



YREKA CA



Executive Recruitment **Fire Chief**

The Community & City of Yreka

The City of Yreka (pronounced 'wy-ree-ka') is located in northern California, just 22 miles south of the Oregon border. Founded in 1857, during the California gold rush, Yreka is the largest full-service community in Siskiyou County.



Yreka serves as the County seat and operates under a Council/Manager form of government. Today, the City is home to 7,659 residents and encompasses approximately 10 square miles.

Yreka offers many local and nearby recreational activities and amenities. Surrounded by rich public lands and natural resources, outdoor opportunities include hiking, camping, watersports, fishing, hunting and more. Yreka is also located within a short drive of ski and snowboard parks, ranches, orchards, local wineries and breweries.



The Department

In 1856, the Yreka Volunteer Fire Department began as the Siskiyou Hook & Ladder Company Number 1 and was officially recognized in 1924. Today, the Department consists of about 20 volunteer members, managed by a Volunteer Chief and Executive Board. Yreka's volunteer firefighters currently respond to approximately 1,500-plus incidents per year and provide mutual aid to surrounding communities.

As a result of funding from the citizens' passage of Measure H, the Department has been outfitted with an apparatus fleet in excellent condition. The fleet includes three engines, rescue trucks, utility trucks and a 75-foot Quint aerial ladder truck.

An organizational assessment of the Yreka Volunteer Fire Department was completed in February 2019. As a result of that study, recommendations and improvement goals were identified, including the recruitment of a full-time Fire Chief. These improvements will ensure the Department can continue to meet the community's fire and emergency needs, into the future.



The Position

As the Department's first full-time Fire Chief, the prospective Chief will have the unique opportunity to work with our dedicated volunteers, while helping shape the future of fire service and facilities in the City of Yreka.

Key Issues and Objectives

Below are some key issues and assessment recommendations that the City of Yreka would like to focus on, once the full-time Fire Chief has been seated:

Fire/EMS Training and Standards

- Develop a comprehensive training program and necessary instructional materials.
- Establish the formal training program, based on NFPA 1001, NFPA 1002, NFPA 1021 and NFPA 1500.

Organization Management

- Create a set of comprehensive YFD administrative policies and procedures, including Standard Operating Guidelines.
- Evaluate and implement a fire service electronic records management system.

Recruitment and Retention

- Focus on growth and retention of current department volunteers and staff.
- Coordinate with Human Resources to revise and improve the Department's recruitment process.

Volunteer Coverage

- Evaluate volunteer scheduling and possible resident ("sleeper") program, to ensure adequate response coverage.

Medical Priority Dispatching

- Coordinate with CAL FIRE, the EMS Medical Director and Mt. Shasta Ambulance to determine options for minimizing unnecessary medical responses.



Long-term Planning

- Work with City staff to develop a departmental strategic plan, including a long-range capital facilities upgrade/replacement plan.
- Coordinate with City staff and a qualified engineering and architectural firm to conduct a comprehensive Fire Station Assessment, for possible future fire station construction.



Yreka's Fire Chief

Under the administrative direction of the City Manager, the Fire Chief performs a variety of technical, administrative, operational, and management work in planning, organizing, budgeting, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property caused by fire, medical emergencies, rescue situations, and disaster events.

Responsibilities include coordinating the activities of the fire department with those of other departments and agencies and managing and overseeing the complex and varied functions of the fire department.



Examples of Job Functions

- Plans, coordinates, supervises, and evaluates fire and EMS operations.
- Responds to alarms and may direct activities as an incident commander at emergency scenes, as required.
- Establishes policies and procedures for the Yreka Fire Department.
- Implements directives from the Yreka City Manager.
- Plans and implements fire and EMS programs for the City, including emergency management for extreme weather or other extreme events.
- Directs and supports wildfire deployments and firefighting efforts consistent with local, State, and Federal principles and deployment procedures.
- Establishes, directs and monitors the fire department's budget.
- Identifies and coordinates grant opportunities.
- Formally evaluates and documents the performance of subordinates.
- Enforces Fire and Life Safety Codes and supervises the inspection of buildings and other properties for fire hazards.
- Directs the operation of departmental training and certification activities.
- Handles grievances and maintains fire department discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits reports to the Yreka City Manager regarding the Department's activities as required or requested.
- Plans for and implements capital improvements, and equipment, apparatus, and personnel expenditures.
- Monitors and measures service-delivery and adjusts operational deployment as necessary to ensure the highest level of efficient service to the community.
- Meets with elected or appointed officials, other fire/EMS officials, community and business representatives and citizens in various capacities and projects.

Experience & Certifications

- Minimum of seven (7) years' fire/rescue/EMS, including two (2) years of chief officer experience.
- ICS 100-400 certification.
- Two-year college degree with major coursework in fire science, administration, leadership/management, or a related field, or equivalent combination of experience and training
- Current California certification as an EMT Basic or higher (or ability to obtain within one year of employment).
- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Current Red Card certification (or ability to obtain within one year of employment).



Preferred Qualifications

- NFPA Fire Officer II or higher.
- NFPA Fire Instructor 1 certification or equivalent (or ability to obtain within two years of employment).
- Incident Safety Officer certification (or ability to obtain within one year of employment).
- Four-year degree with major coursework in fire science, administration, leadership/management, or a related field.
- Current Engine Boss or Strike Team Leader.





Abilities

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Motivate and work with volunteer firefighters.
- Provide administrative and professional leadership and direction for the fire department and the City.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work to personnel; delegate authority and responsibility.
- In coordination with the Human Resources Department, recruit and select staff and volunteers for the Department.
- Train and evaluate staff and volunteers.
- Research, analyze, and evaluate new service-delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the fire department in meetings with governmental agencies, contractors, vendors; and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Collaborate with, and participate in, the Siskiyou County Fire Chiefs Association and other key regional and state organizations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



City of Yreka Fire Department—Fire Chief

Salary: \$93,891.00 Midpoint

*Starting salary is dependent upon experience and qualifications.
The City also includes an excellent benefits package.*

Please submit a signed and completed application, resume,
and any other relevant supporting documentation.

no later than 5:00PM PST on Monday, October 7, 2019

Application materials must be sent electronically, with return receipt request, to:
recruitment@esci.us