

# **SBM FIRE FIRE CHIEF >>>**



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## **EXECUTIVE RECRUITMENT**



## THE POSITION IN BRIEF:

The Department is seeking a Chief Executive Officer (CEO)/Fire Chief who embraces a prevention approach, embraces the volunteer/combination model, able to manage the day-to-day operations including the non-profit component, and is able to work and interact with a Fire Board, Administrative Panel, CFD Operations Committee, CFD Fire Steering Committee and three City Councils. The Chief is a contract position that reports directly to the Board of Directors.



## THE ORGANIZATION

Residents incorporated the Spring Lake Fire Department on January 17, 1944, as a non-profit organization, starting with two pieces of apparatus and twenty volunteer firefighters. The Fire District was quite large at the time and consisted of the current communities of Blaine, Spring Lake Park, Mounds View, Fridley, Arden Hills, Shoreview, and Coon Rapids.

Today, the SBMFD is a dynamic, high performing organization, which provides extraordinary all hazard emergency response, innovative fire prevention services, public fire education to the communities of Spring Lake Park, Blaine, and Mounds View. SBMFD currently serves a permanent population of over 90,000 residents who are dispersed throughout approximately 40 square miles. The coverage area includes the Anoka County Airport, critical state infrastructure, major regional employers, numerous schools, and response/staffing for major events which include the PGA's 3M Open at the Twin Cities TPC. In addition to the SBM Fire District, a Professional Services Agreement with the Centennial Fire District (CFD) was ratified in 2021. Under the auspices of the agreement, the SBMFD provides administrative and fire management services to the Centennial Fire District. Services include a myriad of administrative, management and leadership functions.

The Operations Division provides service through a unique combination-staffing model, staffing with full time personnel and volunteers, delivering an effective service at the lowest per capita cost in Minnesota. All hazard response is a combination model consisting of full-time personnel during weekdays and volunteer personnel on nights and weekends. Service is delivered from five fire stations via six engines, two ladders, three rescues and numerous support vehicles. Current daytime response combines 15 full-time SBMFD personnel staffing SBM Fire Stations 1, 3, CFD Station 1 in addition to 12 full time City of Blaine employees staffing Fire Station 5. During the evening, service is provided by approximately 55 volunteer personnel who respond to their assigned fire stations from their homes. The 2021 calls for service were 2024.

The Community Risk Reduction Division delivers innovative fire prevention and safety programs to our stakeholders in several focus areas. A very dedicated and competent cadre of over 30 career and volunteer personnel deliver the programs and are heavily involved in the community. These personnel belong to many groups, which include our Fire Corps, Educators, Fire Explorers, and Suppression. The service they deliver is critical to the safety and wellbeing of our communities. Some of these innovative and crucial programs are; After the Fire Care, Bike Helmet Fittings, Car Seat Clinics, Citizens Academy, First Aid and CPR, Home Safety Surveys, Safety Camp, Senior Safety Fair, School Education and Youth Fire Setter Intervention.



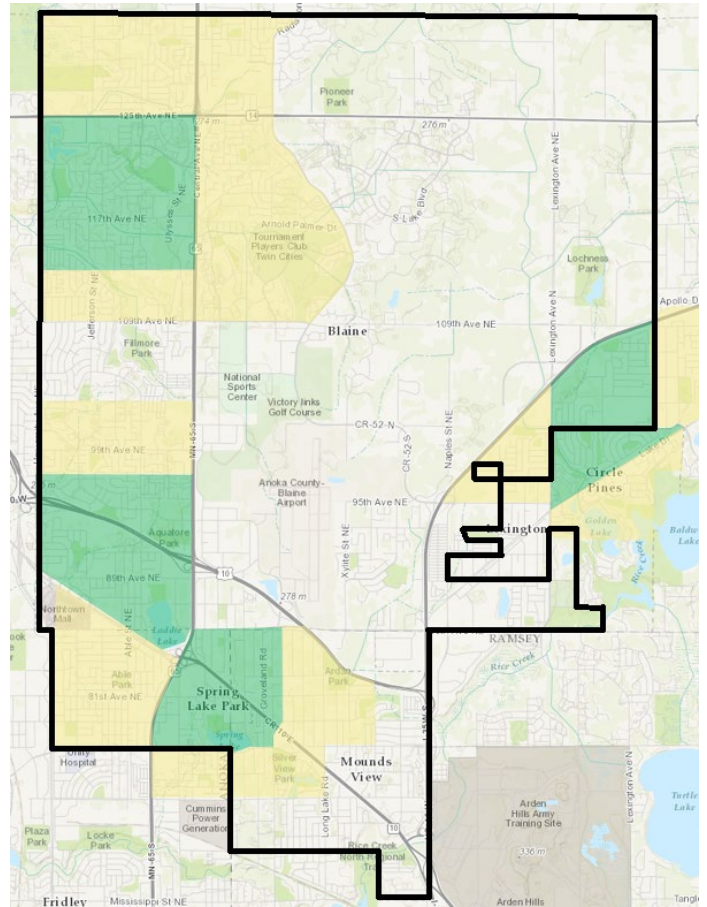
## GOVERNANCE/BOARD

There are just over 50 Non-Profit Fire Corporations in Minnesota with SBM being the largest in terms of population protected. Overall, the department protects the 4th largest (and growing) population service area in the State. The 2022 operating budget is just over \$3 million, and the per capita cost is among the lowest in Minnesota.

The Department's governing authority is the Fire Department's Board of Directors, commonly known as the Fire Board. The Fire Board is comprised of seven individuals; five of which are Community Representatives, nominated by the protected cities, and two representatives elected from the active membership. The Community Representatives are chosen/selected based on owning real property or having full time employment in their city of representation.

The department enjoys a governmental instrumentality status from the IRS making it eligible to participate in public employee pension programs and be covered by tort immunity statutes as well as other municipal protections.

Management/governance of the operation includes the aforementioned Fire Board, an Administrative Review Panel, and three City Councils. The Fire Board has overall authority and responsibility. The Administrative Committee is a function of the contract, consisting of the manager/administrator from each of the three cities, and they administratively monitor the annual SBM budget. Interaction with Councils occurs regularly during budget processes, quarterly updates, code issues, broad policy, and capital purchases.







## POSITION DESCRIPTION

In seeking to fill this position, the Board is emphasizing a candidate that embraces a prevention approach, the volunteer/combination model, and able to manage the day-to-day operations including the non-profit component. The successful candidate will be a highly motivated individual who motivates others by example and is able to create a work environment in which individuals are able to achieve or exceed their potential and takes a collaborative approach with every facet of the operation.

The following list provides the required qualifications and attributes a candidate must have in order to be successful in working for the SBMFD:

### EXPERIENCE AND EDUCATION

Minimum ten years of progressively responsible and varied professional experience in the provision of fire and other emergency services plus;

(a.) Bachelor's Degree in Fire Service Administration, Fire Science, Public or Business Administration (or closely related field) with at least five of the ten years in a fire service-related supervisory, executive management, or administrative position

OR

(b.) Associate's Degree with at least seven of the ten years in a fire service-related supervisory, executive management, or administrative position.

OR

(c.) At least nine of the ten years in a fire service-related supervisory, executive management, or administrative position

### PREFERRED EDUCATION AND EXPERIENCE

Master's Degree in Fire Service Administration, Fire Science, Public or Business Administration (or closely related field), Chief Fire Officer (CFO) from CPSE, Executive Fire Officer (EFO) from the National Fire Academy.

### CERTIFICATIONS

Minnesota State Statute requires all career fire professionals to be certified by the IFSAC Accredited Minnesota Fire Service Certification Board to NFPA 1001 Firefighter I & II level. Fire Officer II, IFSAC or Pro-Board. NIMS 300. Emergency Medical Responder.

### RESIDENCY

The successful candidate must relocate their permanent residence to reside within 10 minutes or 6 miles (whichever is greater) of one of the SBM or Centennial Fire Stations within 12 months after the completion of the probationary period.



## OTHER REQUIRED ATTRIBUTES

- The candidate must possess knowledge and abilities of contract administration, human resource management, accounting, legal, corporate governance, administration, management and supervision, training, and budget preparation and control.
- The candidate will be expected to use an inclusive style of management while simultaneously maintaining the chain of command. They must possess exceptional communication skills, both oral and written, and must be a tireless advocate for the professional development of every member, full time, and volunteer.
- The candidate will be expected to promote education and training, innovation, conduct evaluation of all aspects of the operation, engage in systematic reporting to all stakeholders, maintain modern fire protection methods, and have a strong understanding of fire codes and enforcement activities.
- The candidate must be able to work cooperatively with neighboring departments and take significant leadership in the Anoka County Fire Protection Council.
- The candidate must be a participative and engaging communication style that possesses the ability to bring fresh ideas to the organization, a high-level of energy, and a versatile approach to interacting with the community, city officials, staff, and other stakeholders.
- The candidate must possess an understanding of the use of data for problem solving, community risk reduction efforts, and effective community education and engagement.
- The candidate must possess the ability and desire to coach and mentor staff in order to foster personal growth and leadership talent.

The position reports directly to the SBMFD Board of Directors.

The salary range for this position is (\$123,000 - \$151,000) DOQ. A full benefit and retirement package is also offered by the district.

Candidates must apply by September 9, 2022, with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of John Storm, Vice President, GovHR USA, 630 Dundee Road #225, Northbrook, IL 60062. Tel: (847)309-9403. The SBMFD, MN is an Equal Opportunity Employer.



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