



FIRE CHIEF

\$138,815 - \$153,427

Plus Excellent Benefits

Apply by

July 28, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning northwest Oregon, the Lebanon Fire District is a combination career and volunteer organization that provides 134 square miles of fire protection and 416 square miles of EMS protection in and around the City of Lebanon, Oregon. Conveniently positioned near major highways and airports, the area boasts a large variety of activities and beauty in any direction and scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

The Lebanon Fire District offers a rewarding and challenging opportunity for an experienced fire professional. If you are interested in making a difference in a welcoming and friendly community that takes pride in its natural beauty and peaceful daily life and would like to lead a dedicated staff in an organization that places a high value on providing outstanding customer service, this is the position for you!

THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community's 300 acres of well-maintained parks. The beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated during "Holidays in the Park" in December. Cheadle Lake Park is very popular with walkers, bicyclists and dog walkers. The park is also home to the Denver Soccer Fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of

July and other community events are held. River Park, another popular park for walkers, joggers and bicyclists, is home to large events such as Art in the Park in July and the Rollin Oldies Car Show in September. The annual Strawberry Festival which began in 1909 features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City that Friendliness Built."

Lebanon Community Schools are consistently strong, with multiple well-regarded elementary schools, one middle school, and one high school. Nearby Oregon State University, the University of Oregon, and Linn-Benton Community College also offer excellent higher education opportunities.



THE ORGANIZATION

Governed by a five-member Board of Directors elected at large, the Lebanon Fire District (LFD) is a fire and emergency services agency organized as a rural fire protection district under Oregon state law. LFD is an all hazards fire department and responds to structural and wildland fires, rescues, motor vehicle crashes, emergency medical calls including operating four transporting ambulances, hazardous materials, and miscellaneous aid calls.

The District encompasses an area of 134 square miles and serves a population of approximately 29,000 including the city of Lebanon - the area's greatest population density. The District also provides ambulance services to roughly 38,000 within a 416 square mile area that includes the District.

The area served by LFD contains a mix of residential, commercial, and industrial properties as well as a significant amount of rural/agricultural uses. The District provides these services from five fire stations, two of which are staffed 24 hours per day with full-time personnel, and three of which are staffed by volunteer firefighters.

Operating with 43 FTE's on an annual budget of roughly \$13 million, LFD has three Divisions – each led by a Division Chief - plus Administration led by an Office Administrator. The Operations Division provides emergency response capability for the District to include ambulance transport. The Training Division provides training in fire science, fire suppression, rescue techniques, emergency medical techniques, and personal safety. The Fire and Life Safety Division provides code enforcement, fire prevention, public education, and fire investigation services.



THE POSITION

Reporting directly to the Board of Directors, the Fire Chief serves as the Chief Executive Officer for the District and provides executive level leadership to the District and strategic planning support to the Board of Directors in the development of short- and long-range plans and policies to ensure operational readiness, effective administrative programs and financial stability of the District. The Fire Chief is also responsible for the overall direction of the District, the management, planning, organizing, and overseeing all fire suppression, prevention, investigation, emergency medical services, and all administrative functions and technical operations within the District including planning, policy development, recruitment of personnel, purchase of equipment, preparation of budget estimates, control of expenditures, funding analysis and recommendations, capital program management, and legislative and citizen liaison. The Fire Chief consults with the Board of Directors on the development of policy and planning, and serves as the District's representative at the city, county, regional, state and federal level.



Other Main Responsibilities Include:

- Respond to emergencies and calls for assistance. Assume command of fire or other emergency response situations when appropriate. Serve as Duty Chief on rotating basis.
- Supervise the performance and safety of assigned firefighting and emergency medical personnel and determine the necessity for additional resources at the scene of an emergency incident.
- Plan and direct all operational, administrative and technical activities within the District. Identify and provide direction of all necessary actions to improve District.
- Develop, oversee, and ensure the implementation of all District policies, guidelines and directives. Assist in the development of strategic goals for the District. Develop operational goals and plans to support the strategic planning process.
- Supervise the financial functions of the District and oversee all fiscal and budgetary operations. Annually prepare and present to the Board a proposed budget and budget message, setting forth proposals for the District during the next fiscal year. Control expenditures within budget appropriations; continuously plan and act to contain costs and increase effectiveness. Ensure that policies and procedures are in place to facilitate and maintain the collection, storage and reporting of accurate financial information.
- Identify and actively pursue applicable grant funding opportunities.
- Maintain appropriate inter-governmental and departmental coordination, establishing mutual aid agreements as needed, requiring the effective application of political acumen, diplomacy, tact and integrity in building coalitions within the community among a wide range of persons and groups, including elected officials, municipal and government agencies and other fire service agencies.

- Monitor the facilities and equipment within the District to ensure proper maintenance and reliability of equipment, apparatus, buildings and other facilities; oversee the operation of equipment and apparatus specifications and the calling for bids; approve related purchases as authorized.
- Serve as the District's representative on various committees and organizations relating to regulatory and legislative initiatives, industry standard and improvements, exchanges of information, public relations and other similar activities. Maintain excellent public relations by using appropriate judgment and communicating courteously with the media, other fire departments, agencies, city and local governments, and citizens while fostering a positive public image for the District.
- Provide negotiation and ongoing administration of collective bargaining agreements. Assure the timely investigation and resolution of employee relations and job-related concerns. Recommend and/or review and approve the performance and disciplinary decisions of all subordinate personnel in accordance with the policies and guidelines of the District. Advise and inform the Board of Directors regarding labor and employee relations issues.

OPPORTUNITIES & CHALLENGES

Strategic Plan

The District has a well-established strategic plan that has been guiding the direction of the fire department. The new Fire Chief will be tasked with leading the District in the continued implementation of this plan. Experience in strategic planning and management will be necessary for their success. As well, the City of Lebanon has a robust 20-year plan that is an important adjunct to the District's mission. It is imperative that the new Fire Chief continue the active participation of the District with this important partner.

Staff Development

Lebanon Fire District is a relatively young organization both as it relates to age and service experience. There has been an influx of new personnel, career and volunteer, in the last few years. As a result, most of the officers are relatively new to their positions. The next Chief will need to recognize the affect this has on day to day operations. Mentoring (with achievable goals and objectives) and tolerance (a manageable workload) will be key attributes that the Fire Chief will need to possess to be an effective leader within the District.

Staff/Community Relationships

Lebanon Fire District is currently functioning well with skilled and enthusiastic staff throughout all levels of the organization. The new Chief needs to recognize the competence of the staff and continue to let these people shine. There is no need to micromanage or initiate sweeping changes. A culture of mutual respect has been established both internally and externally and the new Chief is expected to be the leader in continuing this value. It will be imperative for them to recognize that this is based on maintaining an environment that values transparency, collaboration, communication, trust and confidence. An outgoing personality and the ability to foster relationships, both within and outside of the organization, and building upon these relationships, will be key to their success.

Growth

Lebanon Fire District is and will be facing growth that is occurring in the area. The region has transformed from a fledgling logging community to a thriving, diverse community with industry, education and health care at the core of its identity. The Fire Chief will need to be skilled in forecasting the needs for fire and EMS services as a result of this. Strategic planning and financial management (see below) will be key to these efforts. In particular, the increase in EMS activity, especially as it relates to out of area transports, will need to be addressed. Partnerships with the hospital and neighboring fire departments will be paramount to dealing with this rising service demand.



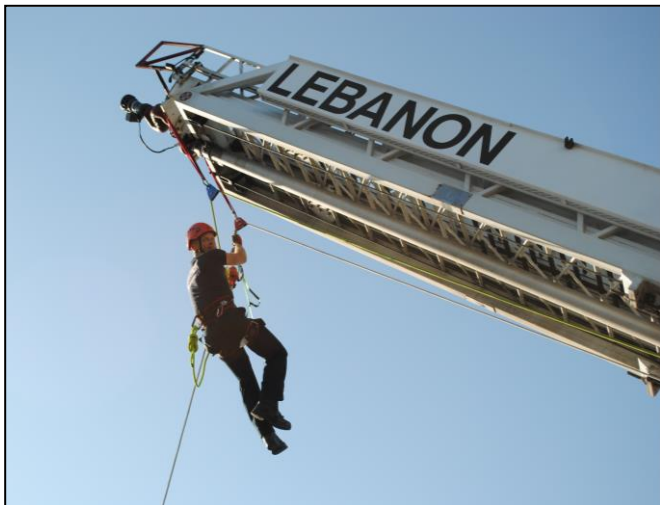
Finance

Lebanon Fire District is financed primarily by voter approved property taxes. The new Fire Chief will need to be knowledgeable of these funding mechanisms as it relates to Oregon law and continue to market the value of the fire/EMS service to the community. A conservative approach to finances has been a priority as evidenced by a healthy operating reserve. Balancing this philosophy with the needs to meet current levels of service while preparing for increased demands and capital expenditures will be a priority. The District needs a new headquarters station and is exploring the feasibility of a bond election later this year or early next year. Experience with bond financing and station construction is highly desired.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in fire science, public administration, management, or other closely related field, and a minimum of ten (10) years of progressively responsible administrative and supervisory experience with at least five (5) years at Battalion Chief or higher level in a career or combination organization is required. Candidates must possess or have the ability to obtain a valid Oregon Class C driver's license and possess a driving record that meets the District's driving standards. The selected candidate must reside within a twenty (20) mile radius of the Main Station within six months of appointment. A master's degree in leadership, management, business administration or a related field and completion of the National Fire Academy Executive Fire Officer program are preferred.



Necessary Knowledge, Skills and Abilities:

- Excellent executive leadership skills and a comprehensive knowledge of all facets of the fire service and EMS.
- Experience as a Chief Officer in a similar sized (or larger) fire department with a history of progressive and proactive program development.
- Experience working for a Board of Directors to build achievable goals that will take the District to the next level of service.
- Experience working with partner agencies, cities, county, and fire departments to achieve efficiency and effectiveness in areas of mutual interest.
- Political acumen and sensitivity to be effective within a broad range of interests.
- Candidates must understand their role as the Chief Executive Officer and balance their position as an 'employee' of the Board with that of being the 'head coach' for the staff and the 'advocate/liaison' to the community.
- The Chief will be able to draw upon his/her career experiences in leading and implementing strategic planning processes and will interact effectively with the participating partners to help refine the vision for the future of fire and EMS services in the region.
- A respected emergency-services professional who will bring a strong financial acumen and solid experience in budgeting and long-range financial planning. Experience with bond management and facility construction will be a key to their success.
- Has a track record of fiscal responsibility, experience with financial statements and budgets, and is a strong financial manager with the experience to understand the business side of the fire services not only in budgeting and cost recovery, but the true cost of providing services.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and procedures established by the Board to District staff and citizens in a clear and concise manner.
- Must possess strong leadership skills in guiding and mentoring staff.
- The ideal candidate will lead by example setting the standard for all District members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- Skilled in strategic thinking and planning with the ability to communicate to all stakeholders.

- A track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation.
- Willing and able to lead the District with passion and inspiration.



COMPENSATION & BENEFITS

- **\$138,815 - \$153,427 DOQ**
- Medical, Dental & Vision Insurance
- VEBA Contribution
- Oregon PERS Retirement
- 10 Paid Holidays
- Personal Holidays
- Generous Paid Vacation & Sick Leave
- Other Benefits Negotiable

Please visit:
www.lebanonfire.org

Lebanon Fire District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 28, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

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