



Executive Recruitment for

LISLE-WOODRIDGE FIRE DISTRICT, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for the next Fire Chief for the Lisle-Woodridge Fire District (LWFD) located in DuPage County, IL. This brochure provides background information on the Lisle-Woodridge Fire District, the organization and the qualifications and experiences the Lisle-Woodridge Fire District Board of Trustees are seeking in the next Fire Chief

Importantly, this brochure will be used as a guide in the open, national recruitment process, providing specific criteria by which all applications will be screened and individuals selected for final interview and appointment consideration. The brochure was prepared after Interviews with the Board of Trustees, Members of the Fire Commission, District command staff and employees of the Fire District.

All inquiries relating to the recruitment and selection process for the Fire Chief position are to be directed to the attention of the District's recruitment consultant:

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COMMUNITY BACKGROUND

Lisle-Woodridge Fire District (LWFD) is a highly regarded and well established organization that provides fire suppression, emergency medical and specialized rescue services to the residents of Lisle, Woodridge and parts of unincorporated DuPage and Will Counties. The District is located 30 miles west of the City of Chicago. An Insurance Services Office (ISO) Class 1 Fire District, LWFD serves a permanent population of more than 70,000 and a daytime population of more than 100,000, answering nearly 7,000 calls for service each year. In continuing its pursuit of excellence, the LWFD is undergoing accreditation and hopes to be one of the select Fire Districts to have both an ISO Class 1 rating and be an accredited organization.



THE FIRE DISTRICT ORGANIZATION

The Lisle-Woodridge Fire Protection District has a 24 square mile service area that is suburban, rural and somewhat urban in its makeup. The District has an operating budget of \$17 million and is comprised of 93 full time employees of which 69 are certified firefighter/paramedics. The command staff consists of the Fire Chief, a Deputy Chief, 3 Battalion chiefs, 3 Captains, 12 Lieutenants, an EMS Coordinator and a Training and Safety Officer. Personnel below the rank of Battalion Chief are members of Local 2986. The current Collective Bargaining Agreement expires in December of 2018. The District is dedicated to state of the art delivery of fire suppression, advanced life support emergency medical services, CPR courses for the public, fire prevention and public education, fire risk analysis, underwater rescue and recovery, hazardous material response, technical special rescue and community events. Services are provided from five fire stations, one ladder truck, four engines, three ambulances and an assortment of specialized units and administration vehicles utilized to supplement

response needs. The Lisle-Woodridge Fire District is a member of the Mutual Aid Box Alarm System Division 16. The Mutual Aid Box Alarm System is a highly integrated system of mutual and automatic aid utilized throughout the Chicago metropolitan area.

The District responds to nearly 7,000 calls for service annually of which at least 70% are EMS calls. Telecommunications services are provided by DuPage Public Safety Communications (Ducomm) which is a consolidated center providing 911 and emergency dispatch services to 39 police and fire agencies.

Entry level firefighters are screened and recommended by the Fire Commission, which is comprised of three residents in the service area who are appointed by the Board of Trustees for the Fire District. The Fire Commission also administers the testing and establishes the promotional lists for all commissioned ranks within the organization.

Strategic Plan:

The LWFD has undergone a thorough strategic planning process within the last two years. The following four sections are the highlights of the plan:

Community Involvement

- Create a targeted public education program
- Develop a community feedback program
- Create a targeted public information program

Financial Sustainability

- Comprehensive review of all funds
- Reduce operating costs 2% annually
- Comprehensive analysis of non property tax revenue
- Develop 3-5 year financial plan

Operational Effectiveness

- Complete accreditation process
- Evaluate staffing model
- Implement injury reduction strategy

Workforce Development

- Develop a performance evaluation process
- Implement a comprehensive officer training program
- Implement training program standards

The LWFD Board of Trustees is committed to providing excellent service to its service area while meeting its responsibilities with respect to pension funding, employee development, and training and regional coordination of fire/ems services. The next Fire Chief can expect to work closely with the Board and the staff on the following challenges and initiatives:

FIRE CHIEF CANDIDATE QUALIFICATION CRITERIA

The following factors of education, experience, management style, and personal traits have been identified by the Lisle-Woodridge Fire Protection District as *ideal* attributes for the Fire Chief to possess in order to function effectively in the position. The starting salary for the position is \$135,000 +150,000-165,000/-DOQ depending upon qualifications and experience. Residency within a reasonable distance of the headquarters building in Lisle-Woodridge is expected.



Education and Experience (not in order of importance)

- Possess a bachelor's degree in Fire Science, Emergency Management, Business or Public Administration or related field from an accredited college or university. Command level leadership training such as Fire Officer Certifications, Executive Fire Officer, Staff and Command, Chief Executive Officer and/or a Master's Degree are desirable.
- Have a minimum of ten years experience in the fire service with at least five years of increasing responsibility in a command position is required.
- Have demonstrated leadership and management skills with a track record of an inclusive management style that seeks input from employees throughout the organization. Be committed to engaging members of the executive team and employees in the development and implementation of goals and objectives.
- Have experience in a combined department that successfully incorporates full time firefighter/paramedics, paid on call firefighters, and contract paramedics.

- Have experience in and a commitment to training and developing staff members at all levels of the organization, empowering employees to reach their true potential; have specific experience in succession planning.

- Be able to assign projects to staff members in command and rank and file positions, with an eye toward distributing the workload in a manner that facilitates training and development of employees.

- Have experience in mentoring the next generation of firefighter/paramedics with the ability to recognize trends in the fire and emergency response services and be prepared to address those trends.

- Be comfortable in developing and administering the District's budget and with handling or overseeing other administrative duties that come with a free standing fire district.

- Have experience in mutual and automatic aid with a sincere interest in collaborative training exercises.

- Be skilled in public and media relations, capable of openly and honestly articulating the District's position to residents and the media, community groups and organizations; appreciate the need for regular and prompt communication of information to these groups; follow a policy of full disclosure in public presentations; have an attitude of complete transparency with respect to operations.

- Have successful personnel management and labor relations experience including performance evaluation, contract negotiation, grievance processes and promotion and discipline in a unionized environment, with a record for fairness in dealing with all employees; become personally acquainted with the District's employees. Be comfortable advocating for employees when appropriate.

Management Style and Personal Traits (not in order of importance)

- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights,

counsel and recommendations to the Board of Trustees and staff; be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

- Have a reputation for personal, professional and organizational integrity, leading an organization by example and conducting all personal and professional interactions fairly, honestly and ethically.
- Be an articulate and an effective communicator, both orally and in writing; be someone who is comfortable listening to and talking with a wide spectrum of people, often serving as the “face” of the District; create an environment where staff members are completely comfortable seeking out the Chief to discuss potentially difficult situations or problems.
- Seek staff input on issues; be a “macro” manager - give Command staff and employees latitude to carry out their work and provide overall support of their mission. Encourage innovative thinking by the District employees.
- Possess particularly strong management skills that focus on staff development (a “team builder”), effective delegation and accountability for the timely implementation of District decisions; remain informed and conversant on the status of all programs and projects; be able to serve as the District’s point person when appropriate.
- Be a self-starter who has the vitality and energy to motivate and lead others; be someone who seeks and enjoys a challenge;
- Be a mature, self-confident, diplomatic individual, with a calm, even temperament; maintain composure when under stress.
- Project a strong professional presence in appearance, actions, and personal demeanor; be politically astute; be completely non-political and non-partisan in behavior and actions.
- Be a “people person” - a good listener, sincerely personable, patient, and accessible, and one who can relate with all persons in the community; be committed to a “true” open door policy.
- Have the ability to prioritize, direct, carry out, and complete a multiplicity of activities and assignments at the same time – be able to “wear many hats”.
- Be well organized and efficient, paying attention to detail, as well as having a “big picture” approach. Be comfortable in managing multiple priority projects simultaneously.
- Promote a strong, service-oriented, “customer service/relations” approach by all District employees.
- Be enthusiastic about participating and being active in community affairs.
- Be willing to commit to a reasonable tenure in service to the Lisle-Woodridge Fire Protection District.
- Have a sense of humor with the ability to laugh at one’s self.



Lisle- Woodridge Fire District Organizational Chart

