

Fire Chief

City of Redwood City

Serving the Cities of Redwood City and San Carlos, California

REDWOOD CITY
CLIMATE BEST BY GOVERNMENT TEST



REDWOOD CITY FIRE DEPARTMENT



THE COMMUNITIES

Located in the heart of Silicon Valley, Redwood City (pop. 86,754) is the third largest city in San Mateo County. Incorporated in 1867, it serves today 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 deep-water port south of San Francisco.

Redwood City has a strong employment base with world-class firms and organizations such as Box, Electronic Arts, Google, and Shutterfly. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Institute and more than 500 various industry start-ups also have a strong presence in the city. World-renowned Stanford University has made a long-term commitment to the community, moving administrative functions to a new campus



just 1.5 miles from downtown marking the University's first significant expansion outside its main campus. Redwood City is a key station on the regional CalTrain system, and substantial service expansion in the next decade will enhance efficient rail travel from San Jose to San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square stands as the centerpiece of downtown and has become a gathering place for people from throughout the community and the peninsula. Over 30 unique parks, ten sports fields, two seasonal pools, a Senior Center, and five Community Centers are widely popular with the community, while the arts and culture scene feature intimate theaters, galleries, 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. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents. This mix of tradition and innovation, community and diversity, makes Redwood City an extraordinary place to work and call home.

The neighboring community to the north, the City of San Carlos, is home to a population of 30,145 and spans 5.92 square miles. San Carlos is noted for its inviting sense of community, attractive residential neighborhoods, great schools, charming downtown, and plenty of open space. As part of the northern end of the Silicon Valley, the city hosts several technology companies and is the address of many of the West Coast's biotech and medical instrumentation firms. Managed by San Mateo County, the San Carlos Airport sits adjacent to the city along the San Francisco Bay.

CITY GOVERNMENT

Redwood City is a charter city with a council-manager form of government. The seven-member City Council currently is elected to four-year staggered terms and the Mayor serves a two-year term based on a rotation policy. The City is transitioning to district-based City Council elections and four council members were elected by district in 2020. The balance will transition in the 2022 election cycle.

The City Council appoints the City Manager, who is responsible for implementing the strategic direction and directing 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.

In addition to the offices of the City Manager and City Attorney, the City

is organized across the departments of Administrative Services (Finance, Information Technology, and Revenue Services); City Clerk; Community Development and Transportation; Fire; Human Resources; Library; Parks, Recreation & Community Services; Police; and Public Works Services. Together, these departments are supported by 547 FTE. The City's Fiscal Year 2020-21 General Fund budget is \$136.8 million.

The City's history of being nimble and pioneering has been extraordinarily beneficial as the organization quickly shifted to respond to the pandemic in early 2020. For the last 12 months, City leaders have been invested in helping the community and municipality to emerge from the crisis as quickly and strongly as possible through its "Three R" initiatives – Respond, Restore and Reimagine.

Even while addressing the various pandemic induced economic challenges, Redwood City has persisted in taking

strategic action towards long-term fiscal stability while continuing to address its long-term unfunded liabilities. Despite the difficulty made more severe by the relentless pandemic, the City continues to deliver quality services that are most needed and meaningful while also devoting attention to future-focused efforts that will further promote community equity, vitality and prosperity.

In January 2020, the City Council adopted a Strategic Plan which established new vision and mission statements and nine Guiding Principles. To address the most pressing community and regional challenges, the Council has established three Strategic Priorities: housing, transportation, and children and youth. In October 2020, the City Council adopted equity as a Foundational Guiding Principle: Redwood City will put equity first, urging a collective restart so that policies serve the entire community. In 2021, the City will begin to create an Equity Plan to infuse equity in City operations and policy.

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 87 staff and a FY 2020-21 budget of \$35.8 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. In 2018, the agency joined the distinguished group of only 306 other fire departments in the nation to be awarded an ISO Class I rating.

In addition to the Fire Chief, the command staff includes two Deputy Chiefs, a Training Battalion Chief, two 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, training and administrative staff. Several members of the department are active in the region's urban search and rescue team.

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.



THE IDEAL CANDIDATE

Redwood City is seeking a progressive leader in the fire service who displays the fortitude and confidence necessary to serve two dynamic Bay Area urban communities. Known for adhering to high service standards, the ideal candidate will be an energetic leader who can generate commitment and momentum around a compelling vision that is aligned with City Council and community priorities.

Redwood City's Fire Chief must be a courageous leader who is well-equipped to lead in times of uncertainty while maintaining disciplined focus on the future. As a member of the executive team, they will be expected to conduct the groundwork required to ensure the department is firmly positioned to respond to evolving service demands and community needs.

The individual selected will be a well-regarded industry professional capable of connecting with a multi-generational workforce and two diverse communities. This accessible leader will be known for being highly engaged with their workforce and the community served. Demonstrated success in engaging with historically underserved populations is strongly preferred. A history of establishing and maintaining effective working relationships with various community-based organizations, service partners and labor groups will also be expected.

The ideal candidate will be known for displaying uncompromising integrity and adhering to stellar professional standards. They will possess the unique ability to motivate others to constantly grow, improve and stretch beyond perceived individual and organizational limitations. A proven and frequently sought out mentor, the individual selected will demonstrate knowledge of progressive leadership strategies for cultivating accountability and developing future leaders at all levels. Further, they will be known for inspiring others to consider the fire service as viable and exciting career option.

Redwood City's next Fire Chief must be unabashedly dedicated to increasing diversity in the department and advancing the city's commitment to equity and inclusion. To that end, they will have a sophisticated understanding of implicit bias and be aware of impactful strategies to address such challenges in the fire service. The ability to foster a respectful, equitable and inclusive culture will be carefully evaluated. A track record that reveals success with enhancing diverse representation in a department to better reflect that of the community will also be well received. The candidate selected will work collaboratively with the City's new Equity and Inclusion Officer and other partners on new initiatives that support this overarching priority.

With an attractive balance of administrative and operations experience, the ideal candidate will be deeply knowledgeable regarding sound business practices that support a high performing and efficient agency. Impressive familiarity with contemporary tools, systems and processes will be advantageous to the new chief as they will be expected to offer fresh ways of thinking about service models and engagement strategies while remaining current on industry trends and innovations. The new Fire Chief will thrive in an organizational culture where creative design and experimentation is supported as the norm.

The Fire Chief must be a team player who works seamlessly with other internal departments and understands the importance of contributing to the success of the entire organization in relation to the overall goals of the City Council. Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Competitive candidates will offer at least four years of increasingly responsible supervisory and administrative experience at the level of Battalion Chief or above. In addition, the equivalent of a Bachelor's degree from an accredited college or university with major coursework in a relevant discipline is strongly preferred and a Master's degree is desirable.



COMPENSATION & BENEFITS

Annual salary range is \$224,772 - \$280,980. 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 9%

Tier 2 - Employees hired after October 24, 2011

3% @ 55 formula; employee contribution 9%

Tier 3 - Employees hired on or after January 1, 2013 and meet the definition of "new member"

2.7% @ 57 formula; employee contribution 12.75%

CalPERS Employee Member Contribution - employee pays required employee contribution and a portion of the employer share contribution (9% for Tiers 1 and 2; 2% for Tier 3).

457 Deferred Compensation Plan - Four plans available; voluntary employee contribution.

401(a) Retirement Enhancement Plan - The PARS Defined Contribution Retirement Enhancement Plan is available for department heads. City contribution of 2% of compensation. Mandatory 5% employee contribution.

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 pays up to 90% of the CalPERS Bay Area Kaiser Family Premium, which is \$1,775.21 per month in 2021.

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

Auto Allowance - emergency equipped vehicle provided.

In-Lieu Hours - 160 hours per year; may be taken as time off or paid in cash for any remaining portion as of December 31st or may go into employee's 401(a) account.

Vacation/Sick Leave - Vacation accrual rate of two to five weeks per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day per month.

Holidays - 12 recognized holidays + 2 administrative holidays.

Uniform Allowance - \$800 annually.

Educational & Professional Development Expense

Reimbursement - annually up to \$1,500 and \$750 respectively for eligible expenses.

Retiree Health - Tier based; service requirements based on Tier apply in determining city-paid benefit.

Exceptional Performance Bonus - At the discretion of the City Manager in recognition of exceptional service or contributions, executive managers may receive performance bonus of up to 5% of salary one time each fiscal year.

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.

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.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight on Sunday, March 14, 2021**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at **www.tbcrecruiting.com**.

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters. Candidates deemed to be the most highly qualified will be invited to interview with Redwood City by early spring. Final selection activities are scheduled to be completed in April, following the completion of negotiations and extensive background and reference checks. 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.

Redwood City will be flexible in the design of the interview and selection process to ensure compliance with public health orders and guidelines in relation to the COVID-19 pandemic.

TB&CO.

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