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**PECKHAM**  
&  
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EXECUTIVE SEARCH

**Fire Chief**  
CITY OF GILROY, CALIFORNIA

## THE COMMUNITY

The City of Gilroy is located in southern Silicon Valley approximately 25 miles south of San Jose and 75 miles south of San Francisco. This vibrant, family-friendly community in southern Santa Clara County is best known as the “Garlic Capital of the World.” Its garlic crop and annual Garlic Festival put Gilroy on the map decades ago and continues to draw more than 100,000 visitors from around the globe each summer. But these days Gilroy is known for much more than garlic. Today the city’s peaceful residential setting, its award-winning parks and recreational opportunities, excellent schools and easy access to the entire Bay Area, Central Coast and Central Valley has made Gilroy one of the most affordable and fastest growing communities in the region.

The sustained economic growth of Silicon Valley has fueled Gilroy’s growth, both in population and jobs. Today the city is home to 55,615 persons and encompasses 16 square miles. While agriculture remains an important part, Gilroy’s economy has diversified into commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales and large retail centers. Despite its growth, Gilroy continues to retain a rural and historic character. There is a sense of abundant space due mainly to the large

areas of undeveloped land surrounding the newer sections of town and the city’s pristine mountain backdrop.

Situated between the Diablo and Santa Cruz mountains in the Santa Clara Valley, the city experiences mild temperatures, while missing most of the coastal fog. This makes it perfect for a variety of recreational pursuits. The area abounds with outdoor activities, including golf courses, hiking trails, camping, nearby water sports, fishing and horseback riding. As a “Tree City U.S.A.” since 1979, Gilroy has twelve parks and has won more park design awards from the California Park and Recreation Society than any other city in California. Nearby state parks include Mt. Madonna Park, Henry Coe Park and Adams-Chitactac Park and Gilroy’s organized youth and adult recreational baseball, football, softball, basketball, swimming and soccer programs are among the best in California.

Gilroy’s historic Downtown serves as the heart of the city with its walkable character, historic charm, and eclectic mix of restaurants, shops, services, and entertainment. Other popular amenities in Gilroy include numerous wineries, the Gilroy premium outlets, the Gilroy Gardens Family Theme Park and a broad selection of cultural activities in music, the visual arts, and theater.

For more information about the City of Gilroy, please visit <http://www.cityofgilroy.org>.

## THE ORGANIZATION

The City was first incorporated in 1870 and became a charter city on January 8, 1960. It operates under the Council-Administrator form of government. The seven City Council members, including the Mayor, are elected-at-large to four-year terms in alternate slates of three every two years, with the Mayor being elected every four years. The City Council appoints the City Administrator who heads the executive branch of the government, implements City Council directives and policies, and manages the administrative and operational functions through the department directors. The City Administrator appoints the department directors except for the City

Clerk and the City Attorney who are appointed by the City Council.

With approximately 273 full-time employees the City provides municipal services including police and fire protection, community and economic development, recreation activities, parks and street maintenance, water and sewer utilities and general City administration. Natural gas and electricity are provided by Pacific Gas and Electric Company. Water service is provided by the City. Wastewater is collected and treated by the South County Regional Wastewater Authority, with the City of Gilroy and the City of Morgan Hill being the two agencies in the Authority. Recycling and solid waste disposal services are provided in the City by Recology South Valley.

The City’s Fiscal Year 2019 Budget is \$52.4 million.

## THE DEPARTMENT

With a departmental budget of just under \$11 million, the Gilroy Fire Department provides Fire, Rescue and Emergency Medical Services 24 hours a day every day of the year. The city currently has 3 fire stations strategically located throughout the city, each staffed with 3 persons around the clock. The area of service includes a variety of residential, commercial, retail, agriculture, and industrial occupancies as well as a significant portion of the City that borders hillside wildland areas. In 2018 the department responded to over 5,500 calls for service.

The Fire Department is comprised of two divisions: Administration/Support and Operations. The Administration/Support arm is responsible for providing the leadership and oversight to ensure the Fire Department provides services to the community in a cost-effective manner which is consistent with nationally recognized standards. The Department’s Operations arm is broken into Operations, Training, and Emergency Medical Services Divisions. Each of these Divisions has a defined role in ensuring the crews are properly trained and equipped to deliver high quality Fire and EMS services.



Gilroy Firefighters work a 48/96 schedule and complete a variety of tasks such as structural/wild land fire response, vehicle accidents, EMS calls, public service calls, fire safety inspections, public education demonstrations and fire station tours.

The Department structure requires that the three Division Chiefs live in the community and respond to all calls for their respective shifts, and that the Fire Chief also takes duty responsibilities to assist given the department's capacity pressures. Although the department has grown, it still remains family oriented and its members enjoy the positive relationships they have built with the community.

Key issues facing the Department currently are:

- Whether or not to construct a new fire station (Glen Loma Fire Station), and if so, how to fund the construction, equipment, and staffing needs.
- Whether or not to significantly upgrade or rebuild the Chestnut and Las Animas Fire Stations.
- Continue leading the Standards of Cover study for the region.
- Implement a new records management system.
- Adopt national standards for 911 call processing time.
- Complete migration of written Patient Contact Report (PCR) to electronic PCR.
- Review and revise all Standard Operation Procedures.
- Update all Wildland Personal Protective Equipment to national standard parameters.

## THE POSITION

Under general supervision of the City Administrator, the Fire Chief has the responsibility to plan, organize, and direct the activities of the Fire Department in providing a full range of fire services including; wildland and structural fire suppression, emergency medical care, hazardous materials response, code enforcement, arson investigation, City disaster preparedness, public education and training. This is an at-will, department head position that serves at the pleasure

of the City Administrator. Some typical Duties include:

- Serve as head of the Fire Department and technical advisor to the City Administrator and other department heads on fire and emergency services related matters.
- Provide general supervision and direction to the Division Chiefs in charge of the Operations, Emergency Medical Services, or Training Division to ensure their respective divisions comply with city and departmental policies and that they meet their established goals and objectives.
- Work with staff to develop goals and objectives, policies, procedures, and work standards for the Fire Department.
- Direct the preparation and administration of the annual and/or biennial department budget including the following: preparing division budgets, projecting revenues, and monitoring revenues and expenditures. Research, analyze, and make recommendations for cost effective departmental operations to include: developing, administering and evaluating departmental programs and services; addressing process issues; and implementing required changes.
- Prepare reports and make presentations to the City Administrator, City Council, community groups, and other agencies on issues pertaining to the Fire Department.
- Work with developers and other City departments to ensure that new construction and developments are designed and built to current fire and life safety standards.
- Coordinate the activities of the Fire Department with other departments and agencies.
- Is on call after regular working hours to respond to fire and other emergencies.

- Serve as Operations Sections Division Chief on the City Disaster Response Team and provide technical advice to the City Administrator during an emergency.
- Prepare and present comprehensive technical reports.
- Develop, analyze and make recommendations on the formulation of policy, procedures, staffing, and organizational requirements for the department.
- Select, train, and evaluate departmental personnel.
- Participate and be visible in the Gilroy community as appropriate for a Fire Chief.
- Perform related work as required.

## THE IDEAL CANDIDATE

As described above, the Gilroy Fire Department has been tasked with significant opportunities, initiatives and programs making for an exciting environment for a new Fire Chief. Using the results of the recently completed needs assessment, as well as the results from an internal Fire Department survey, the new Fire Chief must be willing to take the lead in implementing positive change with a staff that is looking forward to making the Department the best that it can be.

The City of Gilroy seeks an experienced fire service professional with the highest integrity and ethical standards as its next Fire Chief. The ideal candidate will have a true command presence, be able to hit the ground running, and demonstrate principled leadership and effective management at all times. Gilroy's next Fire Chief must be decisive, unafraid of hard decisions, yet also collaborative and respectful at all times.

The successful candidate will be creative and willing to consider non-traditional

ways of conducting fire service operations and will share their strategic analysis and fresh-eyed perspective as to the Department's strengths and areas for improvement, with the goal of advancing a long-term strategy for the Department. The next Fire Chief will have common sense and humility, and will be able to check their ego at the door.

The ideal candidate will also be a team-builder with an open, inclusive, and adaptive work style including the ability to motivate, develop, and inspire Department employees, maximizing their potential. The new Fire Chief must be highly personable and engaging, with expert-level outward- and inward-facing communication skills, and will be appropriately visible in the community.

## REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Fire Science, Fire Management or other related field of study. A Master's degree from an accredited college or university in Public Administration or a related field of study is highly desirable.
- Ten (10) years of paid work experience in the fire service including at least five (5) years of increasingly responsible experience at the Fire Command level (i.e. Fire Chief, Assistant/Deputy Chief, or Fire Division Chief/Fire Battalion Chief level) that has included significant management/supervisory, operational and administrative responsibilities.
- California Chief Fire Officer Certification and/or completion of the National Fire Academy Executive Fire Officer Program are highly desirable
- Strong computer/technology skills required.
- Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
- Possession of or ability to obtain and maintain a valid California Driver

## SEARCH SCHEDULE:

Filing Deadline.....	May 13, 2019
Preliminary Interviews.....	May 14 through May 21, 2019
Recommendation of Candidates .....	May 22, 2019
Semi-Finalist Interview Process .....	June 14, 2019
Finalist Interview Process .....	June 17, 2019
Target Start Date .....	August 1, 2019

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

- License and a safe driving record necessary to operate assigned vehicle(s).
- Possess and maintain a valid CPR/AED and First Aid Certification.
- Pass a post-offer psychological and medical examination, which includes a drug test.
- Pass a comprehensive background investigation for employment, including a Department of Justice criminal records check and a polygraph examination.
- Sign a no tobacco use contract.
- Must reside within ninety (90) minutes travel time to and from any Gilroy fire station.
- Bilingual (English/Spanish) highly desirable.

## THE COMPENSATION

The annual salary range for this position is \$149,040 to \$200,160, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided:

- Health Allowance and Flexible Benefits Plan
- Pension: The City currently offers the PERS 2% at 55 pension plan for "classic" Fire Safety members and 2% at 57 for "new" Fire Safety members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 7% is a pre-tax payroll deduction; "new" members shall pay 50% of the

total normal cost as set by CalPERS, currently 9.75%. Anyone hired to service with a CalPERS agency on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.

- Vacation
- Personal Leave
- Administrative Leave
- Sick Leave
- Holidays

## RECRUITMENT PROCESS

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

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

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)