-the-box thinker who understands fire service traditions and works well with the community while also exploring creative ways to meet the Department's mission. He or she will be someone who consistently demonstrates sound professional judgment, reasons logically, and takes a strategic approach to problem-solving. A candidate with strong time management skills who thrives in a dynamic, fast-moving environment around tight schedules and pressures will be ideal.

The San Rafael community is well engaged, and as a highly visible representative of the City and member of the City's Executive Team, the incoming Fire Chief should expect to interact with community members, local and regional elected officials, and industry on a regular basis. This position, therefore, requires someone who not only commands presence, but is also a service-minded individual with integrity, excellent interpersonal skills, and the ability to connect with people at all levels.

The Department will benefit from a Chief who leads by example, fosters an open and collaborative working environment, and takes a proactive stance to resolving issues.

The City is seeking a candidate with excellent oral and written communication skills to assimilate, understand, and convey information in a manner consistent with job functions. The incoming Chief must be capable of and comfortable making public presentations and representing the Department and the City effectively in meetings with other departments, agencies, and groups. He or she will also represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained. The incoming Chief will be expected to maintain effective working relationships with regional partners, administrative staff, subordinates, and the general public.

The Department will benefit from a Chief who leads by example, fosters an open and collaborative working environment, and takes a proactive

stance to resolving issues. The incoming Chief should be capable of managing the Department's staff so that a strong orientation toward public service, teamwork, the development of high-quality products, and the achievement of desired results is maintained. The Chief will serve as an advocate on behalf of the Fire Department while balancing the Department's needs with the overall goals and vision for the City and region.

Qualified candidates would possess an Associate's degree in Fire Science, Bachelor's degree preferred; six (6) years of full-time fire experience including three (3) in an organized Fire Department fire prevention bureau and including three (3) years as a Line Captain. Completion of the State Board of Fire Services Prevention Officer I and California State Fire Marshal Investigation I. Completion of the State Board of Fire Services Prevention Officer II is required within one year of appointment.

## THE COMPENSATION

The salary range for the Fire Chief is \$13,288 - \$16,152 per month. The City of San Rafael also offers an attractive benefits package including the following:

**Retirement** – The City participates in the Marin County Employees' Retirement Association (MCERA) for retirement benefits.

Classic Tier 2 (employees with reciprocal service from other agencies): 3% @ 55, Average of 3 highest years

Tier 3: PEPR (new members hired on or after 1/1/2013): 2.7% @ 57, Average of highest years

**Health Insurance** – The City provides health insurance through CalPERS and offers a full flex cafeteria plan which entitles the Fire Chief to purchase health benefits or receive cash-in-lieu as taxable income (up to the Employee Only contribution rate). The 2020 flexible dollar amounts (including the PEMHCA minimum) are:

Employee Only: \$653.80

Employee + 1: \$1,307.60

Employee + Family: \$1,699.89

**Life and Long-Term Disability Insurance** – The City provides a \$250,000 basic life insurance plan for the Fire Chief and long-term disability coverage of \$7,500/month.

**Dental Insurance** – The City provides a dental program offering 100% coverage for diagnostic and preventative care for the Fire Chief and eligible dependents. This plan covers up to \$1,500 per calendar year per eligible enrollee.

**Vision Insurance** – The City provides a fully paid vision plan for the Fire Chief and dependents.

**Section 125 Plan** – Employee may elect to contribute pre-tax deductions for medical and/or dependent care.

**Vacation and Sick Leave** – Vacation leave accrual is incremental ranging from 15 to 25 days depending on years of service. Sick leave accrual for usage purposes is unlimited, however a maximum accrual of 1200 hours applies for cash-in purposes upon separation from City employment.



**Administrative Leave** – The Fire Chief receives 10 Administrative Leave days per calendar year, plus 2 floating holidays.

**Deferred Compensation** – The City offers two deferred compensation plans: ICMA and Nationwide.

**Uniform Allowance** – The City offers \$1,610 annually.

**Car Allowance** – City vehicle provided.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

to apply online.

**Filing Deadline:  
December 27th 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San Rafael. Candidates will be advised of the status of the recruitment following selection of the Fire Chief.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

