

Fire Chief and Emergency Management Director

CITY of CAPE GIRARDEAU



The City of Cape Girardeau is seeking applications for **Fire Chief/Emergency Management Director**. As a department head answering directly to the City Manager in a Manager-Council form of municipal government, the Fire Chief/Emergency Management Director is a key member of the City's leadership team.

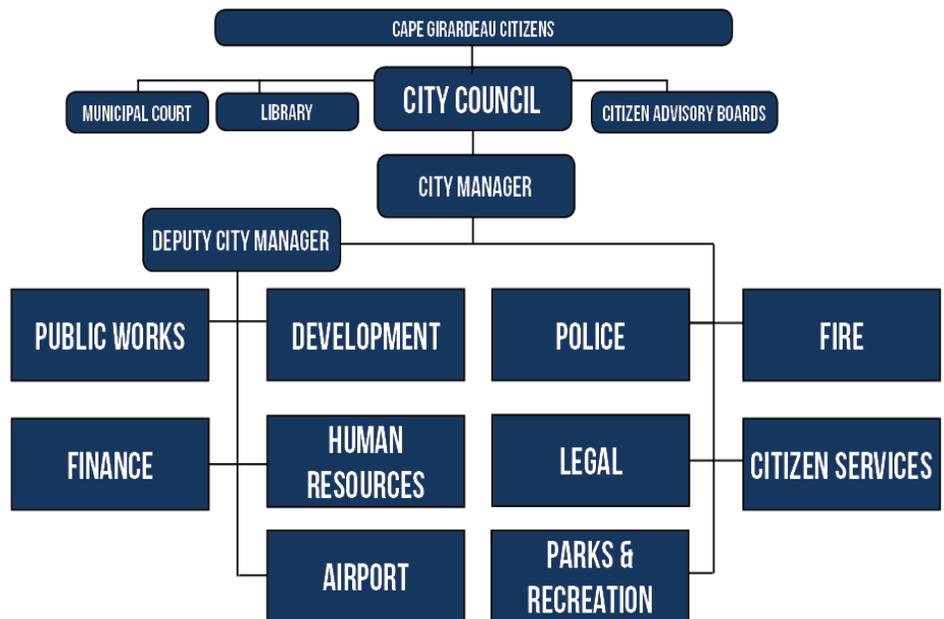
The City of Cape Girardeau Fire Department delivers Fire, Rescue, BLS/ALS first-response EMS, and Emergency Management services to an economically and ethnically diverse community of over 38,000 permanent population located on the Mississippi River/Interstate 55 corridor in southeast Missouri. As a regional destination hub, Cape's population can swell up to 100,000 daily. The Fire Chief leads a force of 62 sworn personnel and four civilian employees, working out of four fire stations strategically located throughout the City. The current Fire Chief is retiring in January 2019 after serving 14 years in that capacity.

The City of Cape Girardeau Fire Department has developed into a very proficient and well-respected agency in the region and in the State of Missouri. The new Fire Chief will be expected to establish his/her own distinct leadership style and set a clear direction for the Department and its personnel to continue to build and grow into an even better organization.

The City of Cape Girardeau's mayor is elected at-large and six City Council members are elected from their respective wards. The City has a \$70 million operating budget with 410 full-time employees, and a Standard & Poor's National Municipal Bond rating of "A+." Major City departments include Administration, Citizen Services, Development Services, Parks and Recreation, Police, Fire, Public Works, and Cape Girardeau Regional Airport. The Fire Department current budget is \$5.5 million.

Compensation & Benefits

The starting salary range is \$78,000 to \$82,000 with growth opportunities to \$119,000. The City participates in the Missouri LAGERS (Local Government Employees Retirement System). This benefit, along with "employee only" medical and dental insurance premiums are paid 100 percent by the City. A range of other health insurance options is available along with generous leave time benefits.



Fire Chief & Emergency Management Director

Position Overview

Major Duties

Evaluates the needs of the community regarding life safety and property protection; establishes plans to meet those needs; advises the City Manager of these plans.

Engage with the community and build relationships with citizens, service groups, the media, and other stakeholders.

Member of Management Leadership Team that reports to City Manager and collaborates to meet City Goals as established by City Manager and City Council. Also establishes goals and objectives for the Fire Department that align with City Goals and develops and maintains related policies and procedures.

Provides leadership to department personnel which includes: encouraging the performance of their duties in the most effective, efficient, safe, and professional manner, as well as encouraging collaboration with other city-wide personnel and departments. Delegates, advises, and assists chief officers.

Plans, coordinates, and oversees all aspects of Emergency Management and Special Operations, including Homeland Security, natural disasters, hazardous materials, weapons of mass destruction, the CERT program, and technical rescue.

Plans, coordinates, and oversees all aspects of the Emergency Operations Center and of the department's communications system, including emergency dispatching, communications equipment and technologies, and computers, and leads the City's Emergency Planning Team regular meetings and activities.

APPLICATION PROCESS

First review of resumes will on October 5, 2018.

Posting will remain open until filled.

<http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Gary Holland, Senior Vice President

Strategic Government Resources

GaryHolland@GovernmentResource.com

405-269-3445

The City of Cape Girardeau is an Equal Opportunity Employer and values diversity in its workforce.

Responds to incidents and functions within the department's Incident Command System as necessary. Primary focus is to assume command of overall incident, advising and supporting the Incident Commander or accepting a necessary assignment from the Incident Commander.

Manages resources for the department; identifies resource needs; allocates budgetary funds for the acquisition of resources; justifies the purchase of resources to city officials; oversees the acquisition of resources; evaluates the use of resources.

Leads and ensures inclusive and productive labor/management relations with city leaders, command staff, and bargaining unit.

Troubleshoots and solves problems.

Oversees the training of department personnel.

Participates in city-wide meetings; makes public speaking appearances; attends public functions.



Fire Chief - Overview Continued

Some of the challenges and opportunities facing the next Fire Chief include:

Challenges

Budget. The next Fire Chief will be experienced in “doing more with less” in addressing the needs of the Department operations.

Turnover. Recent and anticipated future retirements in the next 1-2 years of senior personnel will result in a loss of knowledge and experienced leadership. Developing succession planning strategies will be critical.

Expanding Scope of Services. The Department has steadily expanded its scope of services over the years, not only in regards to types of services but also in regards to regional participation. While staffing levels have increased, there is a need to identify innovative means to enhance staffing to address growth opportunities.

Community Risk Reduction. The next Fire Chief will have demonstrated the ability to approach risk reduction in a holistic manner where other departments and external organizations are involved in the planning and execution of risk reduction strategies.

Patient Transport. The Fire Department has long delivered BLS/ALS first response EMS to the community in conjunction with the transport services of a third-party, for-profit, ambulance service that is under contract with Cape Girardeau County. There are several ongoing issues with this system including continuity of care, prolonged times to transport, and divergent philosophies regarding best practices. This allows for opportunities to look at and improve EMS services in our area.

Emergency Management. The City is simply in the middle of an ongoing process of updating its Emergency Operations Plan to align with FEMA’s use of Emergency Support Function Annexes. As part of this process, the responsibilities of Emergency Management Director are being coupled with the position of the Fire Chief. Prior to that it was part of the Assistant Fire Chief’s responsibilities.

Opportunities

Outstanding Physical Resources. With specific tax revenue designated for capital improvements, the Fire Department upgraded its entire front-line fleet in 2017 and is scheduled to replace it again in ten years. In turn, the reserve apparatus was upgraded, and is no more than 13 years old. New apparatus was purchased



Fire Chief - Overview Continued

with new equipment. Fire Stations range from brand new, 10, 26, and 37 years old, with the oldest two stations recently getting updates. The Department also just built and opened a new stand-alone maintenance and storage facility, from which the Department's designated mechanic maintains all apparatus and equipment. The City is in the process of upgrading its entire public safety radio system to 700 MHz and is preparing to integrate FirstNet broadband capabilities into the City.

Well-trained Tacticians. With a focus on incident response and preparation activities for such, the Fire Department is very sound tactically in dealing proficiently with emergency incidents. Department personnel seem to embrace the philosophy that, *"we will train and operate with a well-disciplined aggressiveness"*.

Labor/Management relations. Faced with growing issues, the Fire Department and Local 1084 participated in the IAFF/IAFC Labor-Management Alliance program in 2016-17. The program improved the understanding and communications between the Command Staff and the Bargaining Unit and improved overall Labor-Management relations within the Department. The program and its results have been strongly supported by the City Manager, and steady improvements are expected to continue into the future.

Strong Foundation. The new Fire Chief will have a strong foundation on which to build. The Department is basically strong and extremely capable but in need of a fresh and strong leader to make it reach its full-potential.

Attributes

- Skilled, proven Leader of fire service organizations
- Skilled, proven Communicator with the ability to build successful relations up, down, and across, both internally and externally. Astute in local and State political environments
- Skilled and proven ability to ensure inclusive and productive labor/management relations
- Skilled and proven ability to ensure productivity and success of today's modern workforce
- Skilled and proven ability to be involved and work with a diverse community
- Skilled and proven ability to oversee and lead the City's Emergency Management efforts and Emergency Medical Services
- Ability to demonstrate innovativeness
- Ability to foster and maintain good relationships internally and externally

Minimum Qualifications

- Twelve to fifteen (12-15) years of progressively responsible experience in the fire service
- Five (5) years of experience as a chief officer in a similarly sized city or assistant chief in a larger community
- Bachelor's degree in a related field of study
- Experience working with IAFF local union under a Collective Bargaining Agreement
- Experience with Emergency Management
- Experience with Emergency Medical Services

Preferred Qualifications

- Master's degree in related field of study
- Completion of National Fire Academy's Executive Fire Officers Program and/or completion of the Emergency Management Institute's Emergency Management Professionals Program.
- Current or past certification and experience as a paramedic

Welcome Home

City of Cape Girardeau, Mo.

Residents enjoy short commutes, a variety of entertainment and dining options, and a beautiful backdrop — all with a fair cost of living and a welcoming, small-town feel. Cape Girardeau is the right -size alternative to big city living. We know our new Fire Chief/EMD can make Cape Girardeau their home.

The Cape Girardeau Metro Statistical Area has over 96,000 residents. As the regional destination for healthcare, education, entertainment, shopping, and employment, Cape Girardeau's population swells to 100,000 daily. Two state-of-the-art hospitals sit within city limits. Together, the hospitals serve over one million people from five states.

Educational options abound in Cape Girardeau. Cape Girardeau schools have several new facilities courtesy of area voters and have been recognized nationally as a Blue Ribbon school and a National School of Character. There are also multiple private and parochial schools, including Catholic Honor Roll's "Top 50 School," Notre Dame Regional High School. A regional Lutheran high school is also located north of the city. Cape Girardeau Career and Technology Center provides trade and vocational training and personal enrichment courses to both residents and commuters. Voted one of the Kaplan's Guide "30 Hidden Treasures," Southeast Missouri State University welcomes almost 12,000 students from the region and across the world every day. Their River Campus offers concerts, performing arts, and other events.

The City's full recreation catalog supplements a robust fitness, recreation, and enrichment industry. Frequent opportunities at the Cape Girardeau Conservation Nature Center keep nature enthusiasts engaged year-round. Cape Girardeau is also just 10 miles south of the Trail of Tears State Park and home to three community centers, a year-round pool, 23 parks, a water park, and miles of bike trails. Several golf courses are available including a "Golfweek Top 100 course," Dalhousie. Cape Girardeau also has a thriving arts and performance community. Local artists host a monthly art walk, inviting connoisseurs and tourists alike to view their latest work.

Cape Girardeau is rich in social capital and distinct in its ability to come together to improve the lives of its citizens and students as evidenced by over 200 civic and religious organizations. The nonprofit community prides itself on collaboration and engaging volunteer opportunities. United Way of Southeast Missouri and the state-recognized Community Caring Council have both played critical roles in encouraging a systemic view to improve efficiencies in our social service sectors.

A downtown technology district is in its fourth year and the area's largest shopping mall and business park sit inside the city. Cape Girardeau is an ideal place to live, work, and play.

