



CITY OF MORRO BAY

FIRE CHIEF



MORRO BAY FIRE: Rock Solid Together

The City of Morro Bay invites applications for an experienced, visionary leader to serve as its next Fire Chief. This is an exceptional opportunity to lead the department and chart the future of the developing Morro Bay Fire Department. The next Fire Chief will enjoy working with a high-functioning City Council under the administrative direction of a collaborative City Manager in a picturesque oceanside city.

Morro Bay is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" says everything you need to know about our community's attitude of collaboration and cooperation.

In addition to all the charm the City has to offer, the Morro Bay Fire Department has a rich history that dates back to 1932. Today the Department responds to approximately 1,700 incidents per year operating from one fully staffed fire station (Fire Station 53) and one non-staffed fire station (Fire Station 54). To accomplish the Department's mission ("to enhance the quality of life for the citizens and visitors of Morro Bay by providing exceptional emergency and allied services") the City employs a Fire Chief, 11 career fire suppression personnel, an administrative secretary, a Fire Marshal, and up to 15 part-time reserve firefighters. Our firefighters are tasked with emergency planning, response, command, and mitigation of a wide variety of incidents. In addition, the department has mutual and automatic aid agreements and exceptional working relationships with neighboring community agencies. Firefighter/Paramedics also respond cooperatively with the Morro Bay Harbor Patrol and U.S. Coast Guard to provide emergency services for incidents occurring offshore.

With advancing technology and growth on the horizon, including the potential arrival of a new 22-acre battery plant in the City, the New Fire Chief will partner with the City to keep residents safe, informed, and meet the City's goals to maintain its small-town charm while embracing and preparing for the new.

FIRE CHIEF: About the Position

The general duties of the Morro Bay Fire Chief are to plan, organize, direct and coordinate the activities of fire suppression, prevention and supportive services to provide highly responsible and technical staff assistance to the City Manager and City Council. They will be responsible for establishing and maintaining positive employee relations and proper allocations of financial resources.

The incoming Fire Chief must possess a multitude of leadership and management skills to navigate the dynamics of the close-knit department. They will understand the inner workings of the Incident Command Systems (ICS), have the on-the-ground experience to effectively lead a collaborative EOC, and have the interpersonal abilities to build powerful relationships with partner agencies.

The successful candidate will have a deep-rooted commitment to service, be highly ethical, and will advocate on behalf of their department to implement actions that better the workplace for their staff and improve services for Morro Bay residents. Of primary importance, the City seeks an executive who embraces an authentic leadership style grounded in humility.

CITY GOVERNMENT

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has a Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with an annual budget of over \$76 million, a staff of 90 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development (Planning and Building) and Public Works.

5 MUST-READS

for Morro Bay Leaders

1 **Call Sign Chaos**
Jim Mattis

2 **Dare to Lead**
Brene Brown

3 **Emotional Intelligence**
Daniel Goleman

4 **Effective Executive**
Peter Drucker

5 **Good to Great**
Jim Collins



KEY TRAITS FOR SUCCESS

COMMUNICATIVE: They will be a known presence in the department and be eager to check in and maintain positive relationships with all staff.

OPEN-MINDED: They will be a skilled-problem solver and critical thinker who is open to new ideas, no matter which level they come from. They will be excited to execute the vision of the department, but also willing to adjust course as needed.

STRONG LEADER: The ideal candidate will have trust in his/her staff and will delegate work accordingly. They will be able to answer questions, empower others, and stay abreast of best practices to lead the department as effectively and efficiently as possible. He/She will also value succession planning and mentorship. They will be enthusiastic about attracting, developing, and retaining talent that benefits the City.

HUMBLE: They will set ego aside, treat their staff and everyone they come in contact with respect and always act for betterment of the entire department.

ACTION-ORIENTED: The incumbent will not only plan for the future of the department, but will take actionable steps to make that vision a reality. They will be decisive and direct in the development and implementation of specific policies, goals, objectives and priorities.

TRUSTWORTHY: They will forge strong relationships, follow through on their commitments, and demonstrate a dedication to the development of the department, its staff, and to the safety of the residents of Morro Bay.

KIND: The candidate will treat all others, whether fellow staff, council, the community, outside organizations, or an unknown person on the street, with respect and kindness.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans, organizes, and directs the activities of the Fire Department personnel in providing fire protection and emergency medical services to the City.
- Formulates rules, procedures, and policies for the efficient operation of the department.
- Manages departmental personnel including interviews, selection, training, evaluations, and discipline.
- Prepares and administers annual departmental operating budget; manages operations to achieve goals within available resources.
- Consults with governmental agencies, other staff members, and the public; and, attends meetings, makes presentations and recommendations to appointed and elected officials on departmental related activities.
- Evaluates the need for and develops plans and budget schedules for long range programs.
- Prepares grants, formal bid specifications, and request for proposals, and manages same.
- Prepares and submits periodic reports, analysis, and recommendations concerning departmental activities.
- Attends fires and exercises overall supervision of fire fighting operations.
- Directs and reviews building inspections to determine that they meet minimum safety standards, and ensures that follow-up inspections are coupled with appropriate enforcement measures.
- Maintains records of medical calls, fire calls, fire losses and property saved.
- Acts as Deputy Director of Emergency Services; administers the Emergency Medical Service, Hazardous Materials, and Emergency Services programs.

EDUCATION AND EXPERIENCE

The chosen candidate should demonstrate the following qualifications:

Certified by State of California as Fire officer; A.S. Degree in Fire Science, Public Administration, or Business Administration; possession of Master's degree preferred. Completion of, or a participant in the National Fire Academy's Executive Fire Officer Program. Seven (7) years of increasingly responsible, full-time experience in a municipal fire department, including at least five (5) years in the position of Captain or higher rank, or combination thereof. Appropriate and valid California driver's license.

KNOWLEDGE OF:

- Modern principles, practices, and techniques of Fire Department and Emergency Services administration, organization, and operation;
- Advanced methods, practices, and techniques of modern fire fighting, fire inspection, and fire prevention;
- Provisions of laws, ordinances, rules, regulations, and codes affecting the work of the Fire Department;
- Operation and maintenance of the types of apparatus and equipment used in modern fire fighting activities;
- Principles and practices of supervision and training;
- EMT and rescue;
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations of the City of Morro Bay;
- Federal and State regulations relating to hazardous materials.

ABILITY TO:

- Plan and coordinate the work of the Fire Department;
- Formulate, place into effect, and administer sound departmental policy;
- Develop, administer, and control departmental budget expenditures;
- Prepare clear, concise written and oral reports;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Develop and update City emergency plan.

COMPENSATION & BENEFITS

The competitive salary for this at-will, executive position is dependent upon the selected candidate's qualifications, with an annual salary range between and \$131,853 and \$160,268 with potential for relocation assistance.

Additionally, the selected candidate will enjoy an excellent benefits package including CalPERS retirement.

APPLICATION PROCESS

The complete City employment application is available online at <https://www.morro-bay.ca.us/832/Employment-Opportunities>.

The deadline to apply for this position is May 21, 2021. Electronic submittals are strongly preferred and should be directed to Bob Hall at talent@tripepismith.com and include the following: Completed application, compelling cover letter; and comprehensive resume.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Bob Hall at (714) 309-9104. Interested candidates are encouraged to submit materials early for maximum consideration.

