



# FIRE CHIEF

Five Cities Fire Authority

Recruitment Services Provided By





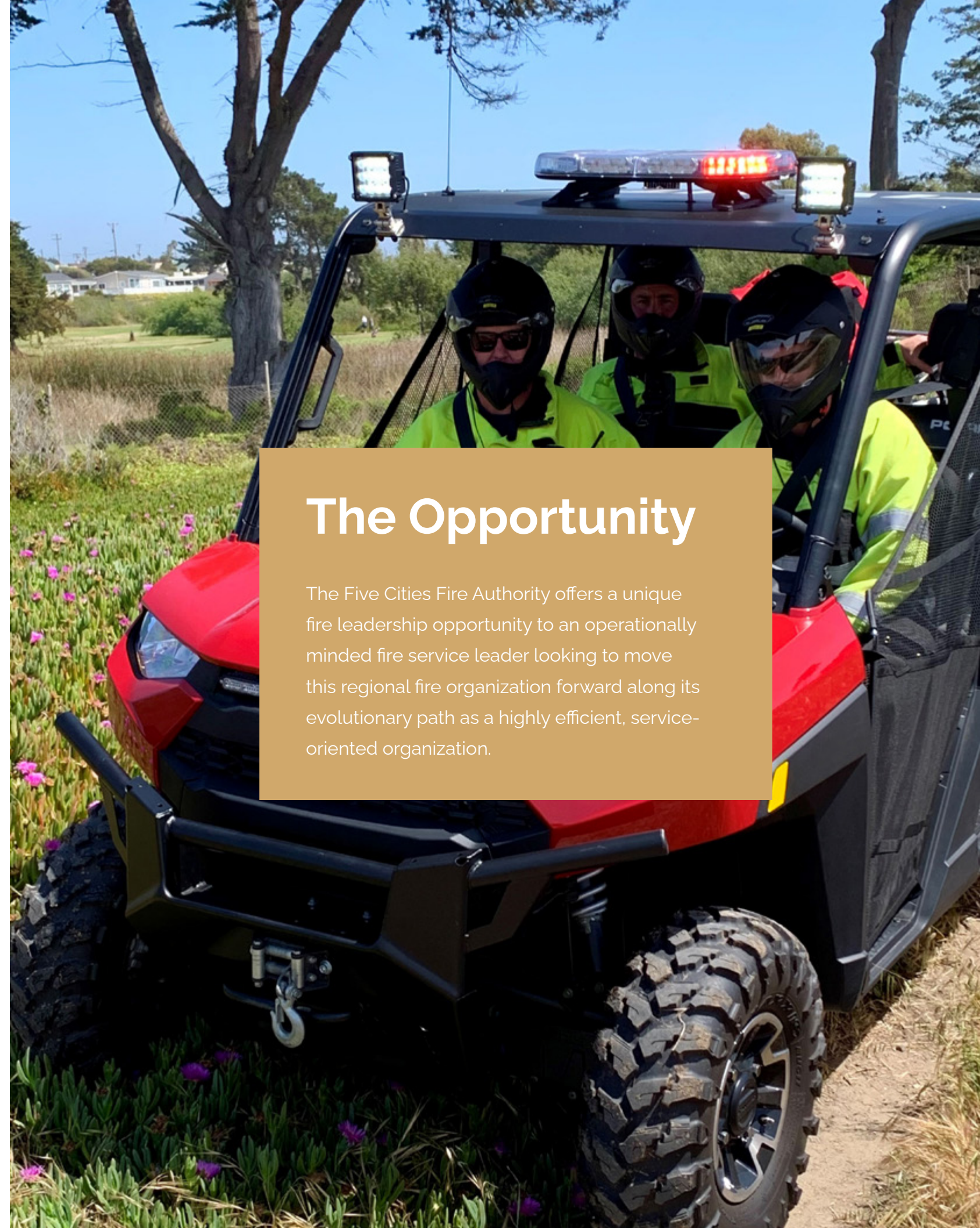
# About the Five Cities Fire Authority

In 2004, the cities of Arroyo Grande and Grover Beach collaboratively entered into an agreement to share one Fire Chief and Training Officer. The agreement was expanded over the next several years to include equipment sharing, a consolidation of the reserve firefighter program and the introduction of “boundary drops,” meaning that the closest fire resource would be dispatched to a 9-1-1 call without consideration of community boundary. In 2009, the Oceano Community Services District joined the other communities and on July 9, 2010, a complete fire department consolidation took place, resulting in the creation of the Five Cities Fire Authority (FCFA). The FCFA was created to increase service levels to citizens and visitors, to ensure consistent and professional training standards, and to increase operational efficiencies. In June of 2023, a successor agreement between the cities of Arroyo Grande and Grover Beach was approved that extended the initial agreement to continue the FCFA. The FCFA has a service area of approximately 8.25 square miles that encompasses the communities of Arroyo Grande and Grover Beach. For FY 2023-24, FCFA is providing contract fire services to the Oceano Community Services District (OCSD), increasing the service area to approximately 10 square miles.

Ideally situated along the beautiful central coast of California in San Luis Obispo County, the communities served by the Five Cities Fire Authority have a combined population of approximately 38,000. The area enjoys a mild, Mediterranean climate with cool summers and gorgeous scenery. Breathtaking sunsets over the Pacific Ocean, nearby wineries, dynamic local businesses, and endless opportunities for outdoor activities provide great joy to the residents and visitors to Grover Beach, Arroyo Grande, and Oceano. The 200 miles of pristine coastline paired with an annual average of 300 days of sunshine makes time spent outside a delight.

## The Opportunity

The Five Cities Fire Authority offers a unique fire leadership opportunity to an operationally minded fire service leader looking to move this regional fire organization forward along its evolutionary path as a highly efficient, service-oriented organization.







## FCFA Governance

The Five Cities Fire Authority is governed by the Board of Directors, comprised of two Councilmembers from the City of Arroyo Grande and two Councilmembers from the City of Grover Beach. The City Managers of Arroyo Grande and Grover Beach serve as the Management Committee, responsible for overall executive management of the FCFA. The Fire Chief reports to the Management Committee and is responsible to the Board of Directors for the proper and efficient operation of the FCFA. The Administrative Services Director for the City of Arroyo Grande serves in the capacity of the Treasurer to the Authority, and the FCFA Administrative Operations Manager serves as the Secretary/Clerk to the Board.



# The Department

The FCFA is committed to keeping its communities safe and prepared and to maintaining professional fire safety, emergency medical and public assistance services. A recent study related to standards of cover and an organizational assessment has provided a roadmap for the FCFA to follow into the future. The member communities have made a significant investment to increase response capacity, to provide adequate supervision and support of duty crews, and to replace equipment as necessary. The Authority is poised to move forward toward increased operational effectiveness and capacity.

The FCFA has an approved FY 23-24 budget of \$8.7 million and a staff of 30. The Fire Chief leads the Five Cities Fire Authority with the assistance of three Battalion Chiefs who each oversee a shift, along with other operational and administrative responsibilities. Each shift has a staff made up of three captains, three engineers, and two firefighters. The Administrative Operations Manager reports directly to the Fire Chief as well. The FCFA provides service through two fire stations and responded to approximately 4,500 calls in 2022, which represented an increase of 8.2% over the prior year.

The Five Cities Fire Authority is committed to the following:

**Vision:** The Five Cities Fire Authority is committed to serving its communities by providing emergency response, fire prevention and public education. They strive to accomplish this vision by ensuring that they will provide for all Fire Authority needs and professional development through a stable revenue source. They honor the respect they hold within their communities and are committed to maintaining that trust.

**Mission:** The mission of the Five Cities Fire Authority is to provide the highest level of service possible by mitigating threats to life, property and the environment while meeting the growing needs of their communities.

**Core Values:** Serve with pride, professionalism and integrity; treat all people with respect and honor; maximize community service through efficient resource management; and strive for constant improvement.







## The Position

The Fire Chief receives administrative direction from the Management Committee which is made up of the City Managers for both Arroyo Grande and Grover Beach who appoint and oversee the performance of the Fire Chief on behalf of the Authority Board of Directors. The Fire Chief is responsible for providing strategic and visionary leadership to the organization. Some of the essential job functions for the position include:

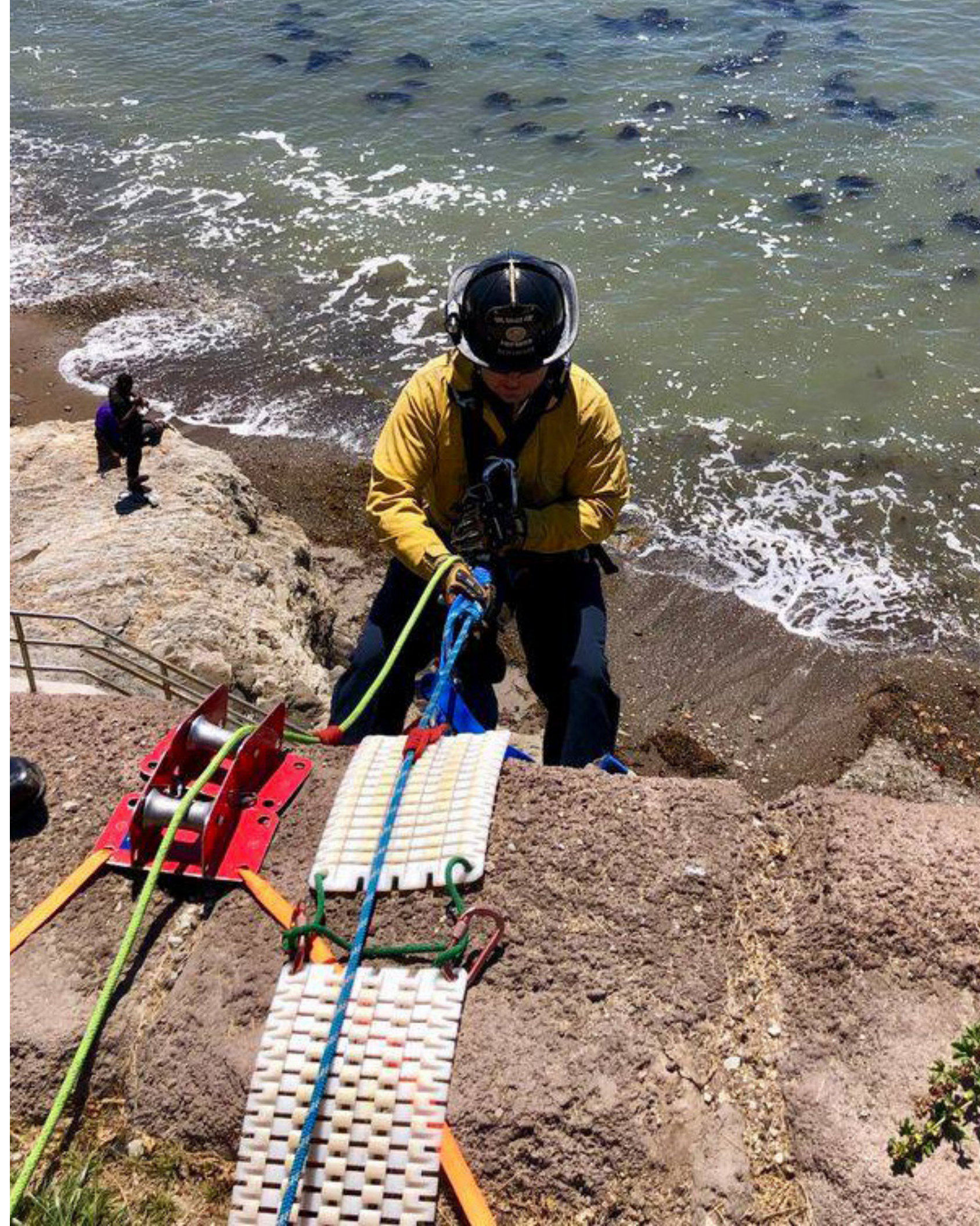
- Assuming full management responsibility for all functions including fire prevention and inspection, fire suppression, emergency medical services, fire and life safety, and administrative services; and developing and administering related policies, procedures and programs for the community.
- Managing the development and implementation of the Authority goals, objectives, policies and priorities.
- Establishing within Authority policy, appropriate service and staffing levels; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; and allocating resources accordingly.
- Developing specific proposals for action on current and future Authority needs and making final interpretations of City fire ordinances, codes, and applicable laws to ensure compliance and consistency of application.
- Responding to emergencies and establishing command and control of emergency situations.
- Selecting, training, motivating, and evaluating Authority personnel, including reserve staff; providing or coordinating staff training; working with employees to correct deficiencies; and implementing discipline and termination procedures.
- Overseeing and participating in the development and administration of the Authority's budget; approving and forecasting of funds needed for staffing, equipment, materials and supplies; and approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- Representing the Authority to City departments, elected officials and outside agencies; coordinating assigned activities with those of other departments, outside agencies, and organizations.
- Providing staff assistance to the Management Committee and by extension to the Board of Directors; participating on a variety of boards, commissions and committees; and preparing and presenting staff reports and other necessary correspondence.



# Challenges and Opportunities

The next Fire Chief of the Five Cities Fire Authority will have the opportunity to address some meaningful organizational challenges which will ensure the FCFA continues to advance its service capabilities and reputation as a full-service fire prevention agency. Some noteworthy challenges/opportunities for the next Fire Chief include:

- The next Fire Chief will have the opportunity to continue the advancement of the Five Cities Fire Authority toward being a modern fire prevention organization. While the Authority began as a volunteer-based fire department, it is now evolving, and that evolution is expected to continue under the leadership of the next Chief.
- In June 2023, the FCFA entered into a one-year agreement with OCSD to provide fire and emergency medical services in Oceano. This limited term contract was provided in the interest of continuing FCFA's service delivery in Oceano while OCSD's application with the Local Area Formation Commission (LAFCO) to divest the district from the responsibility of providing fire and emergency services was under review. This application was submitted in January 2023 with a decision by LAFCO expected in early 2024 regarding the future of fire service delivery in Oceano.
- The successful candidate will assume leadership of an organization that recently saw a labor agreement approved that runs through FY 26-27.
- The next Fire Chief will be expected to participate as an active member of the executive teams of both Arroyo Grande and Grover Beach. The Chief will set a tone of collaboration throughout the organization that encourages staff of FCFA to be active participants in both cities and municipal organizations.
- Given recent budget increases and additional staffing allocations, the next FCFA Fire Chief will be empowered to work collaboratively with their command staff to set a course for the future that focuses on improved efficiency and effectiveness.







## Ideal Candidate

The ideal candidate for the position of Fire Chief at the Five Cities Fire Authority will possess certain traits and experiences that will likely lead to success:

- The next Fire Chief will have deep operational fire service experience in municipal fire or county fire organizations. Additional managerial experience in the administrative components required to lead a modern fire service organization will position the ideal candidate for success at the FCFA. This experience will position the next Chief to serve as a credible and visible leader inside and outside the FCFA.
- While not mandatory, experience serving multiple communities or working in a JPA setting will benefit the next Chief in terms of navigating the landscape associated with serving more than one community at once.
- A progressive mindset and an ability to harness the unique contributions of staff from different generations and backgrounds is essential. The next FCFA Fire Chief will set a tone of collaboration and support within the organization that results in internal cohesion and mutual respect.
- While labor-management relationships are strong, they do not remain healthy without skill and effort. The next Chief should have experience in creating healthy labor-management relationships, as well as the ability to help people to see the point of view of others so that common ground can be found.
- An appreciation for the tradition of the fire service should be complimented by a strong vision toward progress and evolution.
- A collaborative nature will allow the successful candidate to work closely with Cal Fire and other allied partners in the region. A high level of cooperation with partner agencies is essential to the success of the next Fire Chief.



# Qualifications

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science/administration, business or public administration or a closely related field of study.

**Experience:** Six years of increasingly responsible fire prevention and emergency operation experience, including three years of management and administrative responsibility.

**Licensure:** Possession of California State Chief Officer Certification and/or graduation from the National Fire Academy Executive Officer program preferred.





# Salary & Benefits

The salary range for the Fire Chief is **up to \$198,317**, with placement salary dependent on qualifications. Salary increases of 3% per year for FY 24-25 through FY 26-27 are scheduled. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

- **CalPERS Retirement:** Classic membership will be enrolled at the 3% at 55 benefit formula. New (PEPRA) members will be enrolled at the 2.7% at 57 formula.
- **Annual Leave:** Regular, full-time management employees shall accrue annual leave with pay to be used as leave for vacation, illnesses, and other personal purposes. Annual leave accrual rates are based on years of service as follows:
  - Less than 5 years – 29 days (232 hours) per year
  - 5 to 10 years – 31 days (248 hours) per year
  - 10 to 15 years – 33 days (264 hours) per year
  - Over 15 years – 34 days (272 hours) per year
- **Deferred Compensation:** The Authority will contribute \$1,200 per year for the Fire Chief to a defined contribution supplemental retirement plan.

- **Health/Dental/Vision Insurance:** The Authority provides health, dental and vision insurance through a Cafeteria Plan. In calendar year 2024, enrolled employees of the Authority will receive the following monthly benefit to purchase group health, dental, and vision insurance:
  - Single employee:.....\$883.82
  - Employee plus one dependent: .....\$1,673.34
  - Employee plus two or more dependents: .....\$2,156.92
- **Life Insurance:** The Authority provides a term life insurance policy of \$50,000.
- **Retirement Medical:** Employees who retire from Authority service will be allowed to purchase medical insurance coverage in retirement through the Authority.
- **Social Security:** Employees pay into Social Security.
- **Holidays:** The Authority observes 14 paid holidays annually (13 set holidays, plus 1 floating holiday).
- **Vehicle:** The Fire Chief will be assigned a take home Authority vehicle.
- **Relocation Assistance:** Relocation assistance and/or assistance with moving expenses will be negotiated with the selected candidate.





# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Monday, February 5, 2024** at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## Important Dates:

- **Deadline to apply and be considered:** Monday, February 5, 2024
- **Candidates selected for interviews:** Week of February 12, 2024
- **In-person interviews for semi-finalists:** Week of February 26, 2024
- **Finalist interviews:** Week of February 26, 2023
- **Estimated start date for new Fire Chief:** April 2024

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

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