

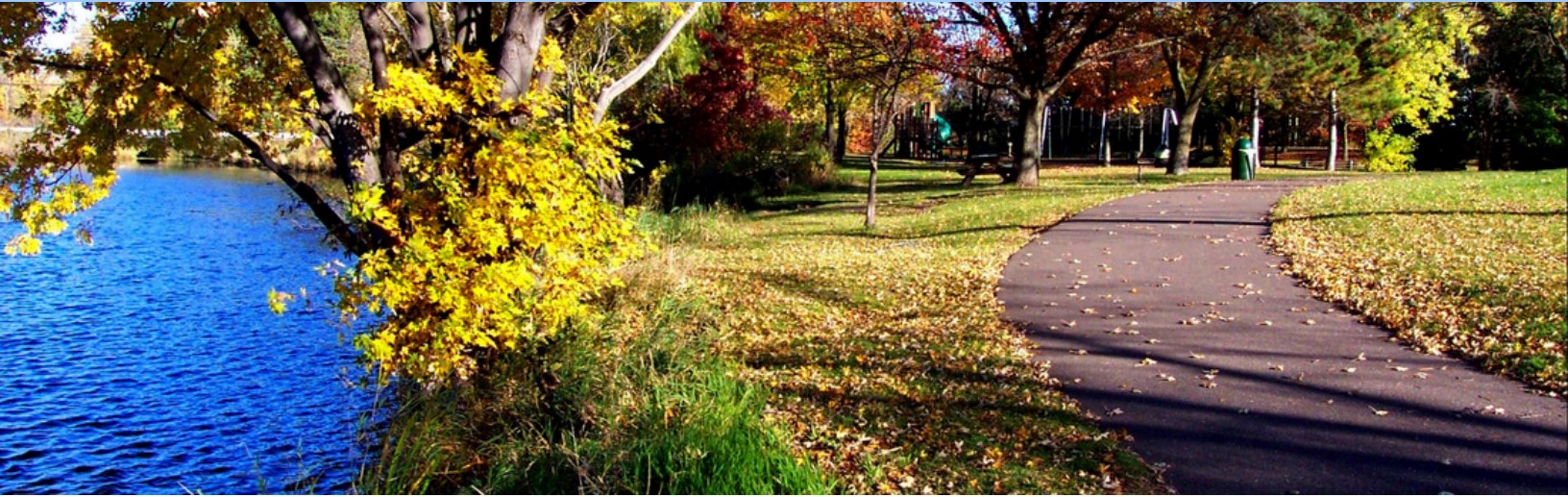


# Fire Chief


Mahtomedi, Minnesota





# WELCOME TO MAHTOMEDI, MINNESOTA!





Mahtomedi, Minnesota, is a picturesque community of over 8,000 residents located on the eastern shore of White Bear Lake, within Washington County. Known for its serene environment and small-town charm, Mahtomedi offers a blend of suburban living with close-knit community values.


 **Community and Small-Town Atmosphere** - Mahtomedi offers a close-knit community atmosphere where neighbors know each other and support one another. Residents often value the sense of community and belonging that comes with living in a smaller city.


 **Top-Rated Schools** - The City is known for its excellent schools, including Mahtomedi High School, which consistently ranks highly for academic achievement and college readiness. The City is also home to St. Jude of the Lake Catholic School and Century College. This makes Mahtomedi particularly attractive to families seeking quality education for their children.

 **Natural Beauty and Outdoor Recreation** - With White Bear Lake nearby, Mahtomedi provides abundant opportunities for outdoor activities such as boating, fishing, swimming, and hiking. The City's parks and trails offer scenic views and peaceful settings for relaxation and exercise throughout the year.

 **Proximity to the Twin Cities** - While Mahtomedi maintains its peaceful atmosphere, it is conveniently close to the vibrant cultural and economic opportunities of the Twin Cities metropolitan area. Residents can easily access major employers, entertainment venues, shopping centers, and dining options within a short drive.

 **Strong Community Spirit and Events** - Mahtomedi hosts various community events throughout the year including National Night Out/Night to Unite, the Mahtomedi Fire Relief Association's annual Turkey Bingo, the weekly Farmer's Market (June-Sept.), and Punkin' Mania. These events foster a strong sense of community spirit.

 **Safe and Family-Friendly Environment** - Mahtomedi is known for its safety and low crime rates making it an ideal place for families and individuals looking for a secure and peaceful place to call home.

 **Community and Economic Development** - Mahtomedi is characterized by a blend of residential growth and local businesses. Local businesses in Mahtomedi range from boutique shops and restaurants to professional services. The City is also home to a FedEx distribution facility. Residential development in Mahtomedi continues to grow, driven by its reputation as a desirable place to live.



# THE ORGANIZATION & DEPARTMENT



The City of Mahtomedi operates under a Mayor-Council form of government. A City Administrator is responsible for the administration of policies and carrying out City Council directives. Additionally, various advisory commissions make recommendations to the City Council on finances, planning, parks, and the environment.

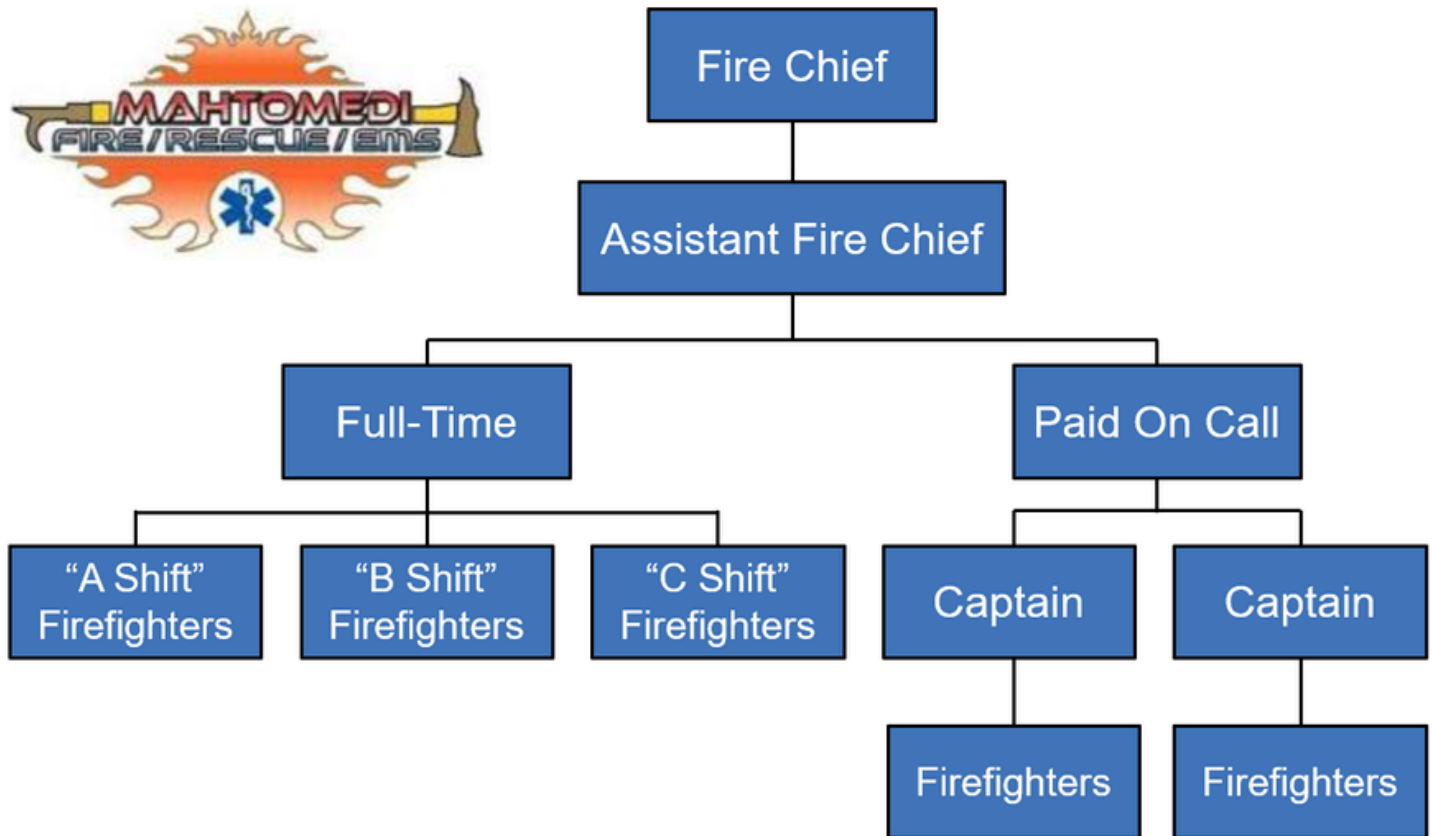


## Fire Department

The Mahtomedi Fire Department is a 24-hour staffed department staffed by full time and paid on call duty crew personnel that respond from one station. Some of the responsibilities of the department include fire suppression, salvage and overhaul, medical response (ALS ambulance services), extrication, ice and surface water rescue, underwater dive rescue, public education, HazMat mitigation, and other calls as requested.

The department responds to approximately 1,200 calls per year, and most of the calls are medicals with an occasional fire call.

# DEPARTMENT STRUCTURE & BUDGET



Fire Expenditures	2022	2023	2024
Personal Services	342,615	389,004	446,010
Materials & Supplies	62,303	53,000	63,000
Contractual Services	58,653	70,624	82,088
Other	46,790	38,500	49,140
Capital Outlay	9,456	0	0
<b>Total Fire</b>	<b>\$519,817</b>	<b>\$551,128</b>	<b>\$640,238</b>

Ambulance Expenditures	2022	2023	2024
Personal Services	427,022	723,752	776,100
Materials & Supplies	67,268	39,650	42,650
Contractual Services	30,831	37,180	50,344
Other	22,314	27,750	32,250
Capital Outlay	0	0	0
<b>Total Ambulance</b>	<b>\$547,434</b>	<b>\$828,332</b>	<b>\$901,344</b>



# CORE DUTIES OF THE POSITION



- Serves as the City's Emergency Management Director.
- Develops, manages, and administers department policies, goals, objectives, procedures, and regulations in partnership with the City Administrator and City Council and their related municipal objectives.
- Oversees the timely and appropriate response to fire suppression, hazardous material situations, fire, medical, and emergency rescue calls, evaluates all department activities against established standards, and takes command of emergency situations as appropriate.
- Ensures readiness of firefighters/EMT's and equipment by developing and implementing fire and EMS training programs and establishes minimum training standards and safety practices.
- Maintains mutual aid agreements with local, county, and state agencies.
- Serves as a member of the City's senior management team to ensure overall effective integration of department activities with other City functions.
- Prepares and administers the annual department budget, tracks, approves, and monitors expenses, maintains required certification of department equipment, prepares department reports, and maintains required emergency medical service records.
- Communicates with stakeholders as needed concerning firefighting and ambulance service issues and problems.
- Reviews and analyzes information, updates, and best practices on fire and emergency medical service operations, fire related laws, and regulations.
- Enforces the Minnesota Uniform Fire Code.
- Oversees fire prevention and fire inspection efforts.

# DESIRED ATTRIBUTES OF THE NEW CHIEF



## **Visionary and Strategic Leadership**

- Forward thinker who can cast a vision, set goals, and align the department toward them.
- Strategic, critical thinker willing to implement new methods and solve problems.
- Knowledgeable and experienced in firefighting, focusing on leadership and administration.

## **Professionalism and Accountability**

- Portrays professionalism, accountability, and humility.
- Takes ownership of mistakes and commits to continuous improvement.
- Consistently administers policies, procedures, and practices.

## **Personnel Management and Team Building**

- Strong leader adept at personnel management, staff development, mentoring, and conflict resolution.
- Builds and leads effective teams, placing personnel in positions for success.
- Effective delegator and motivator who empowers staff.
- Supports the mental health of firefighters.

## **Communication and Community Engagement**

- Excellent communication skills and practices those internally and externally.
- Experienced in community engagement and advocacy.
- Communicates decisions and needs clearly, fostering relationships and partnerships.

## **Collaboration and Decision Making**

- Good listener and collaborator, maintaining an open-door policy.
- Makes well-informed decisions, handles tough conversations, and shows resilience.
- High degree of emotional intelligence, self-awareness, and approachability.

## **Organizational Management and Change**

- Keeps abreast of industry best practices and implements effective organizational changes.
- Skilled in emergency management and navigating unionized environments.
- Understands small-town department dynamics.

## **Financial and HR Acumen**

- Experienced in budgeting, financial management, recruiting, and hiring.
- Adept at HR practices.
- Experienced in transitioning from a paid on-call to a combination department.

## **Community Involvement and Support**

- Dedicated to community involvement, understanding small-town resources.
- Seeks new challenges with community and Council backing.



# PRIORITIES FOR THE POSITION



- **Team Building and Cohesion:** Initiate the development of a collaborative and cohesive team within the department. Bridge internal gaps, enhance morale, and ensure effective and consistent communication. Aim to create a professional department that is a desirable workplace, fostering a reputation as a "destination" department.
- **Policy and Operational Evaluation:** Conduct an immediate evaluation of the department's policies, procedures, practices, and equipment needs, as well as staffing levels, models, and scheduling. Make informed, strategic decisions and implement necessary changes. Evaluate the fire inspections program.
- **Visionary Leadership:** Develop and articulate a clear vision for the department, guiding the team towards achieving that vision.
- **Enhanced Communication:** Improve communication both internally within the department and externally with the community.
- **Relationship and Partnership Building:** Begin fostering relationships and partnerships within the department, with the department head team, the City Administrator, the City Council, the community, contracted service area entities, the County Sheriff's Department, surrounding departments and communities, the business community, and local care facilities.
- **Training Program Development:** Assess current training needs and opportunities. Implement a consistent and streamlined training program including joint training sessions with surrounding departments.
- **Community Facility Development:** Play a key role in the planning and development of a new community facility that includes a new fire station, building on the foundation and discussions already initiated.
- **Internal Challenges and Policy Enforcement:** Address and resolve any existing internal challenges. Ensure consistent enforcement of internal policies and adherence to the chain of command.
- **Contractual Agreements:** Evaluate and engage with contracted partners to update and improve existing contractual agreements.

# POSITION ANNOUNCEMENT



**City:** Mahtomedi, Minnesota

**Position:** Fire Chief

**Salary:** \$116,521 to \$139,131 and competitive benefits package

**Application Deadline:** September 18, 2024



## Job Summary

Performs complex advanced protective services work directing and managing Fire Department operations including fire prevention, suppression, inspection, investigation, special services, emergency medical services, ambulance services, facilitating education and continuing training, supervising department personnel, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

## Minimum Qualifications

- At least five years of experience as a supervisor managing public safety personnel.
- An associate degree focused on coursework in Fire Science, Emergency Management, Paramedicine, or related field, or equivalent combination of education and experience. A bachelor's degree and experience supervising advanced life support ambulance services is preferred.
- Certified as an Emergency Manager meeting required coursework defined by the Department of Homeland Security and Emergency or the ability to obtain within two (2) years of appointment.
- Extensive experience managing an Advanced Life Support (ALS) agency in combination with a fire department is preferred.
- Certified EMT-P.
- Minnesota Firefighter I, II, Hazardous Materials certified - operational level preferred ability to obtain within one (1) year from appointment.
- Valid Minnesota Driver's License or ability to obtain within 30 days from appointment.

## Apply

Visit <https://daviddrown.hiringplatform.com/255339-mahtomedi-fire-chief/994429-application-form/en> and complete the application process by September 18, 2024. Finalists will be selected on October 15, 2024, and final interviews will be held on November 6, 2024.

Please direct any questions to Bart Fischer at [bart@daviddrown.com](mailto:bart@daviddrown.com) or 612-920-3320 x119.