



Koff & Associates  
A Gallagher Company



# Fire Chief





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## ■ THE COMMUNITY

Located just seven miles inland from the Pacific Ocean in northern San Diego County, the City of Vista has a perfect mild Mediterranean climate. Residents enjoy a wide range of year-round outdoor activities in a setting of gentle rolling hills and pleasant rural surroundings. Vista is approximately 19 square miles with a population of over 99,000. The City's centralized location provides quick accessibility to the ocean, the mountains, and famous attractions such as LEGOLAND, the San Diego Zoo and Safari Park, Sea World and Disneyland. Vista is home to the Wave Waterpark and the Moonlight Amphitheatre, an open air theater, which draws thousands of Southern Californians each year to experience award-winning productions.

Having invested substantially in its economic development efforts over the years, Vista's 1,200 acre business park is home to over 900 growing companies that employ over 24,000 employees. Over the last five years, Vista has experienced solid financial growth in retail sales and employment – resulting in impressive sales tax revenues that not only give the City of Vista financial stability, but the means to invest in the community as well. Today, Vista is a crossroads of culture, education, technology and commerce with a vision to meet the diverse needs of all its residents – residential, corporate and retail.

Vista has been recognized three times as one of the "50 Fabulous Places to Raise Your Family", as identified in the book of the same name. Our award winning community provides superior educational opportunities in over 25 public/private schools and colleges in the nearby area. With an average of 340 days of sunshine a year, outdoor fun and recreation tend to be a common theme in a Vista lifestyle. The City boasts 13 community parks which selectively feature theaters, museums, recreation centers, picnic grounds, athletic fields and specialty sports parks.

## ■ CITY GOVERNMENT

Incorporated in 1963, the City of Vista is a chartered law city operating under a Council/Manager form of government. The Mayor is elected at-large for four years, while the four City Council members are to 4-year staggered terms, by district.

The City handles sewer utilities and contracts with Vista Irrigation District for its water services. The City operates its own Fire Department and contracts with the San Diego Sheriff's Department for law enforcement services.

### CITY OF VISTA MISSION STATEMENT:

The City of Vista is dedicated to providing exceptional services, to improving Vista's quality of life, and to enhancing the uniqueness of the Vista community.

## ■ THE DEPARTMENT

The Vista Fire Department serves the residents of the City of Vista and the Vista Fire Protection District. The Fire Department is a full service department, providing services ranging from fire prevention and suppression, to emergency medical services, to technical rescue and hazardous materials mitigation. Operating from six strategically located fire stations, Vista Fire provides the highest quality of service to both residents and visitors. Each fire station is part of the Safely Surrendered Baby Program. The Fire Department services a land area of 36.5 sq. miles (City: 19 miles and District: 17.5 miles) and a Vista/District population of over 125K.



For more information about the City of Vista,  
go to: [www.cityofvista.com](http://www.cityofvista.com)

## ■ THE POSITION

The Fire Chief reports to the City Manager and acts as the chief executive for the Fire Department; planning, organizing, directing and administering programs of the Department, including fire prevention, fire suppression, fire investigation, and emergency medical services and other related work as required.

### Duties and responsibilities include:

- Assume full management responsibility for all department services and activities including the community fire protection system, fire suppression and prevention, and emergency medical services; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Assess and forecast workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies and ensure high performance.
- Oversee and participate in the development and responsibly administer the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the Fire department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide assistance to the City Manager and other stakeholders; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

## ■ THE IDEAL CANDIDATE

The ideal candidate will be an ethical, innovative, and personable leader and effective communicator with excellent managerial skills, a strong customer-service orientation, and a proven track record in creating a positive, cohesive, and productive work culture. This position requires an engaging and forward-thinking individual with the ability to facilitate positive change, work effectively with staff, executive leadership, and elected officials, and have a willingness

to collaborate with other department heads, business leaders, and labor associations and to provide employee training and growth opportunities. Successful candidates will possess a proven history of inspiring an inclusive, team-oriented working environment based on effective communication, efficiency, and accountability. The ideal candidate will be a resilient, creative professional with the highest moral character and integrity, with a desire to interact with staff, welcome new ideas, and build a strong connection with the community. The ability to use good judgement in assessing, auditing, and ensuring departmental best practices, processes, and procedures including leave, contracts, purchasing, and emergency services management is ideal.

### Key attributes and characteristics:

- A solid, ethical leader and role model with a positive presence; demonstrated initiative; action-oriented; exercises wisdom in judgment; and makes good, consistent decisions.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring resolution to issues timely, involving others as needed.
- Politically sensitive with the ability to write concise staff and other reports for presentation in oral or written format to city council or other elected bodies.
- Team-oriented with a track record of providing outstanding service to internal and external customers.
- Strong administrative acumen, with the ability to carefully evaluate and improve the Department's efficiency, effectiveness, and practices.
- A relationship builder who cultivates and provides positive and personal leadership, and creates productive partnerships with staff, management, organized labor, external agencies, and other stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
- A manager that encourages open dialogue, new ideas, and is flexible. A listener.







## ■ QUALIFICATIONS

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance includes:

- Completion of college level course work leading to completion of a major in fire science, public administration or a closely related field.
- Administrative level experience planning, organizing and directing comprehensive services of a municipal fire department, fire district or a closely related organization.
- Certification as a Fire Officer and Fire Instructor by the Office of the State Fire Marshall, may be required.
- Budget development and administration principles.

## ■ COMPENSATION AND BENEFITS

**The top of the salary range for this position is \$241,680.**

**Retirement** – Provided through CalPERS 3% @50 for Classic safety members and new members are subject to PEPRA at a formula of 2% @ 57.

**Deferred Compensation** – 457 plans are offered.

**Healthcare** – The City provides a comprehensive benefits package including medical plans through Blue Shield and Kaiser, Delta Dental, Vision Service Plan (VSP), Flexible Spending Accounts, Voluntary Benefits (AFLAC), Life/AD&D and Disability Insurance.

**Holiday Leave** – Employees working the 9/80 flex schedule are entitled to eleven (11) days of holiday leave per fiscal year.

**Leave** – Accrual begins at 141 hours per year; increases to 165 during the sixth year of service.

**Administrative Leave** – Department Directors shall be credited with seventy-six (76) hours of administrative leave accrued on a fiscal year basis.

**Sick Leave** – Accrues at a rate of 8 hours per month, 96 hours per year.

## ■ APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, April 21, 2023.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/vista-fire-chief/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

