



invites your interest in the position of

Fire Chief

Recruitment services provided by Ralph Andersen & Associates

AN OUTSTANDING CAREER OPPORTUNITY

The City of Sparks is conducting a national search for an accomplished professional to serve as its next Fire Chief. The previous Fire Chief has recently retired.

Founded in 1905, the Sparks Fire Department is an all-risk, full-service fire department that has provided emergency services to the City for over 100 Years. The City is looking for candidates with a successful history of managing at the executive level in public safety and have a strong commitment to public service. Top candidates invited for an interview will have a desire to thrive in a robust, proactive organization dedicated to high performance. The successful candidate will demonstrate an ability to implement best practices for deployment of firefighting and emergency medical resources, emergency management principles, and other public safety issues.

The Fire Chief is an executive level position that reports to the City Manager and will work closely with his leadership team as well as other key regional stakeholders.



THE COMMUNITY

Sparks is a beautiful and family-oriented city of more than 108,000 residents located in the Truckee Meadows between the Carson and Virginia Mountain Ranges at an elevation of nearly 4,500 feet. Less than an hour's drive from Lake Tahoe and its premier ski resorts, Sparks shares a beautiful valley on the eastern slope of the Sierra with the City of Reno, its neighbor to the west. With a mild climate, Sparks weather provides plenty of sun, low humidity and rainfall, and a full four seasons. It is also the closest metropolitan area to the **Tahoe-Reno Industrial Center**, home to Tesla Motors' Gigafactory.

In addition to its natural beauty, Sparks is close in proximity to the **University of Nevada, Reno**, a Tier One university. Sparks has grown tremendously since the 1990s, offering residents and visitors a wide array of services and activities. For example, the City's Community Services and Planning Department and the Sparks Redevelopment Agency work in tandem with current business owners and new developers to provide a business-friendly environment to pursue responsible and creative economic activities.

Sparks is a premier special events venue for northern Nevada. Victorian Square brings thousands of visitors to legacy annual events, including the Best in the West Nugget Rib Cook Off, Hot August Nights, and Sparks Hometowne Christmas Parade. The City is also well known for its outstanding Parks and Recreation system designed to appeal to young and old alike, with nearly 50 neighborhood parks and regional sports facilities. **Golden Eagle Regional Park**, located on 450 acres in northeast Sparks, is a national destination for sports tournaments with softball fields, baseball fields, youth baseball/softball fields, a stadium-size soccer/football field, multi-purpose fields, and volleyball and bocce ball courts. Whitewater Park at Rock Park is the perfect location for kayaking, tubing, and rafting for all skill levels.

Also, the Sparks gem is the picturesque **Sparks Marina**, which boasts eighty acres of water to accommodate swimming, boating, fishing, scuba diving, paddle boarding, picnic facilities, and breath-taking views of the nearby mountains. The Sparks Marina has become a destination for water sports competitions and the International Dragon Boat Festival. Few other cities in the country can offer such an amenity to their residents and visitors.

Quality of life is cited as one of the main reasons people relocate to Sparks, where summer and winter outdoor activities abound!



CITY GOVERNMENT

The City of Sparks has a Council-Manager form of government and provides a full range of municipal services including police, fire, public works, wastewater treatment, municipal court, code enforcement, business licensing, etc. The Mayor and five Council members, who each represent a ward of the City, provide policy direction to the City Manager. The City Manager is appointed by the Mayor and Council and functions as the chief executive officer, carrying out these policies and managing the municipal organization. The City Manager is Neil Krutz, who has been with the City of Sparks since 1997 and was appointed as City Manager in 2019.

THE SPARKS FIRE DEPARTMENT MISSION STATEMENT

The Sparks Fire Department will strive to provide the highest level of fire prevention, fire suppression, rescue, emergency medical care, and related services to the citizens, businesses, and visitors of the City of Sparks, through continuous improvement, professional development, and dedication to the community.

OVERVIEW OF THE FIRE DEPARTMENT

The Sparks Fire Department (SFD) is a full-service department with the responsibility of responding to and mitigating incidents involving fires, medical emergencies, hazardous materials, wildland fires, and technical/water rescues. SFD also provides a full range of support and administrative services including fire prevention and investigation, logistics, training, and fleet management. The leadership structure consists of the Fire Chief, Division Chief of Operations, Division Chief of Training and Administration, and the Fire Marshal.

SFD currently operates five fire stations with a staff of 97 personnel, most of whom are represented by the IAFF Local 1265. Negotiations are underway to purchase land for a sixth Sparks fire station. SFD's current daily staffed apparatus includes five type I engines, one quint with a 78' ladder, and one ladder truck with a 100' platform. SFD also cross-staffs three type III engines, one type VI engine, and one water tender to fight wildland fires. Each station also includes advanced life support (ALS) providers at the paramedic level to allow a high level of care to all patients treated within the City of Sparks.

The current annual operating budget for SFD is approximately \$23 million with a capital improvement budget of \$3.3 million. For a full description of operations and apparatus, visit www.cityofsparks/fire.



POSITION OVERVIEW AND KEY RESPONSIBILITIES

The new Fire Chief will assume command of a professional fire organization with a tradition of providing excellent service. As a member of the City Manager's Executive Leadership Team, the Chief works closely with them as well as other regional stakeholders. This is an at-will position and serves at the pleasure of the City Manager.

In addition to providing management and leadership for all day-to-day operational and administrative activities, the Chief serves as the lead spokesperson and authority on fire, disaster management, and EMS issues. This executive position is also responsible for establishing and maintaining a positive employee/labor relations climate and the proper and efficient use of both human and financial resources.

Specific responsibilities and skills required include:

- ❖ Effectively managing all aspects of the fire service including emergency medical, wildland fires, and equipment resources.
- ❖ Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the City Council, City Manager, outside agencies, and the community.
- ❖ Articulating a vision and leading the development of strategic plans in support of that vision.
- ❖ Possessing a participative leadership style and working effectively with staff and IAFF Local 1265 toward the common good of the organization.
- ❖ Ensuring professional development of command staff and employees that will enhance their success as managers and facilitate positive employee morale and strong organizational performance.
- ❖ Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies to pursue a common goal of community safety.
- ❖ Providing an appropriate flow of information to citizens, the media, and interest groups, and serving as the primary spokesperson on matters of fire safety.



THE IDEAL CANDIDATE

This top executive will be an experienced fire service professional and a visionary leader who can inspire the Sparks Fire Department personnel, provide purpose and vision to the work, and help develop the command presence needed in staff to effectively manage emergency incidents. The ideal candidate will have the strength of character needed to be a role model in developing a positive culture centered on providing compassionate public safety services to the community. Extensive experience with effective labor relations will be expected. A sophisticated understanding of employment practices is strongly desired.

Known for being a relationship builder with confidence, exceptional communication skills, and a clear sense of purpose, the top candidate will also have a reputation for establishing and maintaining a high level of trust and respect between management and staff. The Chief will be engaging and have an ability to create and maintain a strong team-oriented culture within the Fire Department. The top candidate will have a highly personable leadership and management style and be an effective communicator with good listening skills. The ideal candidate will be a highly ethical strategic thinker who understands the dynamics of a “growing department” and can provide the City Manager with a comprehensive analysis of divergent views, viable options or alternatives, and sound recommendations based on professional expertise.

In summary, the new Fire Chief will be innovative in the delivery of fire services and have the courage and willingness to take reasonable calculated risks to guide the organization to new levels of achievement. To accomplish this, the City of Sparks is looking for a Fire Chief who will be committed to the Fire Department for the long-term and at the same time, provide thoughtful and effective leadership to guide the organization on balancing the Department’s short- and long-term operational and budgetary needs.



QUALIFICATIONS

Applicants must possess the following minimum qualifications to continue in the recruitment process:

Education and Experience: Bachelor's degree in fire science, fire administration, public administration, business, communication, public safety, or a generally related field, and three years of command and leadership experience at a level equivalent to the City's Fire Battalion Chief or above, or other public safety role in a similar size fire department or other public safety organization.

Licenses and Certificates: Must possess within 30 days of hire and maintain throughout employment, the equivalent to a valid Nevada Class C driver's license.

Must possess within 90 days of hire and maintain throughout employment, Incident Command System (ICS) 100/200 and must possess as soon as available and maintain throughout employment, ICS300.



COMPENSATION AND BENEFITS

The successful candidate will receive a highly competitive salary and excellent benefits - with a base salary range **up to \$215,277** (including the 2022 COLA). Additionally, Nevada PERS Retirement Plan is fully paid by the City, Nevada has no state income tax, and bilingual pay is available to qualified candidates. Moving and relocation expense reimbursement may be offered to the selected candidate. Additional inquiries about the competitive compensation package being offered should be directed to Ralph Andersen & Associates.

TO BE CONSIDERED

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The recruitment closes on **August 17, 2022**, however, candidates are encouraged to apply early for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter and comprehensive resume **by sending an email to apply@ralphandersen.com**. References will be requested at a later point in the process.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. A comprehensive final selection process will include various stakeholder groups, department directors and participation from union representatives during the month of September 2022. A tour of facilities and the City of Sparks will also be incorporated into the process. Additionally, a public “meet and greet” session will also be included as part of the final selection. Final selection will be made by the City Manager anticipated to be completed by mid-September 2022.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call David Ready, Project Director at (760) 409-0833 or Heather Renschler, Co-Project Director at (916) 630-4900. Confidential inquiries are welcomed. Alternatively, candidates may pre-schedule a discussion by sending an email to scheduling@ralphandersen.com.

Candidates are further encouraged to research the Sparks Fire Department Website at www.cityofsparks.us/fire.

The City of Sparks is an Equal Opportunity Employer