

AN INVITATION FOR THE POSITION OF

REDMOND FIRE CHIEF



CONFIDENTIAL RECRUITMENT SERVICES PROVIDED BY
THE WESTERN FIRE CHIEFS ASSOCIATION



ABOUT REDMOND

Redmond is a mid-sized community nestled in Oregon's High Desert Plateau just east of the Cascade Mountain Range in Central Oregon. Known for its progressive and innovative leadership, the City enjoys a state-wide reputation for its ability to undertake and implement projects and programs that benefit its current and future residents. The demographic profile ranges from young families to retirees.

Long known as the "HUB" of Central Oregon, Redmond has attracted newcomers from all over. During the last 20 years, the city has steadily grown to more than 38,000 citizens today. This has brought about rapid change and remarkable success. Current data projects the city will be home to 50,000 by 2040. This presents unique challenges and opportunities, such as how to enhance what the community values the most while preserving its culture and character.

Redmond is home to the region's commercial airport and is located at the crossroads of the main transportation arterials of US Highway 97 and US Highway 126. Redmond offers abundant recreation opportunities in all directions. The community continues to transform itself with new restaurants, brewpubs, boutiques, and lodging, combined with dynamic outdoor recreation activities, a bustling farmers market in the summer, and outdoor ice skating in winter. Add in a few open-air music events and an expansive public art program, and Redmond is fast experiencing a renaissance.



THE AGENCY

Redmond Fire & Rescue (RF&R) was formed in July 2011, combining the City of Redmond Fire Department and Deschutes County Rural Fire Protection #1. This annexation resulted from a successful venture of both organizations going forward to the voters with two ballot measures drafted to create one fire district.

RF&R is governed by a Board of Directors, comprised of five elected community members. The Board formulates policy and rules to carry out Fire District programs and services. In carrying out its legislative and policy making responsibilities, the Board delegates the administrative and executive functions to the Fire Chief.

The fire district provides EMS, fire, and rescue services to an estimated population of 45,800 within the City of Redmond and the surrounding rural area. The fire district encompasses 123 square miles and the ambulance service area is 294 square miles. This area includes three state parks, one of which is Smith Rock State Park, a world-class rock climbing area that hosts 775,000 visitors annually. Redmond Fire & Rescue also serves the Deschutes County Fair & Expo Center which hosts events that draw over 1.2 million visitors annually, as well as two major resort communities, Eagle Crest and Pronghorn Resort. Another unique service Redmond Fire & Rescue provides is Aircraft Rescue and Firefighting (ARFF) services to the Redmond commercial airport (RDM) under contract with the City of Redmond. On average, RF&R's call volume is 6,200 a year.

THE POSITION

The Fire Chief serves as the Chief Executive Officer of Redmond Fire & Rescue, providing the knowledge, skills, and leadership for all divisions of the District. The Fire Chief represents the District in promoting the public understanding and support of Fire, Emergency Medical Services, Code Enforcement, and Public Education throughout the response area.


The Fire Chief is responsible for the direct supervision of all personnel, including hiring and termination responsibilities in accordance with the District's policies and applicable laws. The Fire Chief is also responsible for day-to-day operations of the District's business operations.



JOB FUNCTIONS & RESPONSIBILITIES

Essential duties and functions may include the following (other related duties may be assigned):

- Develops, directs, and enforces policies of Redmond Fire & Rescue.
- Maintains competency in current operational procedures and stays current with technology and trends in the fire service.
- Responds to emergencies as necessary and assumes command when appropriate, using the NIMS incident management system.
- Develops, administers, and manages the operating and capital budgets of the District while staying within the tax rate set by the Board of Directors.
- Ensures that there is accurate and timely accounting of District finances to the Board of Directors and the organization.
- Develops and implements the organizational statements in conjunction with senior staff members and the Board of Directors.
- Procures, maintains, and manages all District assets.
- Identifies and actively pursues grant funding opportunities.
- Plans, assigns, coordinates, and evaluates the performance of senior staff.
- Maintains community involvement.
- Maintains working relationships with regional and state Fire Chiefs.
- Maintains working relationship with City Manager and County Administration.
- Reviews, has thorough knowledge of, and maintains compliance with state and federal laws and regulations.
- Maintains relationships with Special Districts of Oregon and Oregon Fire Chiefs Association.
- Maintains positive working relationships with staff.
- Maintains professional education and attend appropriate conferences.



THE IDEAL CANDIDATE

Redmond Fire & Rescue is seeking a highly qualified and experienced fire management professional to serve as its new Fire Chief.

The new Fire Chief will be tasked with maintaining its reputation as a pre-eminent fire service agency within both the region and the state. This leadership challenge will require an emphasis on a culture that values teamwork, communication, and partnership. The Fire Chief must maintain and build upon the environment of mutual respect and credibility at all levels of the agency and one which embraces the critical importance of training, mentorship and continuous improvement throughout the organization. The Fire Chief will also create an environment that nurtures diversity in the fire service.

The new Fire Chief must be operationally proficient and be willing and able to engage in operations activities when necessary. Effective communication, and strong collaboration, negotiation, and team-building skills are necessary for this individual to be successful. The ability to make organizational changes that improve the operational effectiveness of the agency is desired.

MINIMUM QUALIFICATIONS

- Bachelor's degree in fire science or fire services administration, public administration, business administration or a combination of education, experience and technical training equal to a Bachelor's Degree in a related field
- Ten years of experience in fire/emergency medical services work, three years of which must have been equivalent to a Battalion Chief or higher
- Completion of National Fire Academy courses or a combination of education and experience that demonstrates the ability to perform the essential functions described in the Fire Chief job description

Special Requirements / Licenses

The possession of, or required to obtain, a valid State of Oregon drivers license within 30 days of hire. Must be insurable by the District's insurance provider.

Residency

Residence must be maintained within the boundaries of the fire district.

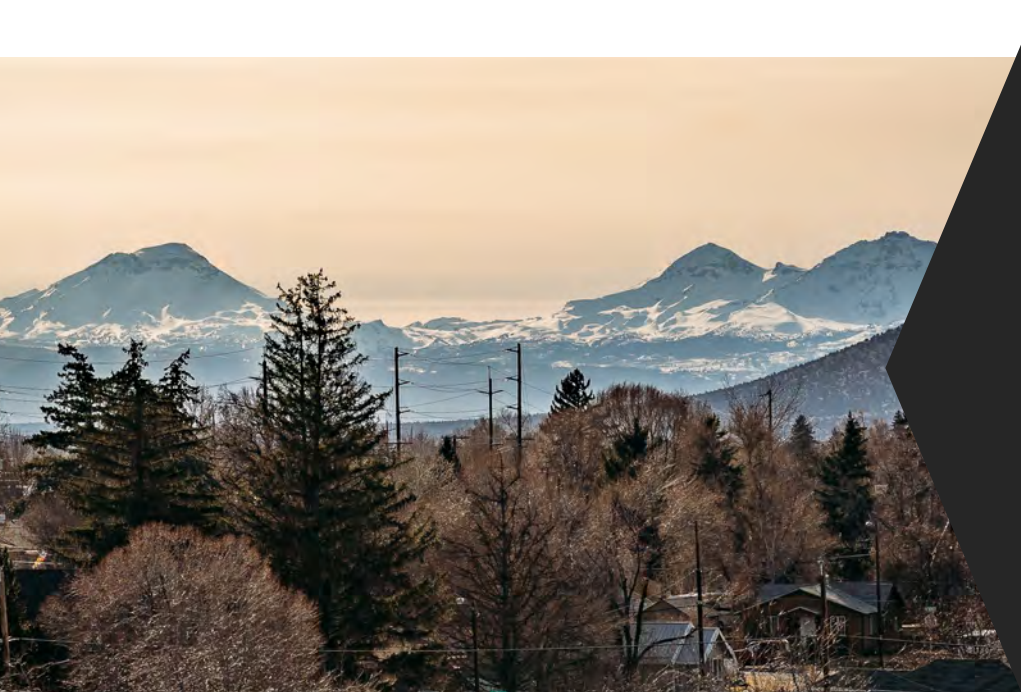
COMPENSATION

The annual salary for the incoming Fire Chief is \$138,000 - \$150,000, based on qualifications and experience. The Fire Chief's compensation will be governed by a negotiated employment agreement to include the following benefits:

- PERS
- Deferred Compensation
- Medical/Dental/Vision Insurance
- Life Insurance (\$10k)
- ADD/LTD Insurance
- Cell Phone Allowance
- Staff Vehicle
- Flexible Spending Accounts
- HRA VEBA
- PTO

PREFERRED QUALIFICATIONS

- Master's Degree in related field
- Work history demonstrating progressively increasing responsibility at the command level
- Experience as the fire chief of a special district or other entity wherein the fire chief is the Chief Executive as opposed to a department-head
- Experience and/or education related to the following functional areas:
 - Wildland and wildland interface fires
 - Emergency medical services and ambulance transport
 - Labor relations in a collective-bargaining construct
 - Personnel administration
 - Financial strategy and management
 - Taxation and election strategy
 - Public relations
 - Intergovernmental experience and legislative strategy
 - Emergency preparedness
 - Current on technological advances in the fire service



HOW TO EXPRESS INTEREST

CONFIDENTIAL RECRUITMENT

Confidential recruitment services for this position are provided by Western Fire Chiefs Association (WFCFA). The process allows you to consider an opportunity before submitting a formal and public application.

1

Submit Your Materials in Confidence

To express your interest in this position confidentially, please submit your resume and contact information through [our website](#) by Monday, May 23, 2022.

2

WFCFA Screening Process

WFCFA will conduct a multi-phased screening process that may include leadership assessments, telephone or Zoom interviews, and/or site visits to Redmond Fire & Rescue. This process will give you the opportunity to learn more about the agency, its culture, and the community it serves. WFCFA will present your information as a “blind” summary (i.e., all identification details withheld) to RF&R and will follow-up with an assessment of alignment between your skills, experience, and the requirements of the position.

3

Submit a Formal Application

Upon completion of the screening process, qualified candidates will be invited to submit a formal and public application to RF&R.

Recruitment Coordinator, Heidi Arnold, is available to answer your questions about this position at heidi@wfca.com or (503) 407-5115.