

TOWN OF BELMONT, MASSACHUSETTS (POPULATION 26,123)

FIRE CHIEF RECRUITMENT 2020

IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT



The Town of Belmont is offering an exceptional opportunity for an innovative and creative chief fire officer to lead a dynamic and well-respected Department. The new Chief will have the positive challenge to shape the long-term future of fire rescue services within a highly desirable area adjacent to Metro Boston.

Community/Department Overview:

The Town of Belmont is a suburban community located in heart of the Greater Boston Metropolitan Area. Known to longtime residents as “The Town of Homes”, Belmont is a primarily residential community located in close proximity to the region’s economic

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centers. A part of Middlesex County, Belmont is situated on Cambridge's western border and is just 8 miles from Downtown Boston.

The Belmont Fire Department is a full-service fire/rescue and EMS department made up of a staff of 56 sworn personnel including an Assistant Fire Chief, five (5) Captains, thirteen (13) Lieutenants, thirty-six (36) Fire Fighters and one (1) administrative staff member. With the exception of the Fire Chief and Assistant Fire Chief, and the administrative staff member, all sworn Fire personnel are represented through collective bargaining units.

The department operates from two fully staffed stations. There are a total of approximately 4,800 fire and EMS calls per year. The current annual operating budget of the Fire Department is \$5,900,000.

Ideal candidate Knowledge, Skill, Ability and Professional development Overview:

The following describes the knowledge, skills, ability and professional development accomplishments of the Ideal Candidate. It is understood that any individual qualified candidate may not meet all of these criteria.

The **Ideal Candidate** will have or be:

A Bachelor's Degree in Fire Science, Business, Public Administration or in a related field from an accredited university or college, Master's Degree highly preferred;

Ten years of progressively responsible suppression experience in a career fire service position including a minimum of which seven years in a supervisory capacity;

Current certification as a Massachusetts or Nationally Registered EMT (EMT – Advanced or Paramedic Preferred).

Be enrolled in or a graduate of the Executive Fire Officer Program at the National Fire Academy;

Be credentialed or have the ability to obtain credentialing as a Massachusetts Fire Chief;

Be enrolled in or a graduate of a Massachusetts Chief Fire Officer program;

Have several Pro Board certifications as a fire officer and fire instructor;

A history of successful collective bargaining experience, including working with unionized personnel and organizations;

Innovation, Imagination and creativity;

Strong finance and analytical skills;

The ability to actively listen to other team members;

The ability to successfully collaborate with the Town of Belmont Administrative Team to carry out the goals of the Select Board.

Strong public speaking, presentation, and marketing skills;

Desire to be active and visible within the community;

Demonstrated ability to organize, lead, and motivate people, and manage stressful situations;

Humility, integrity, and a strong public ethic;

**A “Big Picture” orientation and the ability to create strategic long-range plans;
Personable with a sense of humor;**

Demonstrated skills as a management team player and consensus builder;

Respect and appreciation for broad and diverse opinions and attitudes;

Able to engage, delegate and empower the officers of the department;

Able to actively engage with the personnel of the department at all levels;

A strong desire to create personal stability and remain in a leadership position for a decade.

Ideal Candidate Profile:

- The ideal candidate will be a successful and innovative fire service leader from a progressive, well-managed organization of similar size and complexity. He /she will be experienced in all facets of the fire service with a demonstrated commitment to contemporary concepts of public safety and community engagement. The chief will face many challenges including but not limited to;

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- The ideal candidate for the position of Fire Chief in the Belmont Fire Department will be an engaged, creative and credible advocate and steward with the leadership ability and strength of character to rally the community and the fire department for the common good.
- He/she will have the ability to look at the needs of the fire department and consider the larger picture of the community as a whole.
- He/she will work as a partner with other Belmont Department heads and collaborate on a wide variety of projects for the overall benefit of the community.
- Specifically, within the department, the chief must foster teamwork and promote positive morale and also establish an effective rapport and cooperative relationship with the Select Board and local, state and federal officials while remaining nonpartisan and apolitical.
- The chief will need strong transitional and adaptive leadership skills to embrace the challenge of leading the Belmont Fire Department.
- The chief will be able to nurture positive internal as well as external relationships while demonstrating understanding, empathy and caring.
- The ideal candidate will hold himself/herself and others to the highest standards of integrity and accountability. Above all, the fire chief must establish and maintain a high level of credibility and trust throughout the department and the community, dealing with everyone, regardless of rank, with an even hand and a sense of fundamental fairness. The chief must lead this initiative by maintaining a visible and active presence in the community and conducting her/himself, personally and professionally, in a manner that is highly ethical and above reproach.
- The chief must have excellent written and oral communication skills and the ability to provide a clear and consistent vision of dedication and excellence in pursuit of public safety and service to the community. The fire chief must be able to communicate effectively in a manner that inspires, motivates, and encourages cooperation and collaboration in pursuit of public safety within the department and throughout the community and the region.
- The individual selected for this position must be a creative and innovative “big picture” problem-solver who can work with others to identify and pursue ways to more efficiently and effectively organize, manage, and deliver core fire protection,

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rescue and EMS services. The ideal candidate will demonstrate a passion for excellence.

- It will be necessary for the chief to possess strong analytical skills with the ability to gather and organize data to facilitate meaningful analysis – interpret and present the “story in the data”, identify alternatives, and predict consequences.
- The chief must work diligently to establish a rapport and develop credibility within the community.
- The chief must also possess the leadership and organizational development skills needed to manage, groom, coach and empower fire department command and administrative staff to develop their full potential, while establishing an organization- wide effort to balance wants and needs in an environment of limited resources. To do so he/she will be able to effectively utilize the art of delegation to maximize the productivity of his /her own time and talents and to effectively harness the talents and expertise of the command and administrative staff of the department.
- It will be vitally important that the chief have the foresight, along with the leadership and communication skills, to help unify and guide the fire department successfully within the reality of fiscal resources with an eye toward preserving the quality of life that has come to be expected in Belmont.
- To achieve success, the chief will need to develop and maintain positive, constructive labor/management relationships but at the same time be an agent of change and accountability.
- The chief will need to coordinate and assist others in developing and implementing a long-range municipal fire protection and emergency medical services master plan that incorporates progressive strategies for risk management, fire prevention, fire suppression, emergency medical response, community paramedicine, rescue services, and disaster preparedness and recovery.
- The chief must be capable of looking beyond the traditional fire service organizational and response models and identify and implement effective solutions that will improve service levels and agency productivity within the constraints of limited community resources.
- It is apparent that the Town of Belmont has a strong desire for its fire department to be progressive and innovative in meeting the needs of the community. The fire chief should have appreciation and respect for the traditions of the department

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while pursuing the standards and technology that will provide superior fire protection and emergency medical services to the community for years to come. Towards that end, the successful candidate should be experienced in developing and implementing training programs, supervisory and performance accountability systems and departmental policies, standard operating procedures and standard operating guidelines that are consistent with nationally recognized standards and best practices.