



CITY OF NEWPORT BEACH Fire Chief





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The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

The City has a permanent population of over 86,000 residents. During the summer months, the City population can grow to more than 200,000 with daily visitors. In the heart of the City is Newport Bay, where more than 4,500 boats are docked within the harbor. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and aquatic sports activities. Area schools, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius.

Community attractions include the historic Balboa Pavilion, Fashion Island/Newport Center, the Resort at Pelican Hill, Crystal Cove State Park, two ocean piers, white sandy beaches, extensive bikeways plus many fine dining establishments.



City Government

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a 2018-19 operating budget of approximately \$291 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive

financial strength with current General Fund reserves exceeding \$47 million and currently holds an AAA implied General Obligation rating with three major rating agencies.

Fire Department

The Newport Beach Fire Department is a full service fire department providing its residents and visitors with exemplary customer service twenty-four hours a day. The Department has been serving the community since 1911 and is comprised of Fire Operations including Emergency Medical Services (EMS), Fire Prevention, Marine Operations, and Administration.

Fire Operations has thirty-eight (38) personnel on duty twenty-four hours a day year-round. Fire and emergency medical services are provided from eight fire stations located strategically throughout the City. The Fire Operations Division is responsible for fire suppression, fire training, emergency medical services (EMS) and the community emergency response team (CERT). In 2018, Fire Operations responded to over 12,000 calls for service. These calls included fires, medical services, technical rescues, hazardous material responses, and public assists. Since 2012 the call volume has increased approximately two percent each year. Fire Operations is supported by the Administration staff which oversees budgeting, EMS reporting, ambulance billing and Fire and Lifeguard training.

Fire Prevention is staffed with a Fire Marshal and four (4) Life Safety Specialists and works closely with the Community Development Department. Fire Prevention is responsible for plan review, permits and various inspections.

Marine Operations has fifteen (15) professional lifeguards, approximately two hundred (200) seasonal lifeguards and two (2) administrative staff. Lifeguards perform open water rescues, provide basic life support and public education to beachgoers and assist the Harbor Department with after hour water emergencies. The division has three beach location offices including the Ben M. Carlson Lifeguard Headquarters, Corona del Mar substation and the Junior Lifeguard Headquarters; thirty-eight (38) lifeguard towers; three (3) rescue boats and two (2) rescue water crafts. In 2018, Newport Beach Fire Department Lifeguards performed over 3,000 ocean rescues. The City's world renowned Junior Lifeguard program had 1,300 participants last summer.



The Department's service to the community is guided by its standard operating principles **Safety, Service and Professionalism**. Safety, always and uncompromising for the public and the department. Service, to help and benefit those served ("no call too small"). Professionalism, always act with good judgment and polite behavior to all encountered both internally and externally.

The Ideal Candidate

EXPERIENCE, BACKGROUND & EDUCATION

The ideal candidate will bring an attractive balance of command level operations and administrative experience. The new Chief will be well-versed in contemporary and professional practices in the fire service and able to suggest and implement change that will benefit the residents, visitors and business owners over the next several years. Experience serving communities accustomed to world class service expectations and/or jurisdictions that attract high tourism is welcomed. A strong results orientation is a good fit for Newport Beach's evolving culture. Hence, a sophisticated familiarity with performance management and measurement is expected. Extensive experience with budget development and administration is important as well. The City Manager is desirous of attracting candidates who are capable of contributing to the Executive Team well beyond the candidates' fire service expertise. A history of working proactively and cooperatively with other internal and external departments, as well as industry partners is expected. Similarly, the ideal candidate will possess a track record of strengthening and maintaining effective and collaborative labor relations. Experience in a local government setting of comparable size and complexity is preferred. A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. Seven (7) years of increasingly responsible fire suppression and prevention experience, including at least three (3) years of management and supervisory experience at the rank of Fire Battalion Chief or above, combined with a Bachelor's degree in fire administration or closely related field is required. A Master's degree in public administration, business administration, fire administration or similar field is desirable.

Chief Fire Officer and/or Executive Fire Officer designation or participation in other highly regarded leadership training such as the Harvard Kennedy School's Program for Senior Executives in State and Local Government is a plus.

LEADERSHIP ATTRIBUTES

Newport Beach's next Fire Chief will be forward-thinking and creative. He/she will be a strong and decisive leader who embraces challenges and opportunities with enthusiasm and confidence. The individual selected will be a clear and consistent communicator, exhibit extraordinary interpersonal skills and have the ability to relate to the different generations represented within the Fire Department. The ideal candidate will have demonstrated success in unifying a department or large division around an inspiring vision or common goal. An optimistic perspective that energizes and excites stakeholders and builds trust within the organization is critical to the success of the next Chief. An engaged leadership style that exercises a visible and genuine interest in the Department, its various lines of business and front line staff will be embraced by this organization. He/she must establish leadership and professional development as an organizational priority and regular business practice. A history of mentoring and developing subordinates is desirable.





Compensation Package

The current salary range is **\$13,281 to \$19,919** per month; Starting salary will be commensurate with the selected candidate's qualifications. This position is at-will and covered by the Key & Management – Executive Management unrepresented group, which includes the following competitive benefits package:

- **Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic Safety employees receive a defined benefit pension based on the 3% @ 50 formula. Classic Safety tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 50 formula. Employees new to the City and CalPERS, who do not belong to a reciprocal agency of CalPERS, will receive the Safety tier III formula of 2.7% @ 57. Employee currently contributes 12% of pensionable income toward retirement costs. Retirement contribution is tied to the Fire Management Association and is subject to change.
- **Cafeteria Plan:** \$1,725 monthly cafeteria allowance to purchase medical, dental and vision insurance
- **Technology Allowance:** Monthly smart phone plan and equipment stipend
- **Flex Leave:** 228 hours up to a maximum of 252 hours annually based on years of service
- **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager
- **Holidays:** Equivalent to 12 paid holidays per year
- **Life Insurance:** \$50,000 in City-paid coverage
- **Laborers' International Union of North America (LIUNA) Supplemental Retirement:** Employee contributes 2.92% of salary to this plan
- **Retiree Health Savings (RHS) Plan:** Employee contributes 1% of salary to this plan
- **Section 457 Deferred Compensation Plan:** Optional for employee contribution
- **Auto Allowance:** City vehicle provided
- **Uniform Allowance:** The City reports to CalPERS the annual value of \$1,519 as special compensation
- **Executive Physical:** Up to \$1,000 for an annual physical



The Selection Process

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and assessment(s) that is tentatively scheduled for Thursday, June 27 and will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive background process including criminal history, credit history, driving record, military record, civil records check, past & current employers, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.

The final filing date for this recruitment is Tuesday, May 28, 2019 at 5 p.m.



CITY OF NEWPORT BEACH
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