



POUDRE FIRE AUTHORITY • FORT COLLINS, COLORADO

FIRE CHIEF



EXECUTIVE RECRUITMENT



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THE POSITION IN BRIEF

The Fire Chief is the executive in charge of overseeing operations of the Poudre Fire Authority (PFA). **PFA provides fire prevention, response, and community risk reduction services; emergency medical, rescue, hazardous materials and wildland services** to the City of Fort Collins and the Poudre Valley Fire Protection District (PVFPD) under an intergovernmental agreement. The Fire Chief works closely with the Board members of the PFA and the Poudre Valley Fire Protection District as well as the City of Fort Collins and other regional partners in a very collaborative and professional environment. The Fire Chief is responsible for the overall management and leadership of the Operations, EMS, Administration, Support and Community Risk Reduction services throughout the PFA. The department is made up of four divisions including: Operations, Fire Prevention and Community Risk Reduction, Administrative Services and Support. The department is responsible for the overall mission to protect life and property by being prompt, skillful and caring. The PFA operates from thirteen stations with an [annual budget](#) of just over \$40 million (2020). The department is comprised of 224 full-time employees (2020 budget). There are 193 uniformed and 31 civilian full-time employees. In addition to the full-time employees there are 25 volunteer and four seasonal firefighters (during summer months only)

that provide emergency medical and wildland response in the southwestern portion of the jurisdiction (Stations 9 and 11). There are 12 part-time positions budgeted to provide support to agency programs.



4 DIVISIONS

- OPERATIONS
- FIRE PREVENTION AND COMMUNITY RISK REDUCTION
- ADMINISTRATIVE SERVICES
- SUPPORT



224 FULL TIME EMPLOYEES

193 UNIFORMED

31 CIVILIAN

25 VOLUNTEER FIREFIGHTERS

4 SEASONAL FIREFIGHTERS

12 PART-TIME SUPPORT POSITIONS



13 STATIONS



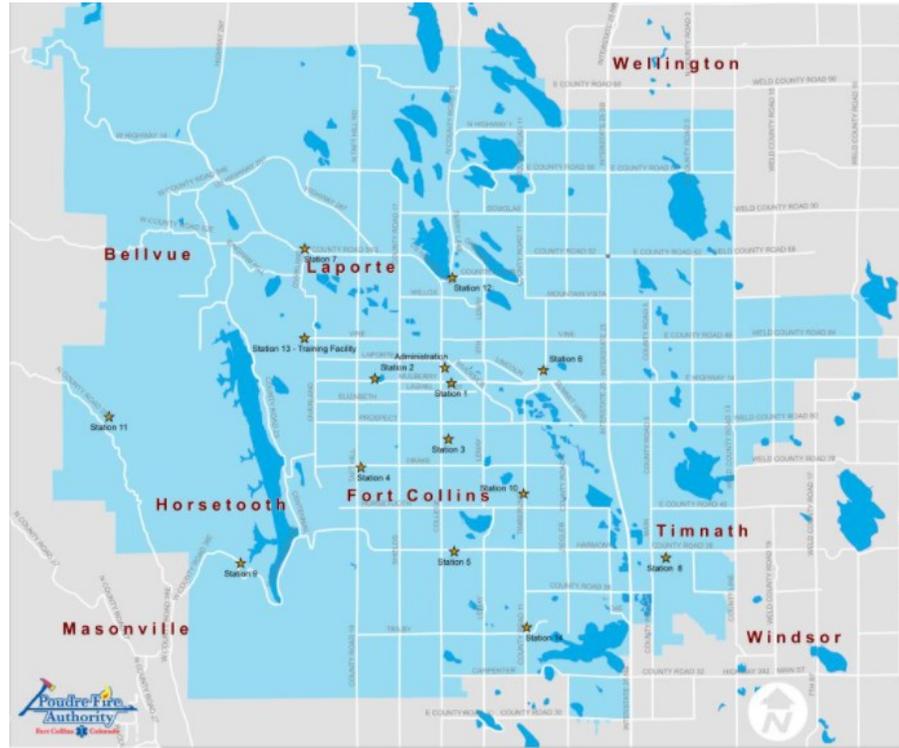
\$40 ANNUAL DEPARTMENT BUDGET
MILLION



POUDRE FIRE AUTHORITY

[Poudre Fire Authority](#) - The agency is an independent governmental entity established through an intergovernmental agreement (IGA) between the City of Fort Collins and the PVFPD pursuant to Section 29-1-203(4) of the Colorado Revised Statutes (C.R.S.). PFA covers 230 square miles including Fort Collins, the Town of Timnath, the communities of Bellvue and LaPorte as well as unincorporated areas of Larimer and Weld Counties. The agency protects an estimated \$41 billion in property. The jurisdiction includes urban areas, suburban areas, agricultural lands and mountainous wildland areas.

The boundaries of the agency consist of the combined City limits of Fort Collins, in the central part of the agency's 230 square mile service area, and the PVFPD, which forms a ring around the City. The overall boundary of the PFA is not changing, but the City does annex property within its growth management area thereby excluding that property from the District and including it into the City. This does not change PFA's response to those areas but does influence revenue and call distribution within the partnership.



[Fort Collins, CO](#) - The City of Fort Collins is 58.1 square miles and contains an estimated 70,962 housing units. Fort Collins has an estimated population of 172,653. The City has experienced a population increase of 19.9 percent between 2010 and 2019. In April of 2019, the City adopted and published its latest City Plan which includes references to its partnership with PFA for providing essential community services. The plan identifies trends in population, employment, affordable housing, mass transit and carbon footprint reduction. Population estimates within the plan provided by the Colorado Department of Local Affairs and the North Front Range Metropolitan Planning Organization project that Fort Collins will likely add 70,000 new residents by 2040. Fort Collins is home to [Colorado State University](#) (CSU). The main campus is within the City limits of Fort Collins on a 583-acre site and employs several thousand in staff. Enrollment was over 34,000 students in 2019, which is a record for the university. PFA provides emergency response service to the campus and also provides code compliance for CSU through a fee for service agreement.

[Timnath, CO](#) - The Town of Timnath is located southeast of Fort Collins on the east side of Interstate 25. After the Town of Timnath's first blocks and lots were platted in 1905 the Town did not experience any major growth until the 1960s. During this time, a new post office was built, and a former food locker was converted into a fire station. Timnath saw a dramatic change in size with the annexation of more than 2,000 acres of land. Within the last several years Timnath has seen an increase from 625 residents in 2010 to an estimated 3,992 residents in 2018. A new, state of the art fire station was built in Timnath in 2016 to provide career fire service to the community, replacing the volunteer station from the 1960s. The 37.51% increase in population over the last few years puts Timnath in the lead for fastest growing community within PFA's response area. If this growth trend continues, this could lead to further station area development for the PFA east of I-25.

[LaPorte](#) - LaPorte is an unincorporated community located northwest of Fort Collins and had an estimated population of 2,357 in 2017. This is a decrease from 2,497 in 2015. There is very little growth or development in LaPorte, or the surrounding area, other than individual residential properties.

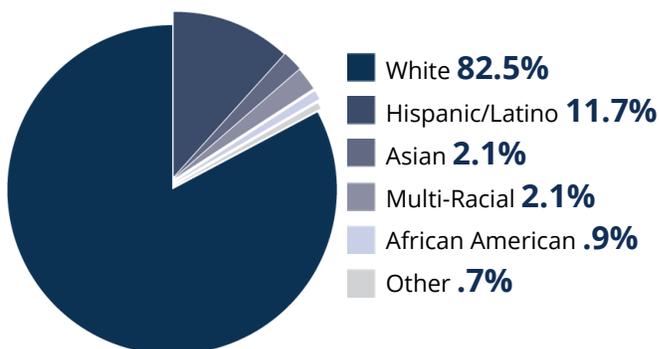
[Bellvue](#) - Bellvue is an unincorporated community that borders LaPorte and extends west into the foothills. The area had a population of 1,962 in 2016, a decrease from 2,312 in 2012. There is very little growth or development in Bellvue, or the surrounding area, other than individual residential properties. Growth within LaPorte and Bellvue are severely limited by the lack of available water for new development.

SNAPSHOT OF PFA'S SERVICE AREA:



PFA serves an economically diverse population including:

- The Poudre River and high angle response areas such as Horsetooth Mountain Open Space.
- [Poudre School District](#) – covering more than **1,800** Square miles, **30,000** students, **52 schools**, K-12.
- The agency's area has two hospitals, owned by two separate health care entities: [University of Colorado Health](#) and [Banner Health](#). UC Health holds the contract for Advanced Life Support ambulance transport for PFA.
- [Numerous Breweries](#) – featuring more than **20 craft breweries** as well as three large breweries in the region, which include Anheuser Busch, New Belgium, and Odell's.
- Several leading technology firms represent a large employment base in the City of Fort Collins beyond CSU. [Advanced Energy](#), [BroadCom](#), [Hewlett Packard](#), and [Woodward Governor](#) employ thousands of people in the high-tech industry.
- Since the legalization of marijuana in 2012, the number of growing facilities, processing facilities and dispensaries within PFA's area has increased. While this has provided additional jobs, these facilities also pose a unique risk. Since the implementation of a new records management system in the third quarter of 2018, PFA has had the ability to start tracking the number of calls related to marijuana use and manufacture of marijuana products.



Larimer County

The PFA is supported by various newspapers including, the [Coloradoan](#), [Denver Post](#), [Windsor Beacon News](#), [North Forty News](#) and the [Senior Voice Magazine](#) to name a few. The area also receives news from the Channel 4 News – Northern Bureau, [CBS Denver](#), [Denver7](#) and other major networks.

The county extends to the Continental Divide and includes several mountain communities and [Rocky Mountain National Park](#). The County encompasses 2,640 square miles that include some of the finest irrigated farmland in the state, as well as vast stretches of scenic ranch lands, forests and high mountain peaks. Over 50% of Larimer County is publicly owned, most of which is land within Roosevelt National Forest and Rocky Mountain National Park.

Weld County

A small portion of the PVFPD is located in the adjoining Weld County. The current land uses in the Weld County portion of the District are all agricultural, though development pressures from nearby communities may result in residential development in those areas in the long-term.



THE ORGANIZATION

The Poudre Fire Authority is dedicated to the protection of lives and property for all within the community. The Authority has a population of 206,206 and responded to 21,939 incidents in 2019, representing an approximate decrease of .13% compared to 2018. Employees and volunteers are highly motivated, highly trained professionals who take their service to the community very seriously. The foundation of PFA's success is based on a commitment to continuous quality improvement at all levels of service delivery.

PFA is the authority having jurisdiction (AHJ) charged with the oversight of contract administration related to ambulance service and transport provisions for the PFA and the Northern Larimer County Emergency Response Authority (NLCERA). PFA operates from (13) fire stations, has a state of the art training center/warehouse/emergency management complex, an award winning fleet maintenance program operating out of an in-station shop, and a downtown administration building.



PFA was organized in 1981 with the consolidation of the City of Fort Collins Fire Department and the Poudre Valley Fire Protection District. The goal was to improve fire and rescue services by improving response times to emergencies and eliminate duplicative services, thereby reducing costs to both the citizens of Fort Collins and the Poudre Valley Fire Protection District. At that time both the City and the District adopted an intergovernmental agreement establishing the Authority. A five-person Board of Directors appointed by the Fort Collins City Council and the Poudre Valley Fire Protection District Board governs the PFA. Its members consist of two-district board members, two-city council members and the fifth member is chosen jointly by these four and has historically been the Fort Collins City Manager. The PFA Board appoints the Fire Chief.



CORE VALUES

COURAGE

I/we will respectfully communicate, promote and accept the highest moral action regardless of outcome or risk to self.

LEADERSHIP

I/we will model, inspire and promote exemplary character and demonstrate unconditional positive respect.

DUTY

I/we will act with integrity, being accountable to those we serve.

MISSION

To protect life and property by being prompt, skillful, and caring. Our actions are anchored in the core values of Courage, Leadership and Duty.

VISION

To be respected, values-driven leader in the community and in the fire service.



The PFA is seeking a full-time Fire Chief to lead a full-service organization. PFA is consistently working to achieve and/or maintain the highest level of professionalism and efficiency on behalf of those it serves. The authority is an internationally accredited agency through CFAI and is operating from a [Strategic Plan](#) covering 2018 -2023 developed through a process facilitated by the Center for Public Safety Excellence (CPSE).

The Fire Chief is supported by a senior leadership team made up of three uniformed Division Chiefs, an Administrative Division Head, and other professional staff members. The daily minimum staffing for PFA as of February 20, 2020, is 46 uniformed personnel. Each engine is staffed with a minimum of three personnel including one driver and officer. Each truck is staffed by a minimum of four personnel, including a driver, an officer and two firefighters.

OPPORTUNITIES AND CHALLENGES

The Fire Chief is a community leader, one that is expected to interact with a variety of community stakeholders easily and proactively. Proven communication, interpersonal and human relations skills, and the ability to interrelate with a wide variety of people possessing various attitudes and positions are all important and desirable qualities for the next Chief.

Community/Professional Relations. The PFA enjoys strong working relationships with community, civic and business groups representing a diverse set of stakeholders within the service area, including leaders and elected officials with county governments, the Chamber of Commerce, the School District, and non-profit organizations. With that as a foundation, the next Chief is expected to cultivate, build upon and expand relationships with these stakeholders.

Management Team. The PFA's leadership team is a cohesive, energetic group that keenly understands and meets the Core Values, Mission and Vision of the agency along with the community's expectations. With a framework of a collegial work environment, the new Chief can expect this professional assembly of management leaders to be a resource, welcoming the Chief with the encouragement, support and tools he/she may need to be an inclusive and responsive leader in the department, and the overall organization. The PFA is seeking a **"transformational and visionary leader"** that is **"Steady"**, **"Dependable"** and **"Approachable"** who will lead and provide mentorship for the department.

Staff Development, Leadership, and Labor-Management Relations. The new Chief is expected to step into this position and provide the leadership to identify, filter and address organizational concerns that may be impacting the Department. The Fire Chief will be charged with advancing the organization to new levels of success through appropriate levels of accountability.

Plan for Maintaining and Improving Response Capabilities. For the past decade, the organization has been responding to the demands of a growing, evolving and changing community. This has led to an increase in the types of services needed. New growth is projected to continue and predicts 75,000 new residents will move into the jurisdiction over the next ten to twenty years. Increased demands will influence personnel, financial support, 911 systems and challenges innovative approaches to planning. Additionally, work and studies are being done reviewing Emergency Medical Dispatch (EMD), the removal of Inter-Facility transfers from the 911 system, focused education efforts with Skilled Nursing Facilities (SNF) who stress 911 services where other alternative assistance can be provided. The organization is also considering the future possibility of consolidated services between neighboring departments within northern Colorado.

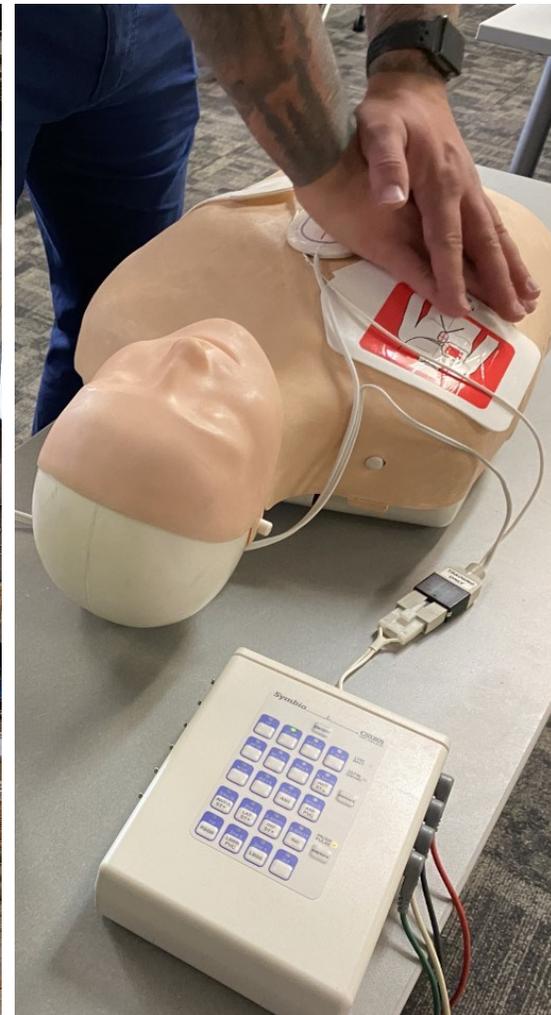
THE IDEAL CANDIDATE

“Steady, Approachable and Dependable”

- An experienced, innovative, collaborative fire/EMS leader with demonstrated leadership, managerial, interpersonal and customer service skills.
- A strong communicator with all facets of a modern fire/EMS provider with a complex but manageable structure.
- A commitment to the organization with a genuine confidence and approachability to residents, business and governmental leaders featuring strong communication skills.
- A Fire Chief that is an integral and engaged leader, with a strong background in modern fire, EMS, emergency management and all hazards practices.
- A Fire Chief that understands the need to use data for problem solving and community risk reduction efforts.
- The ability to mentor and foster leadership roles within the staff, succession planning and a global vision of the community’s needs and vision are critical. Creativity and the ability to guide and balance change is a must.
- Demonstrated experience in labor-relations, preferably in a collective bargaining environment.
- Strong budget skills supported by conservative fiscal management.

Successful candidates should also possess:

- Bachelor’s Degree in Fire Science, Public Administration, Business Management, or similar discipline required, Master’s Degree preferred.
- Ten (10) years of related experience with at least five years of supervisory experience in a chief officer rank or executive role is required.
- Fire department accreditation leadership experience through CFAI highly desirable.
- Leadership experience in collective bargaining desired.
- Other additional qualification includes: a graduate of the National Fire Academy Executive Fire Officer (or enrolled with a specific completion date), Chief Fire Officer Designation (or in process with a specific completion date), or similar certifications.
- ICS 100, 200, 300, 400, 700 required.



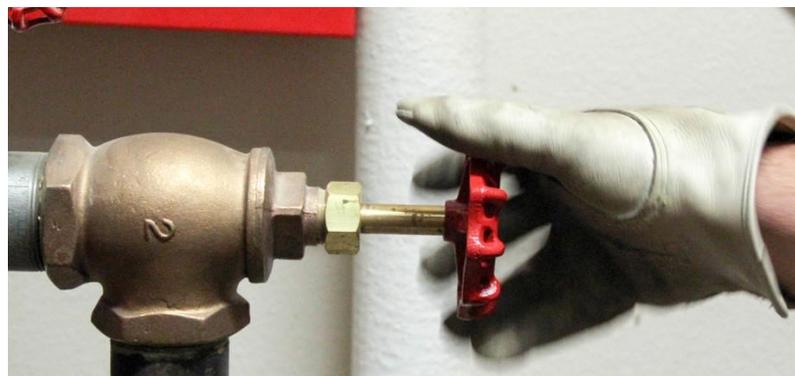


LEADERSHIP SKILLS AND MANAGEMENT STYLE

- Have a record of leading and managing in a fiscally responsible manner and an understanding of how to balance the fire department's operations and other needs within budgetary constraints.
- Have experience working closely with all supervisory levels in the department on the development of policy initiatives and strategies for implementing those initiatives with the vision to plan strategically for the community and the region's safety.
- Have a record of being an open communicator practicing transparency in local government whenever possible and a "no surprises" approach with respect to communication with the elected officials.
- Possess experience in and knowledge of employee relations and possess a reputation for dealing in a friendly, open and fair manner with both individual employees and the local bargaining group.
- Have knowledge of how to effectively utilize information technology, encouraging personnel to embrace technology and its benefits.
- Be able to supervise, participate and support operations including fire prevention, public education, fire pre-planning, building equipment and maintenance as well as reviewing and preparing records and reports.
- Demonstrate the ability and experience to assume command at emergency incident scenes, directing personnel and equipment.
- Ability to represent the department and community at the scene of emergencies which become the focus of local, regional or national media coverage.
- Be able to develop and recommend administrative, organizational, and operational changes and to assist in the annual preparation of the operating and capital budgets.
- Have experience in planning, supervising, and participating in line operations, interpreting and enforcing rules and regulations and policies, evaluating employee performance, recommending and carrying through with personnel actions, recommending the hiring and training of personnel.

MANAGEMENT STYLE AND PERSONAL TRAITS

- Possess complete integrity and exemplify professional and personal characteristics of impeccable behavior which meet the highest ethical standards.
- Utilize strategic planning and goal setting with a team-oriented approach that invites creativity and innovation.
- Be committed to excellent customer service with the desire to always improve upon the fire department's operations, policies, and procedures in order to remain a high-performing department.
- Embrace the community, the region, and the regional partners with a genuine desire to engage and where appropriate work with residents, businesses, neighboring governmental units, the higher education community and not for profit organizations.
- Be an excellent communicator and a good listener; be someone who honestly and openly seeks and enjoys the input of others whether they are citizens, department personnel, the PFA Board, District Board and Fort Collins City Council.
- Be able to speak at public presentations to community organizations, citizen groups and other gatherings and be able to convey a message in a genuine, transparent manner.
- Possess strong leadership skills, understanding when it is critical to exercise leadership and when to be flexible and adaptable to new ideas.
- Project a calm demeanor with the desire to work through issues thoughtfully with an optimism that challenges are surmountable and achievable.



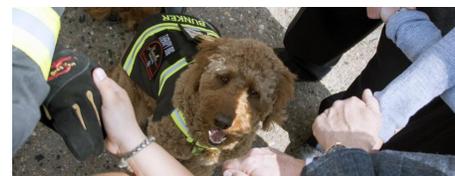


COMPENSATION AND BENEFITS

The annual salary range for this position is **\$170,000 to \$190,000 +/- DOQ**. The PFA provides options for retirement including a defined benefit, or defined contribution, and deferred compensation plan along with excellent health and welfare benefits.

HOW TO APPLY

Candidates should apply by December 31, 2020 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention T.E. Sashko, Vice President, GovHR USA, and John Storm, Vice-President 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3197. [Poudre Fire Authority](http://www.poudrefire.com) is an Equal Opportunity Employer.



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