



**PECKHAM  
&  
MCKENNEY**  
EXECUTIVE SEARCH

**Fire Chief**  
CITY OF BENICIA, CALIFORNIA

## COMMUNITY

The City of Benicia, a San Francisco Bay waterfront community of 28,000, is known for its small-town charm and quality of life and is home to numerous award-winning restaurants, schools and parks. Benicia is nestled on the East Bay shoreline in southwest Solano County. The City encompasses 13 square miles and is located 35 miles northeast of San Francisco, and 57 miles southwest of Sacramento.

Benicia has a rich history in California. Founded in 1847, and the third California city to incorporate, Benicia served as the third State Capitol in 1853 and 1854. The City has more than 40 historic sites, including the Benicia Capitol State Historic Park, Benicia Arsenal, the original site of Mills College and the first Protestant Church and Masonic Temple in California.

Recreation is a big part of the Benicia lifestyle. The area features uninterrupted miles of public shoreline, a marina, several boat launches for fishing and sailing, and the Benicia State Recreation Area. The City has a beautiful 50-acre multi-use community park and oversees an additional 156 acres of city parks. Benicia is the home to many internationally known artists and acclaimed glass and art studios, many of which occupy a former military arsenal and have storefronts in the City's downtown. Many events and activities are held in Benicia throughout the year that are enjoyed by residents and visitors alike. Benicia also has a highly successful industrial park and a port that serves as a primary Bay Area center for auto imports.

The City of Benicia has a high level of community pride and interest in preserving their quality of life. Residents enjoy low crime, good schools, affordable housing, as well as a wide range of cultural and recreational opportunities.

## THE ORGANIZATION

Benicia is a General Law City and operates under the Council/Manager form of municipal government. The Mayor is directly elected, as are the four Council Members, City Clerk, and City Treasurer, to four-year terms. The City Council appoints the City Manager and City Attorney. The City operates on a two-year budget cycle with a General Fund of approximately \$40 million and an all-funds budget of approximately \$75 million. Approximately 215 full-time employees serve in the City departments of Administration, Police, Fire, Finance, Public Works, Community Development, Library & Cultural Services, and Parks & Community Services.

The City seeks a Fire Chief who embraces the organization's values of integrity, inclusiveness and collaboration, respect, responsiveness, and teamwork, and who will actively contribute to the executive team.

## THE POSITION

The Fire Chief will be appointed by City Manager Lorie Tinfow, who joined Benicia in April 2017. Ms. Tinfow most recently served as the City Manager in Pacifica and brings a breadth of experience from previous positions with the cities of Walnut Creek, Pleasanton and Saratoga. Her management style encourages creativity, innovation, accountability and excellence, as

well as collaboration, teamwork, communication and transparency.

The Fire Chief for the City of Benicia is responsible for planning, coordinating, organizing and directing the activities of the Fire Department. This includes formulating and placing into effect sound departmental policy, and establishing and maintaining effective working relationships with government officials, employees and the general public.

The Fire Chief's specific duties include, but are not limited to: organizing the activities of Fire Department personnel in providing fire protection services to the City; attending fires and exercises; supervising firefighting operations, and as required, taking over immediate supervision of rescue and firefighting activities; interviewing and advising on the hiring or discharge of employees; evaluating employee performance; directing the formulation of a program of in-service training, and ensuring that the program is carried out; formulating departmental rules, procedures and policies and ensuring that they are enforced; investigating personnel problems, taking disciplinary or other action as necessary; organizing, training and directing the work of volunteer firefighters; coordinating the services of regular and volunteer firefighting crews; lead in emergency preparation; directing the assignment



of firefighters to specific shifts; supervising the requisition, maintenance and operation of firefighting equipment; preparing specifications for firefighting equipment; attending conferences and conventions on fire protection matters; conferring with agents of other governmental jurisdictions and fire prevention agencies; promoting good public relations; assisting in the formulation of the annual departmental budget and controlling budget expenditures.

The department is led by the Fire Chief with support from the Two (2) Fire Division Chief's. Battalion coverage is accomplished through a rotation that includes the Fire Chief.

## THE IDEAL CANDIDATE

Including being ethical, well-qualified and experienced, the next Benicia Fire Chief must possess the knowledge of: modern

principles, practices, and techniques of Fire Department administration, organization, and operation and their applicability to specific situations; advanced methods, practices, and techniques of modern firefighting, fire inspection, and fire prevention; provisions of laws, ordinances, rules, regulations, and code affecting the work of the Fire Department; operation and maintenance of the types of apparatus and equipment used in modern firefighting activities; principles and practices of training fire personnel; first aid, rescue and resuscitation; geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations of the City.

There is a need for proactive, ongoing communications with the City Manager, executive staff, department team members and the community. The new Fire Chief will be expected to facilitate a team oriented and collaborative work environment focused on the betterment of the entire city operation and the community. The ability to provide decisive and assertive leadership as necessary combined with a participative and open interpersonal style will be critical to this role. A proactive leader with a big picture perspective must also maintain and continue to build strong relationships with the labor union, volunteers and local stakeholders within the community



The city is looking for an experienced leader who has a Bachelor's degree in Fire Science, Public Administration, or closely related field; has ten (10) years of extensive experience in various aspects of the Fire Service; and has five (5) years of experience at the command level. The candidate should understand and subscribe to a high performance organizational framework, and have strong strategic planning, motivational skills, and an ability to lead by example.



## THE COMPENSATION

The successful candidate will receive an individual employment contract. The compensation range for the position is \$151,433 to \$184,067. This compensation is comprised of base salary (\$143,538 - \$174,471) and deferred compensation (\$7895 - \$9,596). The compensation range will increase by 2.75% effective July 1, 2018. The City also offers a comprehensive and competitive benefit package, including:

- Vacation: Three weeks accrual per year (increases with longevity).
- Holidays: 12 holidays annually, and two personal leave days.
- Sick Leave: Eight hours per month; annual cash-out option available.
- Insurance: Dental and vision fully paid; Kaiser medical plan, rate partially paid by the City.



- PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 and pay the employee share of 7%. New members to CalPERS are subject to PEPRRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.2%) contribution. For both plans, average salary of three years is used for final compensation calculation, as well as credit for unused sick leave.
- Life Insurance: \$100,000. Term life insurance with AD&D coverage paid by the City.
- Administrative Leave: 128 hours of leave annually. Cash conversion of up to half of unused leave paid each year.
- Longevity Pay after five years.

For more information on the City of Benicia, please visit the City's website at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us).



## SEARCH SCHEDULE

Filing Deadline ..... December 20, 2017  
Preliminary Interviews..... January 3 through January 24, 2018  
Recommendation of Candidates ..... January 26, 2018  
Finalist Interview Process..... February 9, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.



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