



# THE CITY OF LAKE ELMO, MINNESOTA

IS SEEKING A

# FIRE CHIEF

## The Community

Nestled in the heart of Washington County, the City of Lake Elmo, Minnesota is a picturesque community with an estimated population of 10,500, located 10 miles east of downtown Saint Paul. Covering 25 square miles, the community is known for its rolling hills and rural setting. The city features an attractive chain of lakes, taking its name from the largest of these lakes. Lake Elmo is home to an extensive park system, including the Lake Elmo Regional Park Reserve. With a variety of housing options available, Lake Elmo is a highly sought residential community.

The city enjoys excellent accessibility to the Minneapolis-Saint Paul metropolitan area via Interstate Highway 94 and State Highway 36. Major employers located near Lake Elmo include 3M, Independent School District 834 in Stillwater, Anderson Corporation, and HealthEast Care.

Lake Elmo has grown steadily in the last decade. Growth is projected to top 22,000 over the next 20 years. The city is installing infrastructure and implementing development plans that will capitalize on the character of the Old Village through the development of new housing units, pedestrian and bicycle trails, a central park and public facilities. Additional housing units will be located along the I-94 corridor

Lake Elmo's first settlers arrived in 1848, building a hotel and tavern, which served as a stagecoach stop connecting Stillwater and Saint Paul. In the 1870s, it gained popularity as a resort area where visitors enjoyed fishing and other recreational opportunities. Over time, tourism gave way to agriculture as the dominant industry.

In 1925 the small commercial district incorporated as a village. Present day Lake Elmo was formed in 1972 when the village joined with East Oakdale Township. By encouraging rural residential development, the city limited typical suburban residential patterns making it well positioned to accommodate new residential and employment growth while retaining its rural character.

The City is served by three independent school districts: ISD No. 622, North St. Paul-Maplewood-Oakdale; ISD No. 832, Mahtomedi; and ISD No. 834, Stillwater.

## The City Organization

The City of Lake Elmo operates as a statutory Plan A city with a Council-Administrator form of government. The City Council consists of four Council members who are elected at large to serve four-year staggered terms and a Mayor elected to serve a four-year term. The City Council is responsible for establishing policy, adopting the annual budget, and setting the tax levy. The City Council appoints a City Administrator to serve as the chief administrative officer and function as a liaison between the City Council and staff. The City Administrator is responsible for carrying out policies and ordinances enacted by the City Council and overseeing day-to-day operations.

General services provided by the City of Lake Elmo include fire protection services, construction and maintenance of all streets and infrastructure, recreational facilities, and water, sanitary sewer and storm water utilities. The City has a 2020 all-funds operating budget of \$10.5 million and an Aa1 credit rating. The City employs 26 full-time staff and 7 part-time employees.

## The Department

The Lake Elmo Fire Department is a paid-on call department with an authorized strength of 35 staff. Currently the department has two chief officers, two captains and 17 firefighters. The Lake Elmo Fire Department operates out of two fire stations. Neither station has sleeping quarters, so personnel respond from their homes when paged for fire and first responder calls. Since 2017, the department has been transitioning to a combination model starting with duty crews scheduled daily from 6am to 6pm. Fire suppression is supported by one rescue pumper, one ladder truck, one tender pump, two grass trucks, an engine, tanker/tender and two command vehicles. In addition, the department maintains a boat and an ATV. The current ISO rating is 5/9 reflecting the city's respective developed and rural areas. Emergency medical services are provided by Lakeview Ambulance.

During calendar year 2019, the department responded to 202 fire incidents and 337 medical first response calls; total calls reflect an increase of 14 percent over the previous calendar year. The department has a 2020 operating budget of \$666,433.



# The Position

The full-time position of Fire Chief is assigned responsibility for directing and managing all operations for the Fire Department, including administrative duties, training equipment and facility coordination, fire prevention, planning and organizing firefighting activities, and fire code inspections and compliance. The Fire Chief leads the department and consistently applies and upholds city and department policies and department standard operating guidelines. This position also responds to alarms.

Major responsibilities include:

## Administration and Finance

- Ensure departmental compliance with all applicable federal, state, county and city requirements and OSHA and NFPA recommendations
- Plan organize and direct all department operations
- Prepare and administer annual department budgets
- Coordinate the purchase and maintenance of all capital equipment and facilities
- Update and maintain the department records
- Respond to citizen and community concerns
- Research and secure grant funding as appropriate and ensure compliance with all approved grants
- Attend or ensure department representation at required meetings and events
- Act as a liaison and represent the city at organizations such as the Minnesota State Fire Chiefs Association, Washington County Chiefs, and Washington County Emergency Management.

## Supervision

- Recruit, recommend hiring and promotion of employees
- Supervise department staff, plan and assign work and evaluate performance; address workplace issues, resolve problems and recommend disciplinary action as appropriate
- Maintain a high level of safety practices through the coordination of safety programs and policies and regular inspections of facilities and equipment

## Training

- Develop and implement a department required training program; ensure that the program is updated to meet service demands and provide a safe work environment for personnel
- Maintain all records for firefighters training, CEU credits and certifications

## Inspections and Investigation

- Conduct investigations on structural fires and work with the State Fire Marshal and insurance investigators as necessary
- Establish an inspection program and maintain a database of records on violations and code issues
- Conduct commercial inspections
- Review development plans and work with the Building Official

## Emergency Management

- Serve as the City's Emergency Management Director: coordinate and update planning and plan implementation with the Washington County
- Manage installation of warning sirens and ensure in proper condition

## Leadership Opportunities

**Department review.** The City of Lake Elmo completed a third-party organizational review of the Fire Department earlier this year. The Fire Chief will assess the structure, staffing and policies of the department and create a department culture of service, accountability and teamwork.

**New fire station.** Plans are underway to build a new fire station and vacate the two existing stations. The Fire Chief will immediately be engaged in the planning and construction of a new fire station while continuing to manage the current fire facilities.

**Firefighter recruitment and retention.** Nationwide fire departments experience difficulty in recruiting and retaining highly capable personnel. The Fire Chief will recommend strategies that help the department attract firefighters and improve retention through employee involvement in department activities and training.

**Training and development.** The Fire Chief will develop and implement a training program for all department personnel and maintain documentation of employee participation.

**Fire inspections.** The Fire Chief will establish a commercial fire inspection program focused on achieving compliance with fire codes. In addition, the Fire Chief will also participate in development plan reviews.

**Partnerships.** The Fire Chief will establish effective working relationships with area fire departments, public safety departments and EMS providers.

## Desired Capabilities

- Effectively communicates at all levels within the city and the department; interacts comfortably with the community
- Articulates a compelling vision for the department and presents a realistic and achievable path for the department's growth
- Brings a progressive approach to fire and emergency management services focused on actions that are in the best interests of the community
- Confidently makes timely and well-reasoned decisions with input from others as circumstances allow
- Builds credibility and gains respect within the department by leading by example
- Engages and involves department staff through teamwork and collaboration
- Approachable, relates to and genuinely cares about the safety and well-being of all fire department staff
- Sets clear expectations for department staff; coaches, mentors and develops staff
- Establishes strong relationships with the City Council, City Administrator and others involved in public safety services
- Manages fairly and impartially; recognizes and directs individual strengths to benefit the department team and the community
- Demonstrates excellent administrative, planning and organizational skills; adept at creating and implementing short- and long-range plans



## Qualifications and Experience

This position requires an associate degree in fire services or a related field, bachelor's degree desired, and eight years of progressive experience in fire services, including four years in a command position. Equivalent education and experience will be considered. Certification in emergency management and experience in managing critical incidents is required. Qualified candidates must demonstrate leadership experience and effective managerial, communication and interpersonal skills. Prior experience in a combination department is a plus.



## Compensation and Benefits

The salary range for the Fire Chief position is \$82,201 to \$106,849. The City offers a competitive benefits program including health and dental insurance options, life insurance, short and long-term disability coverage, and paid time off (PTO). This position participates in the PERA Police and Fire retirement plan. Residency within 10 minutes of a fire station is preferred.



## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2629>

This position is open until filled; first review of resumes occurs on June 12, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, contact Sharon Klumpp at [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com) or by calling 651-223-3053.



The City of Lake Elmo is an Equal Opportunity Employer and values diversity at all levels of its workforce.

For more information about the City please visit: <http://www.lakeelmo.org/>



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