



CITY OF PATTERSON, CALIFORNIA

# Fire Chief



## ■ THE COMMUNITY

The San Joaquin Valley, the vibrant City of Patterson offers residents a safe, diverse, and friendly community rich in heritage. The City has an estimated resident population of 23,808 and is located in Stanislaus County. It is 45 miles southeast of Livermore and part of the Modesto Metropolitan Statistical Area. Patterson is known as the “Apricot Capital of the World.” Patterson is a rural, small town surrounded by agricultural land and has grown immensely during the past decade. Agriculture and Industrial Warehousing is the City’s primary economy with an array of fruits and vegetables from apricots, almonds, and walnuts, as well as row crops of dry beans, tomatoes, broccoli, spinach, peas, and melons all playing an important role in Patterson’s history. During the first weekend in June, Downtown Patterson hosts the City’s largest celebration of the year, the Apricot Fiesta. The Fiesta starts on a Friday and ends on Sunday and offers an array of fun for the entire community.

Today, Patterson continues to take pride in its rich heritage while promoting balanced growth in a well-planned and growing community. New neighborhoods blend well with the historical homes of Patterson’s past. Commercial and industrial growth also meet design guidelines which enhance the community.



## ■ THE DEPARTMENT

The Patterson Fire Department (PFD) provides all-risk emergency services to the City of Patterson and, through an automatic-aid agreement, portions of the West Stanislaus Fire Protection District service area. The department provides a wide variety of services to an expanding and diverse population. These services include: fire suppression, advance life support (ALS), hazardous materials mitigation, urban search and rescue (USAR), water rescue, community education, disaster preparedness, and fire prevention. Operating from two strategically located fire stations, PFD provides the highest quality of service to both residents and visitors.

## ■ THE POSITION

Under the general direction of the City Manager and Board of Directors of the West Stanislaus County Fire Protection District, the Fire Chief is responsible to plan, organize, direct and review the activities and operations of the Fire Department / Fire District including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services and administrative support services; provides leadership to the department and the City / District organizations; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager and District Board of Directors.

## ■ KEY FUNCTIONS

- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Departmental activities with outside agencies and organizations; provide staff assistance to the City Manager, Board of Directors, and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department’s work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Represent City / District as Emergency Manager; direct development and administration of disaster plans and emergency operations for the City and the Fire District.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline.
- Develop and implement long and short-term strategic plans in support of department and City-wide and Fire District goals and objectives.

- Respond to major fire alarms and emergency incidents, personally direct fire suppression activities and operations as necessary.
- Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
- Participate in employee relations activities as related to the Fire Department; provide advice and assistance to the management negotiating team.
- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies to Council / Board, commissions, and a variety of committees; prepare written correspondence as necessary.
- Build and maintain positive working relationships with Executive Team, Mayor, City Council, Board Members, co-workers, other City employees and the public using principles of good customer service.
- Ensures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.

## ■ THE IDEAL CANDIDATE

The desired candidate for the position of Fire Chief should possess extensive experience in managing fire services in a municipal setting. They should be an ethical, innovative, and personable leader with effective communication skills and a strong customer-service orientation. The ideal candidate must have a proven track record of creating a positive, cohesive, and productive work culture by engaging with staff, executive leadership, and elected officials. Collaboration with other



department heads, business leaders, and labor associations is essential along with providing employee training and growth opportunities to maintain a healthy cultural identity for the City of Patterson. The successful candidate should also have a history of inspiring an inclusive, team-oriented working environment based on effective communication, efficiency, and accountability. Additionally, they must possess 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.

## ■ KEY SKILLS AND ATTRIBUTES

- Ability to provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful.
- 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.
- 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.
- Strong administrative acumen, with the ability to carefully evaluate and improve the Department's efficiency, effectiveness, and practices.
- Leadership skills to establish and promote a vision for the future and motivate others to embrace that vision.
- Knowledge of Labor and Employee Relations as well as pertinent federal, state, and local laws, codes, and regulations. Able to effectively address personnel issues including performance evaluations, discipline, grievances, interpretations of policies and procedures, labor contracts and related matters.



- Health: The City currently contributes 100% of the CalPERS Kaiser Family Rate for health coverage.
- Holidays: 13 days per year.
- Vacation: 25 days per year.
- Administrative Leave: 104 hours per year.
- Sick Leave: 12 days per year..
- Additional Benefits: The City provides dental and vision insurance for the employee and his/her dependents, and retiree medical.
- Employees can choose to participate in the City's Deferred Compensation Plans.

## ■ QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience

Seven years of increasingly responsible command and supervisory experience in an organized fire department / fire district, including three years of administrative and management experience.

### Education

Bachelor's degree from an accredited college or university with a major in fire science, business or public administration, human relations or political science. A master's degree in a related field preferred.

### Certification

- California State Board of Fire Services, Chief Officer Certification
- ICS/SEMS Certified
- Possession of a valid California driver's license in compliance with California Department of Motor Vehicles regulations and requirements related to the driving and operating of fire apparatus. Maintenance of a valid California driver's license with the appropriate endorsements, qualifications, and medical clearances is required as a condition of employment for the position of Fire Chief.

## ■ SALARY AND BENEFITS

**\$168,413-\$204,707**

### Benefits include:

- Qualified candidates currently or within the last six (6) months, who are a member of CalPERS or subject to reciprocity with another eligible retirement plan may be a "classic member" and may be enrolled in the City's 3% @ 50 plan. Employees pay a contribution rate of 12% on a pre-tax basis.
- Non-classic or "new members" will be enrolled in the 2.7% @ 57 plan. Employees will be required to pay 50% of the normal contribution rate as prescribed by PEPR on a pre-tax basis. The City does not participate in Social Security.

## ■ APPLICATION AND SELECTION PROCESS

This position will be open until filled. First review of candidates will be **November 26, 2023**. To be considered, please submit a resume, cover letter, and five work related references, at least three of which are current or prior supervisors (who will not be contacted in the early stages of the recruitment) to:

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

For more information, contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary video interviews by the consultant. Koff & Associates will report the results to the City. The City will then select the top candidates to participate in in-person panel interviews to take place on December 13, 2023. Extensive reference and background checks will be completed on the selected candidate.

