

FIRE MARSHAL

CENTRAL COUNTY FIRE DEPARTMENT

Burlingame • Hillsborough • Millbrae



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Located in San Mateo County, California, the City of Burlingame, Town of Hillsborough, and City of Millbrae are situated on the western shore of the San Francisco Bay approximately 10 miles south of the City of San Francisco and 30 miles north of San Jose. The total service area is roughly 15 square miles (34% urban and 66% suburban) with a population of 66,045. The value of property protected exceeds \$16 billion. The Central County Fire Department (CCFD) is an all-hazards public safety and community service organization. The Department's core purpose is to make Burlingame, Hillsborough, and Millbrae safe for all citizens to live and work through the protection of life, property, and the environment by responding to all fire, medical, rescue, and hazardous material incidents.

CCFD's personnel (91 FTEs) serve the community with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. Many members of the department are paramedics. Administrative and nonemergency safety services include fire prevention and hazardous materials regulations, emergency medical system management, and emergency preparedness and training. Legal counsel, and accounting services are contracted out to maintain fiscal efficiency. CCFD's

FY2024-25 operating budget is \$35.6 million, and the agency holds an ISO rating of 2.

The CCFD was established through a Joint Powers Agreement (JPA) in 2004 between the City of Burlingame and the Town of Hillsborough with essential support services provided by the two cities. This partnership and JPA structure promote more efficient administration of effective delivery of services without the additional overhead of a completely independent JPA agency. The City of Millbrae established a contract for services with the CCFD in 2014.

The Department is governed by a Board of Directors consisting of two Council members each from the JPA member agencies, Burlingame and Hillsborough, representing the cities in determining the level of fire, emergency medical, and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective City Councils. The City Managers rotate as the Chief Administrative Officer (CAO). Burlingame City Manager Lisa Goldman currently serves as CAO. The model, together with the joint budget, provides an effective tool in maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels.

For more information on the Department and communities served, visit:

<https://ccfd.org>

A Community Risk Assessment - Standards of Cover & Deployment Analysis was completed in 2023 as is available here: <https://bit.ly/ccfdsofc>.

CCFD Core Values

- Honesty & Integrity
- Respect
- Leadership
- Accountability
- Teamwork
- Professionalism





THE IDEAL CANDIDATE

CCFD seeks a highly skilled fire prevention professional with strong municipal management experience and the administrative depth required to assume leadership over the Bureau of Fire Prevention. Reporting to the Deputy Chief, the individual selected will be technically proficient, exhibiting depth in all aspects of a full scope of fire code regulatory and compliance programs in a modern fire prevention bureau. The Fire Marshal will also be confident in managing collateral assignments providing oversight of the CCFD Emergency Preparedness and C.E.R.T. programs.

The Fire Marshal is expected to serve as a trusted leader and collaborative member of the Fire Chief's senior team. As a well-regarded leader in the regulatory community, they will be an outstanding communicator and relationship builder who can easily foster credibility with a wide range of internal and external audiences.

The ideal candidate will be energized by the opportunity to lead a multigenerational bureau displaying a commitment to ensuring staff are well-developed and prepared for optimum performance in their respective roles. To that end, they will exhibit an engaged and supportive approach to emphasizing high standards of performance and holding people accountable. The demonstrated ability to serve as a respected coach and mentor is strongly preferred.

Excellent interpersonal skills and political acumen are paramount to interfacing effectively with various stakeholders

in the community. The proven ability to establish and maintain positive working relationships with businesses, developers, and residents is also essential. The new Fire Marshal must be a solutions-oriented professional who is willing to have difficult conversations when warranted as well as an agile negotiator who can collaborate, compromise, and reach consensus, while having the ability to say "no" when necessary.

In addition to the previously mentioned criteria, the ideal candidate will possess the following attributes and strengths:

- Conveys a contemporary approach to the evolving community risk reduction space.
- Adept at navigating the challenges of a vigorously paced development presence, with the capacity to soundly manage a high-volume of construction projects in the community.
- Emotional intelligence and agility needed to work seamlessly with Building Officials and policymakers in three separate communities with impressive ease and dexterity.
- Proficiency in developing local code amendments in regional coordination in the interest of uniformity.

Competitive candidates will be familiar with the utilization of performance and outcome measures and knowledgeable regarding current technology that maximizes efficiency in support of present and future service models. Lastly, they will be a forward-thinking leader with the ability to plan and recommend necessary actions to ensure the department is properly positioned to meet the future regulatory needs of the three communities served.



Three (3) years of experience as a fire inspector or three (3) years as a company officer performing fire prevention inspections and an Associate of Arts/ Science degree in Fire Science or related field from an accredited college will be considered qualifying. A Bachelor's degree in Fire Science or relevant discipline is desirable. A Fire Prevention Officer Certificate in the State of California is required.



COMPENSATION & BENEFITS

The salary range for this position is \$207,085 – \$251,713. Placement within the range will be DOQE. The Fire Marshal's salary is supplemented by an attractive benefits package that includes, but is not limited to:

CalPERS Retirement: Classic members of CalPERS eligible for 3% @ 55 formula with single highest year comp; PEPRAs employees receive Safety formula of 2.7% @ 57 with a three-year final average comp.

Medical Insurance: Up to the cost of full family medical for Blue Shield HMO offered by CalPERS, for 2024, \$2,659.79 per month.

Dental Insurance: Reimbursement program for up to \$2,000 for the employee and each of his/her eligible dependents.

Vision Insurance: Reimbursement program for up to \$435 for the employee's glasses or contacts & one employee's eye exam per year; dependents each enjoy the same coverage as the employee at 50% of the employee's allowable cost.

Supplemental Plans: Long-term disability.

Cafeteria Plan: Participation in CCFD's Cafeteria plan; employee contributions up to \$5,000 per year for dependent care and \$3,200 for unreimbursed medical expenses in the 2024 plan year.

Life Insurance: \$100,000 coverage.

Vacation: 96- 208 hours of vacation leave per year. Prior years of service will be considered in determining accrual rate.

Holidays: 12 paid holidays a year designated, plus one floating holiday a year.

Administrative Leave: 80 hours per fiscal year.

Sick Leave: 104 hours of sick leave accrued per year (can convert partially at retirement into cash or 457); can also deposit sick leave up to IRS limits into 457 plan.

Vehicle: Provided.

Retiree Health Savings Account: 2% - 5% of base salary. 100% vested at the beginning of 5th year.

Uniform Allowance: \$995.00 per year.

Tuition Reimbursement: \$3,000 per calendar year for department- approved tuition expenses, conferences, and job-related classes.

Other: Employee Assistance Program available.

Application & Selection Process

This recruitment will close at midnight on **Sunday, May 12, 2024**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB & CO.

Bill Weisgerber

408.910.8044

weisgerber.bill@gmail.com

Teri Black

424.296.3111

teri@tbcrecruiting.com

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

This will be a confidential process. Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will be immediately granted preliminary interviews by the consultants in May. Candidates deemed to be the best qualified will be invited to interview with representatives of CCFD shortly thereafter. A selection will be made in a timely manner following the process and completion of background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate selected.



**Potential candidates from out of the area are encouraged to research cost-of-living in the region in advance of their submission.*