Loveland Fire Rescue Authority
Special Board Meeting

Virtual Meeting:
https://lfra.zoom.us/j/97615308744?pwd=TUNJTHhYTGh5WHhiSkQ4WWc0NjlzZz09
Passcode: 04082021
Call-in Number: (346) 248-7799
Meeting ID: 976 1530 8744

Thursday, April 8, 2021
8:00 AM
Loveland Fire Rescue Authority (LFRA) Special Board Meeting Agenda
Virtual Meeting:
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Passcode: 04082021
Call-in Number: (346) 248-7799, Meeting ID: 976 1530 8744
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The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at Jason.smitherman@cityofloveland.org or 970-962-3319.

La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en TitleSix@cityofloveland.org o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en Jason.smitherman@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OR AMENDMENT
PUBLIC COMMENT (LIMITED TO 3 MINUTES PER SPEAKER)

REGULAR AGENDA
Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority’s By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

1. Executive Session Pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel regarding the Fire Chief search committee and hiring process

2. Executive Session Pursuant to C.R.S. 24-6-402(4)(f) to discuss a personnel matter related to the appointment of an interim Fire Chief

3. Consider Approval of RFP for Retention of an Executive Search Firm

4. Consider approval of the Fire Chief Job Description and Job Announcement

5. Consider Designation of the Search Committee for the Fire Chief Hiring Process

6. Possible Action on Any Matter Discussed in Executive Session

ADJOURN
TITLE
Consider Approval of an RFP for Retention of an Executive Search Firm

EXECUTIVE SUMMARY
Due to the pending retirement of Fire Chief Mark Miller, staff is recommending the LFRA Board hire an Executive Search Firm to coordinate the search/hiring process.

BACKGROUND
Fire Chief Miller will be retiring on July 1, 2021. The process to replace a Fire Chief is time consuming, complicated, time sensitive, and highly important in determining who will be the next Fire Chief for LFRA. In an effort to expedite the process, staff has prepared an RFP to engage the services of an Executive Search Firm. Staff has used a template familiar to the City of Loveland as well as an example from the City of Fort Collins in preparing the RFP.

STAFF RECOMMENDATION
Approve moving forward in sending the RFP to qualified Executive Search Firms, identified by staff, as soon as possible.

FINANCIAL/ECONOMIC IMPACTS
An Executive search process is expensive, typically costing $15,000 - $25,000. It is important to understand this is an investment in the future of the LFRA. Funds are available in LFRA’s employee benefits fund balance.

ASSOCIATED STRATEGIC GOALS
Preserve, Develop, and improve the resources entrusted to LFRA; including vehicles, equipment, facilities and most importantly, the human resource.

ATTACHMENTS
Request for Proposal for an Executive Search Firm
REQUEST FOR PROPOSAL
LOVELAND FIRE RESCUE AUTHORITY

April, 5, 2021

Loveland Fire Rescue Authority
Executive Search for Fire Chief
NOTICE TO VENDORS

The Loveland Fire Rescue Authority (Authority) is requesting a Request for Proposals (RFP) from qualified contractors for the search for a new Fire Chief to replace retiring Fire Chief Mark Miller. Proposals must be sent to the Authority’s HR Manager, Andrea Wright via e-mail (andrea.wright@lfra.org) on or before 2:00 p.m. on April 19, 2021. The subject line must read RFP for Fire Chief Search. Further requirements are described in the “Conditions of Proposal Submittal.”

HR Manager Andrea Wright will date and time stamp all Proposals. Proposals that have not been received by the deadline set forth above, as determined by the HR Manager, will not be considered. The Authority is not responsible for delays occasioned by technology or the internal e-mail delivery system, or any other means of delivery employed by the contractor.

Questions concerning this Request for Proposals shall be directed to the Authority’s Project Manager, Andrea Wright at andrea.wright@lfra.org. She can be reached on her direct line at 970-962-2825.

The Authority does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodations to attend or participate in a service, program, or activity related to this project, call (970) 962-2000 or TDD # (970) 962-2620 (hearing impaired only) as far in advance as possible. Disabled access is available on the north side of the Development Center building via the double doors, at 410 E. 5th street, Loveland, Colorado.

PURPOSE

The Authority is soliciting proposals from qualified contractors for the executive search, based on the scope as outlined in this document. The current Fire Chief will be retiring on July 1, 2021, although there is no expectation that the new Chief will be in place prior to the current Chief’s retirement. An Interim Fire Chief will be appointed between July 1, 2021 and the date the new Fire Chief is hired.

The Authority will short-list approximately three to five contractors that it deems, in its sole discretion, to be most qualified to perform the work required for this Project. The Authority will review the qualifications and respective proposal and award the bid to the responsible bidder whose proposal the Authority determines, in its sole judgment, will be the most advantageous to the Authority.
I. BACKGROUND & OBJECTIVE / OVERVIEW

A. Objective

The Loveland Fire Rescue Authority (Authority) is requesting an RFP from qualified Vendors to provide executive search services.

B. Background

The City of Loveland is a vibrant, community that operates under the Council/Manager form of government. The municipal organization serves approximately 80,000 citizens and has been recognized as one of the best places to live, vacation and do business. The Authority jurisdiction is approximately 192 square miles and includes the City of Loveland, unincorporated Larimer County, and certain areas within the Town of Johnstown, CO.

The Authority functions as a Fire Authority based on an IGA between the City of Loveland and the Loveland Rural Fire Protection District. It is considered a separate governmental entity. The Authority has found a growing need for professional assistance in identifying candidates for various executive roles within the organization, in particular, the Fire Chief.

II. SCOPE OF PROPOSAL

C. Scope of Work

While the specific details will vary between searches depending on the specific nature of the role to be filled, the following represents a general overview of the expected scope of services:

1. Work closely with designated Authority personnel to finalize a profile for the position.
2. Utilize input from identified stakeholders to customize profile and selection process.
3. Coordinate recruiting efforts for the position, including advertising and personal recruitment of candidates.
4. Review and screen applications.
5. Conduct preliminary interviews on selected candidates.
6. Work closely with designated Authority personnel to develop a site visit agenda and schedule.
7. Perform reference checks and provide a final list of candidates.
8. Coordinate follow-up interviews and site visits.
9. Conduct background screening.
10. Negotiate employment offer.

In the event that the Authority does not select a candidate from the initial semi-finalist list, the Vendor shall continue the search at no additional cost until a suitable candidate is selected by the Authority.
D. **Deliverables/Milestones**

The timeline and expected milestones will be clearly outlined along with the corresponding progress payments to be made to the Vendor.

E. **Performance Guarantee**

Vendors are expected to guarantee the performance of any candidate hired by the Authority as a result of the search. The guarantee term will be for a period of 12-24 months from the candidate’s start date. In the event that the hired candidate is asked to leave for reasons of non-performance or leaves of their own volition, the Vendor shall re-launch a search for a new candidate under the original position specifications for no additional professional fee. In such case, reasonable expenses, as determined by the Authority, incurred by the professional for travel, hotel, and re-posting of job advertisements will be reimbursed by the Authority.

F. **Vendor Qualifications & Experience**

The ideal Vendor will have documented experience performing recruiting services for highlevel positions in the public sector.

G. **Anticipated Schedule**

The following represents the Authority’s target schedule for the RFP. The Authority reserves the right to amend the target schedule at any time.

- Question deadline: 5:00 PM MST on April 13, 2021
- Proposal due date: 5:00 PM MST on April 19, 2021
- Interviews (tentative): April 21, 2021
- Award of Contract (tentative): Week of April 26, 2021
- Anticipated Contract Start date:

H. **Interviews**

In addition to submitting a written proposal, the top-rated Vendors may be interviewed by an RFP assessment team and asked to participate in an oral presentation to provide an overview of the company, approach to the project and to address questions. The evaluation criteria for the oral interviews will be the same as the criteria for the written proposals and is included in Section IV.

I. **Candidate Travel & Expenses**

Travel and expenses for any out of the area candidates will be paid directly to the candidates by the Authority in accordance with the Authority’s expense guidelines.

J. **Subcontractors**

Vendors will be responsible for identifying any subcontractors in their proposal. Please note that the Authority will contract solely with the awarded Vendor; therefore subcontractors will be the responsibility of the Vendor.

K. **Proposal Format**
Please limit the total length of your proposal to a maximum of twenty-five (25) double sided or fifty (50) single sided 8 ½ x 11” pages (excluding cover pages, table of contents, dividers and Vendor Statement form). Font shall be a minimum of 11 Arial and margins are limited to no less than .5” for sides and top/bottom. Extended page sizes, such as 11”x 17”, count as a single page. Please, no embedded documents. Proposals that do not conform to these requirements may be rejected.

L. Laws and Regulations
The Vendor agrees to comply fully with all applicable local, State of Colorado and Federal laws and regulations and municipal ordinances.

M. Contract
The awarded Vendor(s) will be expected to sign the Authority’s standard contract for professional services.

N. Invoicing and Payment
Invoices should be emailed monthly or on an otherwise mutually agreed upon schedule to kristen.cummings@lfra.org with a copy to Andrea Wright, HR Manager andrea.wright@lfra.org. The cost of the work completed shall be paid to the Vendor following the submittal of a correct invoice by the Vendor indicating the project name, Purchase Order number, task description/milestone completed, and amount due.

Payments will be made using the prices listed on the agreed-to Price Schedule or as specified in each individual Work Order. In the event a service is requested which is not listed on the Price Schedule or defined in the individual Work Order, the Vendor and the Authority will negotiate an appropriate unit price for the service prior to Consultant initiating such work.

The Authority pays invoices on Net 30 terms.

III. PROPOSAL SUBMITTAL
For this section, Vendors are required to provide detailed written responses to the following Items in the order outlined below. The responses shall be considered technical offers of what Vendors propose to provide and shall be incorporated in the contract award as deemed appropriate by the Authority. A proposal that does not include all the information required may be deemed non-responsive and subject to rejection.

Responses must include all the items in the order listed below. It is suggested that the Vendors include each of the Authority’s questions with their response immediately following the question.

The Authority shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
O. **Cover Letter / Executive Summary**

The Executive Summary should highlight the content of the proposal and features of the program offered, including a general description of the program and any unique aspects or benefits provided by your firm.

Indicate your availability to participate in the interviews/demonstrations on the proposed dates as stated in the section V.

P. **Vendor Information**

1. Describe the Vendor’s business and background
2. Number of years in the business
3. Details about ownership
4. An overview of services offered and qualifications
5. Size of the firm
6. Location(s) of offices. If multiple, please identify which will be the primary for our account if awarded the contract.
7. Primary contact information for the company including contact name(s) and title(s), mailing address(s), phone number(s), and email address(s). Complete Section IV, Vendor Statement.

Q. **Scope of Proposal**

1. Provide a detailed narrative of the services proposed if awarded the contract per the scope above. The narrative should include any options that may be beneficial for the Authority to consider.
2. Describe how the project would be managed and who would have primary responsibility for its timely and professional completion.
3. What procedures do you use in assessing your client organization’s needs and values? How do you use this information in selecting candidates who meet those needs and share those values?
4. Describe how you will market the unique characteristics of the City of Loveland and the Authority to potential candidates. How will this differ from other positions you have/are recruiting for?
5. Explain how you will conduct your search to ensure a candidate will be compatible with the specific needs of the Authority and Northern Colorado region?
6. Provide a timeline with major milestones for a typical executive recruiting assignment, i.e., Fire Chief, Police Chief, etc.
7. Detail any areas of focus and/or specialization for executive municipal positions such as Fire Chief, Police Chief, Chief Financial Officer, etc.

8. Provide a sample of your candidate information summary sheet.

9. Identify what portion of work, if any, may be subcontracted.

R. Firm Capability & Assigned Personnel

Provide relevant information regarding previous experience related to this or similar projects, to include the following:

1. Provide an Organization Chart/Proposed Project Team: An organization chart containing the names of all key personnel and sub consultants with titles and their specific task assignment for this Agreement shall be provided in this section.

2. A list of qualifications for your firm and qualifications and experience of the specific staff members proposed to perform the consulting services described above.

3. Describe ways members of your firm have developed personal contacts with potential candidates for executive level positions.

4. References (current contact name, current telephone number and email address) from at least three similar projects with similar requirements that have been completed within the past five (5) years and that have involved the staff proposed to work on this project. Provide a description of the work performed. The Consultant authorizes the Authority to verify any and all information contained in the Consultant’s submittal from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give.

S. Availability

1. How many other executive searches is the primary contact(s) currently involved in? How will you ensure that the Authority receives prompt and timely attention throughout this process? Are other qualified personnel available to assist in meeting the project schedule if required?

2. Describe the standard methods and timeline of communication your firm will use with the Authority’s Project Manager and other parties.

T. Cost

In your response to this RFP, please provide the following:

1. The Authority would prefer the search assignment to be performed on a fixed-cost basis to include all expenses with milestone payments. However, the Authority will consider other approaches. Please detail your proposed fee structure and payment schedule.
U. Additional Information

Provide any information that distinguishes Vendor from its competition and any additional information applicable to this Proposal that might be valuable in assessing Vendor’s proposal.

Explain any concerns Vendor may have in maintaining objectivity in recommending the best solution. All potential conflicts of interest must be disclosed.

IV. REVIEW AND ASSESSMENT CRITERIA

V. Proposal and Interview Criteria

Vendors will be evaluated on the following criteria. These criteria will be the basis for review and assessment of the written proposals and optional interview session. At the discretion of the Authority, interviews of the top-rated Vendors may be conducted.

The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

<table>
<thead>
<tr>
<th>WEIGHTING FACTOR</th>
<th>QUALIFICATION</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Scope of Proposal</td>
<td>Does the proposal address all elements of the RFP? Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes required by the project? Are there any exceptions to the specifications, Scope of Work, or agreement?</td>
</tr>
<tr>
<td>3.0</td>
<td>Firm Capability &amp; Assigned Personnel</td>
<td>Does the firm have the resources, financial strength, capacity and support capabilities required to successfully complete the project on-time and in-budget? Has the firm successfully completed previous projects of this type and scope? Do the persons who will be working on the project have the necessary skills and qualifications? Are sufficient people of the requisite skills and qualifications assigned to the project?</td>
</tr>
<tr>
<td>1.0</td>
<td>Availability</td>
<td>Are other qualified personnel available to assist in meeting the project schedule if required? Does the Vendor’s standard communication timeline ensure that the City representative is adequately informed of progress throughout each assignment?</td>
</tr>
<tr>
<td>1.0</td>
<td>Sustainability/TBL Methodology</td>
<td>Does the firm demonstrate a commitment to Sustainability and incorporate Triple Bottom Line methodology in both their Scope of Work for the project, and their day-to-day business operating processes and procedures?</td>
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<tr>
<td>2.0</td>
<td>Cost</td>
<td>Do the proposed cost compare favorably with the Project Manager's estimate?</td>
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</table>

### W. Reference Evaluation Criteria

Prior to award, the Project Manager will check references using the following criteria. Negative responses from references may impact the award determination.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>STANDARD QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Performance</td>
<td>Would you hire this Vendor again? Did they show the skills required by this project?</td>
</tr>
<tr>
<td>Timetable</td>
<td>Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?</td>
</tr>
<tr>
<td>Completeness</td>
<td>Was the Vendor responsive to client needs; did the Vendor anticipate problems? Were problems solved quickly and effectively?</td>
</tr>
<tr>
<td>Budget</td>
<td>Was the original Scope of Work completed within the project budget?</td>
</tr>
<tr>
<td>Job Knowledge</td>
<td>Did the Vendor meet the Scope of Work? Were problems corrected quickly and effectively?</td>
</tr>
</tbody>
</table>
VENDOR STATEMENT

Vendor hereby acknowledges receipt of the Loveland Fire Rescue Authority’s RFP and acknowledges that it has read and agrees to be fully bound by all of the terms, conditions and other provisions set forth in the RFP. Additionally, Vendor hereby makes the following representations to the Authority.

a. All of the statements and representations made in this proposal are true to the best of the Vendor’s knowledge and belief.

b. Vendor commits that it is able to meet the terms provided in this proposal.

c. This proposal is a firm and binding offer, for a period of 90 days from the date hereof.

d. Vendor further agrees that the method of award is acceptable.

e. Vendor also agrees to complete the proposed Agreement with the Authority within 30 days of notice of award. If contract is not completed and signed within 30 days, the Authority reserves the right to cancel and award to the next highest rated firm.

Legal Firm Name: ________________________________

Physical Address: ________________________________

Remit to Address: ________________________________

Phone: ________________________________

Name of Authorized Agent of Firm: ________________________________

Signature of Authorized Agent: ________________________________

Primary Contact for Project: ________________________________

Title: ________________________________ Email Address: ________________________________

Phone: ________________________________ Cell Phone: ________________________________

NOTE: VENDOR STATEMENT IS TO BE SIGNED & RETURNED WITH YOUR PROPOSAL.
## V. Anticipated Schedule

<table>
<thead>
<tr>
<th>序号</th>
<th>步骤内容</th>
<th>日期</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SOQ/Proposal due</td>
<td>April 19, 2021</td>
</tr>
<tr>
<td>2.</td>
<td>Staff review of SOQs/Proposals</td>
<td>April 20, 2021</td>
</tr>
<tr>
<td>3.</td>
<td>Notify search firm of bid award</td>
<td>April 21, 2021</td>
</tr>
<tr>
<td>5.</td>
<td>Candidate recommendations</td>
<td>Tentative: mid July – mid August 2021</td>
</tr>
<tr>
<td>6.</td>
<td>Tentative start date of new Chief</td>
<td>Mid September – mid October 2021</td>
</tr>
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</table>

### Selection Committee

The selection committee may consist of the following individuals:

Mark Miller (Fire Chief, Loveland Fire Rescue Authority);
Andrea Wright, HR Manager Loveland Fire Rescue Authority
Members of the LFRA Board of Directors
Consider Approval of the Fire Chief Job Announcement and Job Description

EXECUTIVE SUMMARY
LFRA will be advertising for a new Fire Chief to replace Fire Chief Miller who is retiring. As part of the search/hiring process, the Fire Chief Job Description and Job Announcement have to be approved by the LFRA Board.

BACKGROUND
Fire Chief Miller is retiring on July 1, 2021. Staff has prepared an updated job description and job announcement commensurate with the duties of the LFRA Fire Chief. Additionally, staff has prepared a job announcement commensurate with the position, including a pay range and benefits that are competitive with similar sized agencies and responsibilities.

STAFF RECOMMENDATION
Approve the Job Description and Job Announcement as presented.

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
Preserve, Develop, and improve the resources entrusted to LFRA; including vehicles, equipment, facilities and most importantly, the human resource.

ATTACHMENTS
LFRA Fire Chief Job Description and LFRA Fire Chief Job Announcement
JOB DESCRIPTION

POSITION TITLE: Fire Chief
EMPLOYMENT STATUS: Full-Time; At-Will
FLSA STATUS: Exempt
WORK HOURS: As necessary to satisfactorily perform duties and responsibilities of this position
REVISION DATE: 03/26/2021

This job description is established by the Board of Directors (Board) of the Loveland Fire Rescue Authority (LFRA) to outline the basic requirements, duties and general responsibilities of the Fire Chief position. The position is full time, FLSA exempt. The work hours are as required or as necessary to satisfactorily perform the duties of the position. This position is “at-will,” which means LFRA may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time for any or no reason, without prior notice.

GENERAL PURPOSE: The Fire Chief is a senior command level position, with overall responsibility for the direction and management of LFRA. This position is responsible for working closely and collaboratively with the LFRA Board, Loveland City Council, and the Rural District Board in assuring adequate fire protection, rescue, and life safety services to all citizens in the LFRA District. This position oversees the Operations, Administration, and Community Safety Divisions of LFRA. The Fire Chief reports directly to the LFRA Board, and all members of LFRA report to the Fire Chief.

ESSENTIAL JOB FUNCTIONS:
In addition to duties imposed by the Board from time to time, and by applicable law, the essential job functions and responsibilities of the Fire Chief include:

• Managing the enforcement of fire ordinances, laws, and codes.
• Managing all career and volunteer personnel activities and operations of LFRA, including administration, fire prevention, public education, firefighting, emergency medical services, emergency management, technical rescue, and hazardous-materials response.
• Exercising independent judgment and discretion over personnel matters, including hiring, training, promotions, terminations and discipline of department personnel.
• Developing and implementing rules, regulations, policies, and procedures to advance the mission, goals, and objectives of LFRA.
• Establishing an emphasis on customer service, teamwork, and communication.
• Maintaining a thorough knowledge of state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service related organizations.
• Responding to major fire alarms/incidents and functions within the various Incident Command roles as necessary.
• Administering and participating in the development of the LFRA budget; strategically planning for the future of the organization.
• Developing and implementing mutual/auto aid agreements with neighboring communities to ensure a high level of fire and rescue services is provided.
• Maintaining a cooperative and collaborative relationship with Career and Volunteer staff, LFRA Board, Loveland City Council, and the Rural District Board, City Executive Leadership Team, and regional agencies within the fire district.

• Representing the City of Loveland in appropriate local, regional, state and federal activities related to the Fire Authority operations and welfare.

• Maintaining high visibility and places strong emphasis on communicating with all members of LFRA through station visits, interactions, and proficiency evaluations, while respecting the chain of command.

• Maintaining a progressive approach to change in the organization.

• When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all LFRA employees may be required to work as a Disaster Service Worker.

OTHER JOB FUNCTIONS:
• Attend meetings, conferences, and seminars.
• Participate in professional development opportunities.

SUPERVISORY DUTIES:
• Responsible for the supervision of all assigned personnel.

JOB QUALIFICATIONS:

Knowledge, skills and abilities:
• Establish and maintain effective working relationships with internal and external stakeholders.
• Understands the principals and responsibilities of the Annual Compliance Report for the Commission on Fire Accreditation through the Center for Public Safety Excellence.
• Strong understanding of Emergency Management.
• Knowledge and understanding of the intricacies of combination departments.
• Strong budget skills supported by conservative fiscal management.
• Expert knowledge of fire behavior, chemistry of fire and fire dynamics.
• Knowledge of building design, construction loading and reaction to fire and collapse potential.
• Understands fire protection and detection system design, operation and maintenance requirements.
• Utilizes short- and long-range planning principles.
• Knowledge of tools and equipment used in fire suppression, rescue, hazardous materials, and emergency medical services.
• Basic skill level using Microsoft Office Suite, with an emphasis on Excel and PowerPoint.
• Basic computer skill including, data management systems and specific and customized software applications (i.e. records management and data analysis systems).
• Strong knowledge of the Incident Command System and Blue Card Hazard Zone Management.
• Understands and utilizes effective incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
• Ability to provide supervisory leadership, as well as management and motivational skills essential to effective and efficient development and utilization of human resource.
• Effective time management skills
• Ability to work independently without direct supervision.
• Effective verbal and written communication, including the ability to read, write, speak and understand the English language at a level adequate to perform the job.
• Understands communication techniques and equipment; maintains operational familiarity with the computer assisted dispatch system as well as the management information system.
• Knowledge of current emergency medical care principles and techniques.
• Ability to act effectively in emergency and stressful situations.
• Utilizes progressive fire and rescue practices and standards being utilized in the fire and rescue services within the department and at the state and national level.
• Ability to deal constructively with conflict and developing consensus.

Core Expectations:
Response, Readiness, Relationships, Resources, Positional Leadership

Education:
Bachelor’s Degree in Fire Science, Fire Management, Public Administration or related field from an accredited university. Equivalent combinations of education and experience may substitute for education on a year-for-year basis.

Experience:
• Ten (10) years’ increasingly responsible command and supervisory experience in an organized fire department and/or authority; and five (5) years of supervisory experience in a chief officer rank or executive role.
• Experience managing a unionized environment and collective bargaining desired.
• Fire department accreditation leadership experience through Commission of Fire Accreditation International (CFAI) desired.

Licensing/Certifications:
• State or national fire officer certifications; National Fire Academy Executive Officer Program (EFO) Graduate or enrolled with a specified completion date; Chief Fire Officer Designation (CFOD) or in process of obtaining; or similar certifications.
• ICS 100, 200, 300, 400, 700.
• Valid Driver’s License with a safe driving record.

MATERIALS AND EQUIPMENT USED:
Office equipment such as computer, telephone, copier, scanner, etc.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:
This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.
• A portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to supervise fire ground activities at an emergency incident and/or perform Firefighter duties.
• Strenuous physical activity under extreme adverse conditions will be required periodically.
• This position requires training in and use of safety equipment necessary for the working environment, including without limitation, self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
This position requires standing, running, walking, sitting, kneeling, twisting, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.

Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which may require use of personal protection equipment.

Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.

This position will involve periods of high physical, mental and/or emotional stress.

This position involves frequent driving.

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks be performed when circumstances change.
Opportunity Information

Opportunity Title: Fire Chief

Short Description:

Loveland Fire Rescue Authority (LFRA) is seeking a Fire Chief to lead its internationally accredited, ISO Class 2, department in providing the highest quality services for the citizens and community it serves. Consisting of 106 career members (both uniformed and civilian) and a volunteer battalion of approximately 15 firefighters, LFRA serves approximately 192 square miles and a combined population (City and Rural District) of approximately 98,000.

Loveland is located 46 miles north of Denver, Colorado, and is just a short drive from Rocky Mountain National Park. Known for being the “Gateway to the Rockies,” Loveland boasts over 300 days of sunshine per year and low humidity. This pleasant weather and proximity lends itself to many outdoor activities.

Detailed Description:

This Fire Chief is responsible for working closely and collaboratively with the Fire Authority Board, City Council, and the Rural District Board in assuring adequate fire protection, rescue, and life safety services to all citizens in the LFRA District. This position oversees the Operations, Administration, and Community Safety Divisions of LFRA. The Fire Chief reports directly to a five-member LFRA Board, and all members of LFRA report to the Fire Chief.

Annual Salary

The salary range for the Fire Chief opportunity is $170,000 - $190,000 depending on the candidate's qualifications and experience.

Benefits

In addition to base salary, LFRA also offers our sworn employees up to a 15% match to retirement and employer paid basic life insurance and short- and long-term disability. Our full benefits package includes:

- **Retirement**: Defined contribution plan through ICMA-RC and optional 457 plan
- **Life and Accidental Death & Dismemberment Insurance**: Up to 1.5 times annual salary
  - Voluntary Supplemental Life Insurance for employees and eligible dependents
- **Medical Insurance**: Four (4) medical options available through Colorado Employers Benefits Trust (CEBT)/United Healthcare
- **Dental Insurance**: Dental plan available through CEBT/Delta Dental of Colorado
- **Vision Insurance**: Vision plan available through CEBT/VSP
- **Mental Well-Being**: Staff Psychologist, Peer Support Team & Employee Assistance Programs
- **Leave Programs**: Vacation, medical, holiday, bereavement, and more
- **Disability Leave**: Short- and Long-term disability plans
- **Other Benefits**: Flexible spending plans, tuition reimbursement, travel assistance, Chilson Recreation Center discount

For detailed benefits information please see to our [2021 Benefits Guide](#).
Specifically, this position:

For a detailed description of job duties, please refer to the Fire Chief Job Description. In general, this position:

- Directs the hiring, training, promotions, and terminations of department personnel; regularly exercises discretionary power.
- Develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives of LFRA.
- Establishes an emphasis on customer service, teamwork, and communication.
- Administers and participates in the development of the Fire Authority budget; strategically plans for the future of the organization.
- Develops and implements mutual/auto aid agreements with neighboring communities to ensure a high level of fire and rescue services is provided.
- Maintains a cooperative and collaborative relationship with Career and Volunteer staff, Fire Authority Board, City Council, and the Rural District Board, City Executive Leadership Team, and regional agencies within the fire district.
- Represents the City of Loveland in appropriate local, regional, state and federal activities related to the Fire Authority operations and welfare.
- Maintains high visibility and places strong emphasis on communicating with all members of the Fire Authority through station visits, interactions, and proficiency evaluations, while respecting the chain of command.

Requirements

The Fire Chief must have:

- The ability to establish and maintain effective working relationships with internal and external stakeholders.
- An understanding of the principals and responsibilities of the Annual Compliance Report for the Commission on Fire Accreditation as appropriate International through the Center for Public Safety Excellence.
- A strong understanding of Emergency Management.
- Knowledge and understanding of the intricacies of combination departments.
- Strong budget skills supported by conservative fiscal management.
- Strong knowledge of the Incident Command System and Blue Card Hazard Zone Management; incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
- The ability to provide supervisory leadership, as well as management and motivational skills essential to effective and efficient development and utilization of human resources.
- Knowledge of progressive fire and rescue practices and standards being utilized in the fire and rescue services within the department and at the state and national level.
- The ability to deal constructively with conflict and developing consensus.

Qualifications
• State or national fire officer certifications; National Fire Academy Executive Officer Program (EFO) Graduate or enrolled with a specified completion date; Chief Fire Officer Designation (CFOD) or in process of obtaining; or similar certifications.
• ICS 100, 200, 300, 400, 700.
• Valid Driver’s License with a safe driving record.

Experience

• Ten (10) years' increasingly responsible command and supervisory experience in an organized fire department and/or authority; and five (5) years of supervisory experience in a chief officer rank or executive role.
• Experience managing a unionized environment and collective bargaining desired.
• Fire department accreditation leadership experience through the Commission of Fire Accreditation International (CFAI) desired.

An offer of employment is contingent upon the successful completion of a pre-employment driving record and criminal history background check, and drug screen. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which LFRA tests, will result in the contingent offer of employment being revoked. A successful completion of the drug screen is defined as obtaining a negative result.
TITLE
Consider Designation of a Search Committee for the Fire Chief Hiring Process

EXECUTIVE SUMMARY
The LFRA Board must designate a Search Committee for the Fire Chief hiring process.

BACKGROUND
The LFRA Board have been given legal counsel regarding the necessity of designating a search committee for the hiring of a new Fire Chief to replace Fire Chief Miller, who is retiring July 1, 2021.

STAFF RECOMMENDATION
Discuss and designate a search committee as advised.

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
Preserve, Develop, and improve the resources entrusted to LFRA; including vehicles, equipment, facilities and most importantly, the human resource.

ATTACHMENTS
N/A