



CITY OF
Vancouver
WASHINGTON

**DEPUTY
FIRE
CHIEF**



 **BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The City of Vancouver, Washington is located on the shores of the Columbia River, approximately ten miles north of Portland, Oregon. With a population of nearly 200,000, Vancouver is the fourth largest city in Washington State. The City is one of the nation's most livable cities, with a growing economy, an exemplary education system, and access to high quality health care, housing, transportation, parks, and many other amenities.

The City of Vancouver is in a period of significant growth and urbanization, adding more than 30,000 residents in the last 10 years, and has a current development pipeline that could add as many as 30,000 more residents in the next 6-10 years. There are multiple urban center development planned or underway across the City, such as The Waterfront Vancouver, a 32-acre, high density, mixed use urban development anchored by the signature 7.3-acre Vancouver Waterfront Park; the 63 acre City-led Heights District redevelopment project, the 172 acre mixed use Vancouver Innovation Center, and the 200+ acre Riverview Gateway District, which includes the HQ redevelopment and Columbia Palisades mixed use centers.

Collectively, these developments will contribute more than 10,000 new jobs in the coming years and continue to cement Vancouver's emerging identity as a leading community in the greater metropolitan area. Other economic drivers in the community include common industries such as healthcare and education (with Washington State University - Vancouver and Clark College campuses) as well as headquarters and traded sector businesses such as Banfield Pet Hospital headquarters, Hewlett Packard research campus, ZoomInfo, Papa Murphy's Pizza, Nautilus, and significant silicon technology and biotech industry clusters.

In Vancouver's vibrant downtown, and all across the City, you'll find a burgeoning restaurant and brewery scene surrounded by more than 60 distinct neighborhoods that make up the community. Vancouver's robust outdoor and recreational amenities include nearly 7,000 acres of parks, over 20 miles of trails, and two community centers.

With a mild year-round climate, the region is the perfect place to take advantage of outdoor recreational activities like boating, hiking, and biking. Vancouver also provides easy access to the Pacific Coast, only 90 miles to the west, and the Cascade Mountains, Mt. Hood, and Mt. St. Helens, each about a two-hour drive away.

Vancouver is known for its excellent K-12 school system, with higher education in the region provided by Washington State University, Vancouver and Clark College.

THE ORGANIZATION

The City of Vancouver is managed by a Council/Manager form of government. The Council has seven members, including a Mayor, elected by the City at large. The Mayor and Councilmembers serve four-year terms and set policy that is implemented by the City Manager.



There are twelve departments within the City organization led by the City Manager's Office: Police, Fire, City Attorney's Office, Finance & Management Services, Public Works, Community Development, Economic & Housing Development, Communications, Human Resources & Risk, Information Technology, General Services and Parks, Recreation & Cultural Services. Police, Fire, Finance, and Law report directly to the City Manager, while Human Resources & Risk, Information Technology, Communications, General Services, Public Works, Community Development, Economic & Housing Development, and Parks, Recreation & Cultural Services directors report to two Deputy City Managers.

As the largest city in southwest Washington and the second largest in the greater metropolitan area, Vancouver is a leader among agencies, seeking opportunities for partnership and influence across the region. The City is committed to efficiency, effectiveness, and continuous improvement in delivering outcomes to the community. In addition, the City is invested in cultivating a lean culture and has started the process of building capacity through ongoing Lean/Six Sigma training for employees across all departments as well as establishing a performance management framework. The City is also committed to well-managed and stable financial operations that include developing and implementing financial policies and practices that position the City for ongoing and long-term success. The City organization has 1,208 employees and a \$1.4 B biannual budget.

THE DEPARTMENT

Fire and emergency medical response are core services provided by the City of Vancouver, along with police, streets, utilities, parks and recreation and community and economic development. The Vancouver Fire Department (VFD) serves a population of over 290,000 from ten stations covering 90 square miles. The Department consists of 190 sworn personnel and 28 civilian employees, which includes the Fire Marshal. A total of 12 frontline fire crews run over 31,000 calls per year. VFD does more than fight fires: its state-of-the-art Emergency



Medical Service (EMS) program also provides paramedic first response to citizens in the VFD's service area.

This Fall, the Vancouver Fire Department, in partnership with Clark County Fire District 5, will open new fire station 11 located at 9600 N.E. 130th Avenue in the Orchards area of Clark County outside Vancouver's city limits. Additionally, in February of 2022, Vancouver voters approved Proposition 2 which will allow the fire department to hire 40 additional personnel and staff a 3rd truck company and 3 two-person paramedic squads to its daily strength.



THE POSITION

The three Deputy Fire Chiefs serve as the next level of command immediately under the Fire Chief. In these roles, the Deputy Fire Chiefs serve as key members of the Chief's Executive Team. Under administrative direction of the Fire Chief, the Deputy Fire Chiefs assist with planning, directing, managing, and overseeing the activities in their assigned areas of responsibility. The Deputy Chiefs are responsible for providing highly professional and complex administrative support to the Fire Chief and are also responsible for representing the Fire Department at community events, as well as local, state, and regional meetings. Additionally, the Deputy Fire Chiefs are responsible for developing and enforcing Department policies that fall under their assigned area of responsibility.

The responsibilities and essential functions of a Deputy Fire Chief may include, but are not limited to, the following:

- Act as the Fire Chief in the absence of the Chief.
- Supervise Battalion Chiefs, Division Chiefs, Analysts, and Support Staff.
- Accountable for overseeing assigned area of responsibility.
- Manage and participate in the development and administration of the department budget including directing the forecast of additional funds needed for staffing, equipment, materials, and supplies, as well as the preparation and implementation of budget adjustments.
- Serve as a key member of the negotiations team for collective bargaining and monitor labor contracts throughout the year.
- Authorized to perform management duties including coaching, counseling, corrective action, written reprimands, and recommendation of discipline greater than written reprimands, up to and including termination.
- Develop relationships and collaborate with other City departments, agencies, and community partners.
- Manage the development and implementation of Department goals, objectives, and priorities.
- Select, train, and evaluate Department personnel.



- Evaluate opportunities as well as obstacles and partner with the Fire Chief, City leadership, and Council to implement change.
- Perform other duties and responsibilities as assigned.

THE IDEAL CANDIDATE

The City of Vancouver is seeking a Deputy Fire Chief who is a seasoned, decisive administrator and effective manager with command presence and experience. The Deputy Chief must demonstrate the ability to empower, develop, motivate, and encourage others. An individual known for having outstanding communication skills and an approach characterized by fairness, integrity, openness, honesty, and transparency would do well in this position.

The ideal candidate will be an inspirational, visionary, and innovative individual able to enhance the morale of the Department. An approachable, responsive, confident, and trustworthy candidate is sought. The selected Deputy Chief will have experience working with a diverse community and in working with a variety of groups at the neighborhood level.

A highly ethical Deputy Chief who will recognize the importance of representing the best interests of the Department is sought, as is someone who will be able to thoughtfully balance the competing needs of various stakeholder groups. It is essential that the chosen candidate have a proactive problem-solving approach to the position and be both willing and able to make difficult decisions when necessary. A politically astute, yet apolitical candidate is sought; an individual who can effectively, yet respectfully, stand up to challenges will be valued.

Candidates must possess knowledge of principles and practices of modern fire suppression, fire prevention, emergency medical care, and strong operational incident management training and

experience required. Proven competency in administration, management, and supervision; government budgeting and financial practices; collective bargaining; pertinent federal, state, and local laws that pertain to a Fire Department; modern office procedures, methods, and computer equipment; and the use of personal computers and basic software.

Candidates must possess equivalent to a bachelor's degree from an accredited college or university with a major in Fire Science Administration or a closely related field; four (4) to six (6) years of experience in an administrative/leadership capacity of a similar size agency; valid driver's license or the ability to obtain one; documented National Incident Management System qualifications at an advanced level, including the ability to serve in command or general staff positions at major incidents; and the ability to obtain EFO/CFO and/or a master's degree is desired. Washington State labor experience is desired but not required. Experience managing contracts and working with human resources on personnel issues will benefit candidates, as will experience working with a budget.

For this recruitment, the Department will most likely be looking for a Deputy Fire Chief to fill the Operations Chief role, but the successful candidate could be required to fill any of the three Deputy Chief roles at any time during their employment.

THE COMPENSATION

The monthly salary range for the Deputy Fire Chief is \$12,822 - \$16,674; placement within this range is dependent upon experience and qualifications of the selected individual. The salary is Non-Union exempt. The City also provides a generous benefits package, including:

Medical, Vision, Dental and Flex Spending Accounts

Paid Time Off (PTO) - based on years of service and annual cash out opportunity if the minimum balance requirements are met.

Pension - LEOFF II Retirement - Employee & employer contribute (tax deferred)

Deferred Compensation (457 Plan) - 1% City match. Mission Square program for employee contributions (100% of taxable income to a maximum of \$20,500. If age 50 or over, the maximum is \$27,000).

Holidays - 11 per year.

Exempt Leave - 40 hours every January 1st (pro-rated for new hires).

Life Insurance/AD&D - 2x annual salary, up to \$300,000. Optional Additional Life, AD&D & Dependent coverage at employee expense.

Long-Term Disability Insurance - 66 2/3% of base salary after six-month waiting period.



Optional Coverages/Plans - AFLAC (Cancer, STD, Accident, Hospital Advantage, Personal Recovery), Pre-Paid Legal Service, 529 College Savings.

Employee Assistance Program (EAP) - Canopy. Free and confidential benefit that can assist with problems that interfere with day-to-day activities. Includes a personal wellness component. Covers employees and dependents.

TO APPLY

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

www.bobmurrayassoc.com

In accordance with Civil Service rule 8.20b, the Secretary Examiner is soliciting input from internal candidates. Please submit any input regarding the examination process to Dean Perez at dean.perez@cityofvancouver.us by the closing date of the application period.

Filing Deadline:
June 28, 2022

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. 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. Finalist interviews will be held with the City of Vancouver. Candidates will be advised of the status of the recruitment following selection of the Deputy Fire Chief.

If you have any questions, please do not hesitate to contact Mr. Joel Bryden at:

(916) 784-9080

