

**TOWN OF SOUTHBOROUGH, MASSACHUSETTS (POPULATION 10,000)
FIRE CHIEF RECRUITMENT 2019
CANDIDATE REQUIREMENTS & CHALLENGE STATEMENT**



Southborough Fire Chief

Assume the leadership of the fire and emergency medical services department of the highly desirable metrowest town of Southborough as it finalizes construction of its new \$20,000,000 public safety complex.

This dynamic and well-respected department requires an innovative and creative leader to manage ongoing operations while preparing for the needs of the future. The new chief (a “strong chief” under the provisions of M.G.L. Chapter 48, Section 42) will have the positive challenge of shaping the long-term future of fire and rescue services for Southborough. The chief will also participate and advise during the completion of construction and acceptance of the new quarters for an expected relocation in July, 2019.

Southborough desires its fire department to be progressive and innovative in meeting the needs of the community. The new fire chief should have both an appreciation for the traditions of the department while pursuing the standards and technology that will provide superior fire protection and emergency medical services to the community in years to come.

Community/Department Overview:

The Town of Southborough is located 25 miles west of Boston and 15 miles east of Worcester with a fire services response area of approximately 14 square miles. The Town is primarily a suburban residential community with areas of commercial development consisting of mostly business offices and light manufacturing located along Route 9. Three major highways pass through the community and the Town has a total of 79 road miles.

The Southborough Fire Department is a full-service fire/rescue and EMS combination department made up of a staff of 22 career fire/EMS personnel and 6 on-call fire/EMS personnel (of which 26 are EMT's). The department currently operates from one fully staffed fire/EMS station. The department provides the community with EMS services at the paramedic level. There is also a full-time Fire Prevention Officer. There are a total of approximately 1,300 fire and EMS calls per year. The current annual operating budget of the Southborough Fire Department is approximately \$2.1MM.

Minimum Qualifications for the Position:

- **A Bachelor's Degree in Fire Science, Public Administration or a related field from an accredited university or college; Master's Degree is highly preferred;**
- **At least ten years of progressively responsible suppression experience in a career fire service position including a minimum of at least seven years in a supervisory capacity;**
- **Current certification as a Massachusetts or Nationally Registered EMT (EMT – Advanced or Paramedic Preferred);**
- **Be a graduate of (or currently enrolled in) the Executive Fire Officer Program at the National Fire Academy;**
- **Be credentialed or have the ability to obtain credentialing as a Massachusetts Fire Chief;**
- **Be a graduate of (or currently enrolled in) a Massachusetts Chief Fire Officer program;**
- **Have several Pro Board certifications as a fire officer and fire instructor;**
- **Have successfully completed NIMS courses appropriate to the position of a Chief Fire Officer;**
- **Have a history of successful collective bargaining experience, including working with unionized personnel and organizations;**
- **Be willing to relocate, as necessary to live [TBD]**

Ideal Candidate Characteristics:

(It is understood that any individual qualified candidate may not meet all of these criteria.)

- **Innovation, Imagination and creativity;**
- **Strong finance and analytical skills;**
- **The ability to actively listen to other team members;**
- **Strong public speaking, presentation, and marketing skills;**
- **Desire to be active and visible within the community;**
- **Demonstrated ability to organize, lead and motivate people;**
- **Ability to manage stressful situations;**

- **Humility, integrity, and a strong public ethic;**
- **A “Big Picture” orientation and the ability to create strategic, long-range plans;**
- **Demonstrated experience in developing and implementing training programs, supervisory and performance accountability systems and departmental policies, standard operating procedures and standard operating guidelines that are consistent with nationally recognized standards and best practices;**
- **Demonstrated passion for excellence;**
- **Demonstrated record of strong transitional and adaptive leadership skills;**
- **Personable with a sense of humor;**
- **Demonstrated skills as a management team player and consensus builder;**
- **Respect and appreciation for broad and diverse opinions and attitudes;**
- **Able to engage, delegate and empower the officers of the department;**
- **Able to actively engage with the personnel of the department at all levels;**
- **Ability to work cooperatively with other areas of Town government; and**
- **A strong desire to create personal stability and remain in a leadership position for a decade.**

Ideal Candidate Descriptive Profile—The Ideal Candidate Will:

- Be a successful and innovative fire service leader from a progressive, well-managed organization of similar or larger size and complexity;
- Be experienced and trained in all facets of the fire service with a demonstrated commitment to contemporary concepts of public safety and community engagement;
- Be an engaged, creative and credible advocate and steward of the department, who will possess and utilize the leadership ability and strength of character to rally the fire department and the community for the common good;
- Work as a partner with other Town of Southborough Department Heads and collaborate on a wide variety of projects for the overall benefit of the community;
- Foster teamwork, promote positive morale and also establish an effective rapport within the department;
- Establish and maintain a cooperative relationship with the Board of Selectmen and with local, state and federal officials while remaining nonpartisan and apolitical;
- Nurture positive internal as well as external relationships while demonstrating understanding, empathy and caring;
- Hold himself/herself and others to the highest standards of integrity and accountability;
- Will establish and maintain a high level of credibility and trust throughout the department and the community, dealing with everyone, regardless of rank or position, with an even hand and a sense of fundamental fairness;
- Maintain a visible and active presence in the community and conduct her/himself, personally and professionally, in a manner that is highly ethical and above reproach;

Southborough, MA—Fire Chief Recruitment Information
January, 2019

- Possess excellent written and oral communication skills and the ability to provide a clear and consistent vision of dedication and excellence in pursuit of public safety and service to the community;
- Be able to communicate effectively in a manner that inspires, motivates, and encourages cooperation and collaboration in pursuit of public safety within the department and throughout the community and the region;
- Be able to hit the ground running—particularly as this relates to the completion of the new public safety complex, which will require a strong effort toward input and quality control of the project resulting in the successful completion of this project;
- Be a creative and innovative, a “big picture” problem-solver who can work with others to identify and pursue ways to more efficiently and effectively organize, manage, and deliver core fire protection, rescue and EMS services;
- Possess strong analytical skills with the ability to gather and organize data to facilitate meaningful analysis, to interpret and present the “story in the data”, to identify alternatives, and to predict consequences;
- Work diligently to establish a rapport and develop credibility within the department and the community;
- Possess the leadership and organizational development skills needed to manage, groom, coach and empower fire department command and administrative staff to develop their full potential, while establishing an organization-wide effort to balance wants and needs in an environment of limited resources; this includes effectively utilizing the art of delegation to maximize the productivity of his /her own time and talents and to effectively harness the talents and expertise of the command and administrative staff of the department;
- Have the skills necessary to develop an adequate succession plan for the future management needs of the department;
- Have the foresight, along with the leadership and communication skills, to help unify and guide the fire department successfully within the reality of fiscal resources, with an eye toward preserving the quality of life that has come to be expected in the Town of Southborough;
- Develop and maintain positive, constructive labor/management relationships, while at the same time serve as an agent of change and accountability;
- Coordinate and assist others in developing and implementing a long-range municipal fire protection and emergency medical services master plan that incorporates progressive strategies for risk management, fire prevention, fire suppression, emergency medical response, community paramedicine, rescue services, and disaster preparedness and recovery; and
- Be capable of looking beyond the traditional fire service organizational and response models to identify and implement effective solutions that will improve service levels and agency productivity within the constraints of available community resources.