



# Fire Chief





## ■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 126,809 acres, making it the largest regional park district in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities. Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. EBRPD works to ensure a healthy and thriving eco-system that protects wildlife and habitat by adapting to the changing climate by restoring wetlands, repairing levees, thinning trees, monitoring algae blooms, and building park facilities.



EBRPD is dedicated to honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves. The agency is a result of decades of hard work by innumerable citizen activists, elected EBRPD directors, general managers, employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to open space and a system of magnificent regional parklands.

EBRPD has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the agency in all its activities.

## ■ GOVERNANCE

EBRPD is governed by a seven-member elected Board of Directors. The Board selects the Board President and other Board Officers to serve a one-year term. Each Director represents a specific geographic area known as a ward. EBRPD itself comprises all of Alameda and Contra Costa counties, representing 2.8 million residents. Bi-monthly public Board meetings and monthly committee meetings are conducted to transparently discuss policies and conduct EBRPD business. Operations are under the leadership of the General Manager, who serves at the pleasure of the Board. The General Manager oversees six divisions: Public Safety (Fire, Police, Lifeguard Services); Operations (Business Services, Interpretative and Recreation Services, Maintenance and Skilled trades, and Park Operations); External Affairs (Communications, Community Relations, Creative Design Group, Government and Legislation, Clerk's Office, and EBRPD Archives); Acquisition, Stewardship and Development (Land Acquisition, Design and Construction, Planning, Trails and GIS, and Stewardship); Human Resources (Employee and Labor Relations, Benefits, Recruitment and Classification, Learning and Development, and Risk Management); and Finance and Management Services (Finance, Grants, Information Services, and Office Services).



## ■ THE DIVISION

EBRPD's Public Safety Division is currently located at Lake Chabot in Castro Valley, California. EBRPD's main headquarters is located in Oakland, California. The Fire Department and Police Department are both managed by the Assistant General Manager of the Public Safety Division who reports to the General Manager or designee. The Fire Department includes fire and lifeguard services and the Fire Chief oversees the Fire Department with the help of the Assistant Fire Chief and Lifeguard Services Manager. The administrative team also includes a Secretary and an Administrative Analyst.

The Fire Department provides fire prevention, wildland fuels management, and fire suppression throughout EBRPD. The Fire Department's specialized fuels crew works year-round to remove hazardous wildland fuels to meet Wildfire Hazard Reduction requirements and Resource Management Plan. Other major responsibilities include providing emergency medical response; search and rescue; resource management and habitat improvement through a coordinated program of prescribed burning, grazing, and vegetation management; mutual aid and coordination with other fire service agencies, including CAL Fire and Cal OES; review and evaluation of fuels and environmental impact issues; and incident command for major emergencies. The Fire Department has a variety of

apparatus at nine different locations throughout EBRPD, including 12 fire engines, 2 water tenders, and 1 OES fire engine. Administration is based at Public Safety Headquarters. Fire Station 1 in Tilden Park is the main fire station, and other substations store engines, water tenders and safety equipment. The Department includes firefighters, lieutenants and captains focused on wildland fire training, structure and wildland firefighting, fuels management, hazardous material response, technical large animal rescue (TLAR), and low angle rope rescue.

Lifeguard Services provides public safety through its lifeguard services, water safety education and equipment. It delivers high quality lifeguarding for recreational swimming, aquatic special events, and aquatic programs. Lifeguard Services also provides water safety education, swimming lessons, junior lifeguard programs and a wide range of first aid training for EBRPD staff. Lifeguarded facilities include 6 lakefront beaches, 2 traditional swimming pools and 3 hybrid “swimming lagoons” that have chlorinated, filtered water with sand beach entries. Lifeguard Services recruits and trains between 40 and 60 youth to become open water lifeguards on an annual basis and employs hundreds of seasonal staff.



## ■ THE IDEAL CANDIDATE

EBRPD seeks a visionary and dynamic Fire Chief to lead with integrity, innovation, and a deep commitment to public safety and environmental stewardship. The ideal candidate is a transformational leader with a proven track record in change management, capable of guiding the department through evolving challenges and opportunities with clarity and confidence. An individual who will maintain a high level of discipline and morale but remain approachable with an open-door policy with all staff. The ideal candidate will have strong leadership and management skills. Exceptional interpersonal skills and the ability to effectively communicate, both verbally and written, with the public, Board members, and other EBRPD personnel will be valued.

This ideal candidate must be forward-thinking, embracing emerging technologies to enhance fire prevention, suppression, and mitigation strategies across EBRPD's diverse and expansive natural landscapes. A strong foundation in wildland fire management, prescribed burns, and fuels reduction is essential, along with a comprehensive understanding of fire ecology and climate resilience.

This individual must have an interest in environmental conservation and stewardship and will be a unifying mentor and team builder who prioritizes people and the needs of the team. Known for being enthusiastic about their work, the selected

candidate will also be an outstanding manager experienced with organized labor and capable of fostering an inclusive workplace.

The ideal candidate brings experience in emergency operations, including leadership roles in Emergency Operations Centers (EOC) and coordination during natural disasters. They must demonstrate the ability to collaborate effectively with local, state, and federal agencies, as well as community stakeholders.

Key attributes include inspirational leadership that fosters a culture of excellence, accountability, and inclusivity; strategic vision and operational expertise in fire service delivery; and deep knowledge of fire prevention, suppression, wildland firefighting, and fuels management and mitigation best practices. It also includes having proficiency in technology integration for incident management, data analysis, and resource deployment.

This is a rare opportunity to shape the future of fire and emergency services in one of the nation's most treasured park systems. The next Fire Chief will play a pivotal role in protecting lives, property, and natural resources while advancing EBRPD's mission of preserving open space and connecting people to nature.





## ■ THE POSITION

Under administrative direction, provides the overall management and direction of the operations and activities of the Fire Department, including Lifeguard Services; assists in the formulation and implementation of administrative policies and procedures related to the Fire Department; manages subordinate staff including administrative staff, sworn staff, supervisors; and performs related duties as assigned. The Fire Chief reports to the Assistant General Manager of Public Safety.

### **Duties and responsibilities include:**

#### **Leadership & Administration**

The Fire Chief leads the overall direction and administration of the Fire Department, including strategic planning, budgeting, and aligning operations with the EBRPD's Master Plan. They manage departmental resources, facilities, and personnel, ensuring effective utilization and high performance. The Chief also provides expert consultation to executive leadership and participates in high-level decision-making.

#### **Program Oversight & Operations**

This role oversees key operational programs such as the fuel management program and Lifeguard Services unit. The Chief develops and implements comprehensive fire prevention, defensible space inspections, and enforcement programs, and manages resource conservation efforts like prescribed burns and habitat restoration. They also lead public education, training, and search and rescue operations.

#### **Compliance & Emergency Management**

The Fire Chief ensures compliance with all applicable fire safety laws, codes, and regulations. They manage the hazardous materials plan and emergency management plan and serve as the incident commander during major emergencies when designated. The role includes evaluating fire-related design and environmental impact issues to ensure safety and regulatory alignment.

#### **Interagency Coordination & Representation**

The Chief coordinates department activities with other EBRPD divisions and external agencies. They represent the department at Board of Directors meetings, public forums, and intergovernmental events. Additionally, they contribute to internal and external committees, task forces, and work groups, serving as a key liaison and advocate for fire and public safety initiatives.



## ■ QUALIFICATIONS

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

#### **Education:**

A Bachelor's degree from an accredited college or university in fire science/administration, business or public administration, or a related field, and

#### **Experience:**

Five (5) years of full-time experience in fire suppression or fire management, with three (3) years in a command staff position with supervisory responsibility.

#### **License and Certification Requirements:**

Possession of a valid Class C California Driver's License is a condition of initial and continued employment in this classification.

Possession of a Chief Officer Certification from the California State Fire Marshall's Office is desirable.

#### **Conditions of Employment:**

Must pass a Level 3 Public Safety Background Check.

This position is designated as a Mandated Reporter under the Child Abuse and Neglect Reporting Act (CANRA). Mandated

reporters are individuals who are obligated by law to report suspected cases of child abuse and neglect. As such, you will be required to sign an acknowledgment of having received EBRPD's policy and your responsibilities.

This position requires a Supplemental Questionnaire for Employment in compliance with Public Resources Code 5164.

Required to attend public hearings and other meetings, which may be scheduled outside of normal work hours.

Required to work some weekend days/evenings and all major holidays, particularly during the fire season.

The Fire Chief may be trained under Penal Code 832, the Peace Officer Training Program.



## ■ COMPENSATION AND BENEFITS

**The salary range for the position is \$16,426.80 - \$22,013.33/month. (Top step requires Board approval)**

Agreed-upon salary will be dependent upon qualifications and experience. This position is unrepresented and aligned with certain benefits granted to sworn personnel. In addition, EBRPD provides an excellent benefits package, which includes the following:

**Retirement** – EBRPD participates in the California Public Employees' Retirement System (CalPERS).

**Classic** (hired after April 7, 2012, and not new CalPERS members after January 1, 2013)

Safety: 3% @ 55

Minimum retirement age 50

Contribution rates as of July 1, 2023

- Employer Rate: 24.33%
- Employee Rate: 12.00% (Member pays 3% of Employer Rate)

**PEPRA** (hired on or after January 1, 2013)

Safety: 2.7% @ 57

Minimum retirement age 50

Contribution rates as of July 1, 2023:

- Employer Rate: 13.76%
- Employee "Normal Cost" Rate: 13.13%
- Employee Contribution effective July 1, 2023: 13.75%

**Health Insurance** – Choice of CalPERS HMO and PPO Health Plans. EBRPD pays 100% of the Kaiser Family Premium.

**Vision Insurance** – Voluntary benefit. Employee paid standard plan or buy-up plan; Coverage through Vision Service Plan (VSP).

**Dental Insurance** – EBRPD paid. Employees will be automatically enrolled. Dependent enrollment is optional. Option of seeing

Delta Dental PPO or Delta Dental Premier dentists. The annual maximum benefit is \$2,000 per enrolled participant. Diagnostic, preventative, and basic benefits: up to 90% plan and 10% enrollee co-payment.

**Social Security & Medicare** –

Employee Cost: 7.65% of earnings (6.2% Soc. Sec. + 1.45% Medicare)

Employer Cost: 7.65% of earnings (6.2% Soc. Sec. + 1.45% Medicare)

**Vacation** –

Newly hired to 5 years: 12 days/year

6 years to 10 years: 15 days/year

11 years to 15 years: 18 days/year

16 years to 20 years: 21 days/year

20+ years: 21 days/year plus one additional day per year of service

**Sick Leave Accrual** – 12 days per year, unlimited accrual.

**Holidays** – 14 paid holidays.

**Administrative Leave** – Management administrative leave up to 80 hours annually.

**Other Compensation and Benefits** –

Bilingual Pay and POST Certification and Educational Incentive (if eligible);

Deferred Compensation Plan, Flexible Spending Accounts, Accidental Death & Dismemberment (AD&D) Insurance, Tuition Reimbursement, Employee Assistance Program, and Long-Term Disability. Employees may purchase supplemental life insurance up to three times the employee's base yearly earnings to a maximum of \$500,000 and \$250,000 for spouses with cost based on age.

## ■ APPLICATION AND RECRUITMENT PROCESS

**Search Schedule:**

The final filing date is **Friday, July 25th, 2025.**

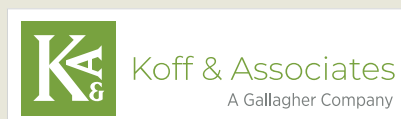
Application review with the client is **July 31st, 2025.**

In-person interview process will be week of **August 18th, 2025.**

Final in-person interview will be **August 25, 2025.**

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/ebrrpd-fire-chief/>

Resumes should reflect years and months of positions held, as well as the 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 EBRPD who will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.