



# FIRE CHIEF



## THE COMMUNITY

Just 60 miles north of San Diego, lies the beautiful city of Murrieta, CA, offering natural scenic beauty, abundant recreation, and many growing opportunities. Dotted with towering oak trees, sycamores, valleys of grass, and natural hot springs, Murrieta offers a safe and exciting home for its residents and visitors alike. Murrieta became a city on July 1, 1991 and was already home to more than 24,000 residents. Today, more than 115,170 people call Murrieta home, making it the fourth largest city in Riverside County.

Those living in the community find distinguished schools, excellent medical facilities, expanding employment opportunities, and one of the lowest crime rates in Southern California. Murrieta is just 10 miles from many local wineries offering marvelous views and tastings. The City also provides several parks, which offer facilities for picnics, various sports, and many hiking and equestrian trails.

The natural scenic beauty of the area and reasonably priced housing continues to attract significant numbers of residents and businesses who find Murrieta a wonderful place to grow. Entrepreneurs find a market growing larger by the day, above average household incomes, a skilled labor force, and a business-friendly city hall. The community has vision for the future and welcomes challenges, takes risks, and embraces opportunities.

## THE DEPARTMENT

The Murrieta Fire Department is the primary provider of disaster preparedness coordination, fire prevention services, fire suppression, hazard mitigation, and pre-hospital emergency medical care. Each firefighter is a firefighter paramedic, and the Department has two medic squads. The Fire Department prioritizes providing quality certification, training, and education to both sworn and civilian personnel so that they may safely and effectively realize their greatest potential in service to the community. The Department is accredited through the Center for Public Safety Excellence and is committed to providing residents with access to the best and most-advanced rescue techniques and equipment.

The Murrieta Fire District was formed in April 1947, pre-dating formation of the City by many years. The then volunteer Fire District purchased its first 4 by 4 crash truck with \$1,400 donated by the community. In 1987 the District changed from an all-volunteer District to a combined career and volunteer staffed Fire District. In June 1993, the District merged with the then two-year old City of Murrieta as a subsidiary district, with the Murrieta City Council acting as the Fire District's Board of Directors. Today, the District, functioning as the Murrieta Fire & Rescue Department, is fully career staffed with five fire stations serving Murrieta's residents, businesses, and visitors.

The Fire Fund supports the operations of the Murrieta Fire & Rescue Department, which allows the Department to provide critical public



safety services. The Fire District's total Operating Budget is \$19,920,726 for fiscal year 2021/22 and \$21,244,349 for fiscal year 2022/23.

## THE POSITION

There is strong community presence and support for both the Fire and Police Department in the City of Murrieta, and many residents enjoy access to the Fire Chief. Under administrative direction of the City Manager, the Fire Chief plans, organizes, manages, and provides direction and oversight for all functions and activities of the Fire Department, including fleet services, operations, prevention, and administrative services. The Fire Chief serves as a member of the City Manager's executive team, and manages the Emergency Operations Center, providing expert professional assistance to City management staff in areas of expertise. The Chief exercises direct supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

Responsibilities include coordinating the activities of the Department with those of other departments and agencies and managing and overseeing the complex and varied functions of the Department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and will further the City's goals and objectives within general policy guidelines. The Fire Chief also manages and participates in the development and administration of the Department's budget and directs the forecast of additional funds needed for staffing, equipment, and supplies.

The new Chief will select, train, motivate, and direct Department personnel and will evaluate and review their work for acceptability and conformance with Department standards, including program and project priorities and performance evaluations. The incumbent contributes to the overall quality of the Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs. They will continuously



monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

The Fire Chief has many other responsibilities including, but not limited to:

- Conducting a variety of departmental, organizational, and operational studies and investigations.
- Recommending modifications to programs, policies, and procedures as appropriate.
- Developing cooperative working relationships and mutual aid agreements with representatives of other local public safety departments.
- Coordinating activities with other law enforcement and public service agencies, including participation in high profile or complex incidents and/or investigations.
- Serving as a spokesperson for the Fire Department at a variety of community events, meetings, and other public relations activities.
- Responding to public inquiries and complaints and assisting with resolutions and alternative recommendations.
- Performing other duties as assigned.



employee evaluations and improvement, and will maintain modern fire protection methods for the Department. A candidate who is both sensitive to the Department's existing culture and open to new approaches would be highly valued. The new Chief should have knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff; principles and practices of strategic plan development, budget administration, and contract management; general principles of risk management; principles and practices of fire prevention, suppression, containment, rescue, clean-up, and salvage; fire scene investigation techniques; and practices and techniques of hazardous materials response, containment and clean-up.

Qualified candidates must possess a Bachelor's degree from an accredited college or university with major coursework in fire science, business or public administration, or a closely related field; and eight (8) years of progressively responsible fire program experience, four (4) of which should be in a management capacity. Candidates must also possess or have the ability to obtain and maintain a valid California Driver's License.

## THE IDEAL CANDIDATE

The City is seeking a visionary Fire Chief with proven finesse and a track record of providing progressive, competent, and strong leadership. The ideal candidate will understand the importance of delivering high-quality customer service at all times and will possess strong communication skills, decision making abilities, and the desire and vision to shape the culture of the agency. The new Fire Chief will build the trust of staff and the community and will be committed to promoting collaboration and teamwork throughout the organization.

The ideal candidate has a high political acumen and will be looked upon to motivate, encourage, and establish a strong working environment among staff and other agencies. The City is seeking a candidate that is approachable, responsive, confident, trustworthy, and thoughtful. They must be a problem solver that has the ability to make difficult and timely decisions. The ideal candidate will demonstrate analytical ability and strategic thinking in regard to the future of the Department. The Chief will serve as an advocate on behalf of the Fire Department while balancing the Department's needs with the overall goals and vision for the City. Candidates with a proven knowledge of applicable federal and state laws, ordinances, standard procedures, and regulations in fire service and operations are sought.

The Department will benefit from a Chief who uses an inclusive management style while preserving the chain of command system. They will promote education and training, ongoing



### Required Certifications:

- California State Fire Marshal Fire Officer Certificate.
- California State Fire Marshal Chief Officer Certificate or other nationally recognized equivalent certification.
- Hazardous Materials First Responder Operator Certification.
- Ability to obtain, within 12 months, a Hazardous Materials Incident Commander Certification.
- Ability to obtain, within 24 months, State Fire Marshal Prevention 1C, 2A, 2B, 2C, and 3B.
- Valid healthcare provider CPR certificate.

## THE COMPENSATION

The annual salary range for the Fire Chief is \$174,620.55 to \$247,042.55; placement within this range is dependent upon qualifications and experience. The City also offers an attractive benefits package including:

**Annual Leave** - Employees accrue annual leave based on years of service.

Years of Service	Annual Accrual	Maximum Accrual
1-5 years	192 hours per year	1000 hours
6-10 years	232 hours per year	1000 hours
11+ years	272 hours per year	1000 hours

**Administrative Leave** - Department Heads granted 120 hours per year.

**Holiday Leave** - 13 paid holidays per year, including 1 floating holiday.

**Retirement** - The City will establish and sponsor a 401(a) Retirement Plan for Department Heads. For those Department Heads enrolled in a City sponsored 457 Deferred Compensation Plan, the City shall contribute to a 401(a) account an amount matching the employee's 457 contribution, not to exceed \$3,000.

**Auto Allowance** - The Fire Chief will be provided with a vehicle for their use.

**Uniform Allowance** - A Uniform Allowance of \$1850.00 annually to be paid consistent with the Murrieta Fire Management Uniform Allowance.

**Cell Phone Allowance** - Up to \$60 per month. Employees incurring cell phone expense/cost excess of the per month allowance may submit receipts for reimbursement.

**Medical Benefits** - Up to \$833.43 of Cafeteria Plan may be utilized only for medical insurance premiums. The remaining amount may be used for other allowable Cafeteria Plan expenditures, such as medical premiums, Flexible Spending Account contributions, or a taxable cash payment.

**Dental and Orthodontic** - The City agrees to pay the monthly premiums for each employee and the employee's dependents.

**Vision** - The City agrees to pay the monthly premiums for each employee and the employee's dependents.

**Life Insurance** - The City agrees to provide a life insurance policy equal to one year of base salary, not to exceed \$300,000.

**Disability Insurance** - Fully paid short and long-term disability insurance plans.

**Tuition Reimbursement** - After 12 months of full-time employment with the City, regular full-time employees shall be eligible to receive financial assistance for approved courses completed at an accredited educational institution. Maximum reimbursement for Department Heads is \$2,500 per fiscal year.

**Public Employees Retirement System** - The Fire Chief's retirement benefit formulas will be consistent with the Fire Management MOU.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:**

**January 9, 2022**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a personal interview with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Murrieta. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

