

City of Marshfield

RECRUITMENT PROFILE FIRE CHIEF CITY OF MARSHFIELD, WI

This Recruitment Profile provides background information on the Community and the City of Marshfield, and outlines factors of qualification and experience identified as necessary and desirable for Candidates for the Fire Chief position.

This Profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries to the recruitment and selection process for the Fire Chief are to be directed to the attention of:

McGrath Human Resources Group
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COMMUNITY BACKGROUND

Marshfield, a regional center located in central Wisconsin, takes great pride in its unparalleled quality of life and its 2008 designation as one of the nation's top 20 "Dream Towns" by Demographics Daily, based on healthy economics, moderate cost of living and strong educational systems. This community of 19,454 features a historic downtown; consistently high performing schools; the UW-Marshfield/Wood County campus; and Mid-State Technical College. Healthcare is the dominant industry anchored by the Marshfield Clinic, the largest private group medical practice in Wisconsin and one of the largest in the nation, and Saint Joseph's Hospital, a 500-plus bed tertiary care teaching facility. Other major employers include Roehl Transport and Marshfield Door Systems.

Marshfield is proud to be considered "Best Place to Live in Wisconsin and Eighth Best Place to Live in America" according to Bizjournals.com. Demographics Daily selected Marshfield based upon such criteria as its excellent health care, schools, supply of good jobs, and small-town character. Other qualities

considered were Vitality, Connection to Cultural Mainstream, and Low Cost of Living. Thanks to the world-class care provided by Marshfield Clinic and Saint Josephs' Hospital, the community actually ranked in the top 10 for health care. Marshfield was also in the top 50 for the [education](#) and freedom from stress categories.

City Government

The City of Marshfield is guided by its mission to create an efficient, successful and sustainable organization providing insightful stewardship of the community, its heritage and its legacies. The city strives to deliver the highest quality, cost-effective and most responsive services possible to residents, taxpayers, visitors and investors, while maintaining an atmosphere of professionalism, integrity, responsiveness and accountability.

Recent accomplishments for Marshfield include achieving an Aa2 credit rating, one of the highest ratings available to a community of Marshfield's size; construction of a Gold LEED-certified fire station and reconstruction of Central Avenue through the heart of the city's historic downtown.

The City of Marshfield is organized as a mayor-council plan under Chapter 62 of Wisconsin Statutes. The Mayor, who serves as the city's chief executive officer, is elected to a two-year term in even-numbered years.

The Common Council includes the Mayor and ten alderpersons, elected by district to two-year terms. Alderpersons representing odd-numbered districts are elected in even-numbered years and alderpersons representing even-numbered districts are elected in odd-numbered years.

Police & Fire Commission

The City of Marshfield has a 5 member Police & Fire Commission that is appointed by the Mayor for 5- year terms. Wisconsin State Statutes 62.13 sets forth the Police & Fire Commission's responsibilities and duties. In addition to the Commission's responsibility to hire the Chiefs and department personnel, and, approve all department appointments; they also facilitate policy making, consistent with Wisconsin State law for the two public safety departments. Thus, the fire and police Commission has the optional powers designated in §62.13(6) Wis. Stats. The Fire Chief has a dual relationship – one to the Police & Fire Commission and one to the Mayor/Common Council.

Fire Department

The Marshfield Fire and Rescue Department (MFRD) provide fire suppression and prevention services to the 19,454 citizens of the City of Marshfield in Wisconsin which includes 11.4 square miles in Wood County and 1.9 square miles in Marathon County. The department also provides "911" paramedic level services to the city and 13 villages and townships with a combined population of over 32,000 people in a 313.8 square mile area.

The delivery of Emergency Medical Services (EMS) beyond the city of Marshfield boundaries includes the towns of Auburndale, Cameron, Fremont, Lincoln, Marshfield, McMillan, Milladore, Richfield, Rock, and Sherry and the villages of Auburndale Hewitt, and Milladore surrounding the city of Marshfield. The delivery of this contracted service is provided by the application of a formula that considers the

weighted averages of population, square miles, number of responses and road miles travelled the previous year (Hanson, 2011).

The MFRD is also contracted to provide back-up emergency medical transport for the Ministry Spirit Medical Transportation program for neonatal transports, pediatric transports, and paramedic intercepts throughout central and northern Wisconsin.

The MFRD is contracted as the Level B Hazardous Materials Response Team for the northern half of Wood County and its 75,000 residents. The current MFRD staff includes; 1-Chief, 5-Deputy Chiefs, 3 Lieutenants, 18-Firefighter/Paramedics,9-Firefighter/EMT Basics), and 1-Secretary to the Chief for a total of 37 personnel.

Fire Chief Qualification Criteria

The City of Marshfield is seeking superior Candidates committed to excellence in the fire and emergency services. The following factors of education, experience, command and management style and personal and professional traits have been identified as necessary for the Fire Chief to succeed in this position

Education and Experience

Have a bachelor's degree in Fire Science, Business, or related field applicable to the position; or completion of the EFO program preferred. Minimum of an Associate's Degree required.

Have a proven successful background in Emergency Services/Fire Department(s) with increasingly responsible supervisory and managerial experience in a command capacity.

Have a minimum of five-(5) years experience in a supervisory and managerial capacity in a career or combination department.

Have sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing and appropriateness of organizational structure toward superior performance of the Department mission.

Have experience and understanding of modern operation techniques, methods and practices relating to fire suppression, fire prevention and inspection, EMS, training, public education and administration.

Have knowledge and experience in the area of personnel management, including recruitment, training, promoting, disciplining, and terminating employees in a unionized career department.

Have experience working with and effectively participating in contract negotiations and labor relations.

Have experience in developing positive, cooperative, and supportive relationships with other fire departments and EMS facilities at the local, state and federal level.

Have experience in preparing and controlling budgets and have a background in cost-effective administration of human and financial resources.

Have experience in long-range planning and the establishment and implementation of goals and objectives.

Have demonstrated ability to work effectively with elected and appointed officials and members of the general public.

Be computer literate and knowledgeable about technology appropriate to emergency operations and activities. This includes, at a minimum, word processing and spreadsheet skills.

Not be "tradition bound" but a fire service professional who has the experience and reputation for being an innovator and capable "change agent" and state of the art approaches in providing fire and emergency medical services in the protection of life and property for the community.

Management Style/Personal Traits

Have a background of integrity, leading and motivating personnel by example.

Be personally committed to dealing with persons in an impartial, professional manner without regard to gender, racial or ethnic background. Be capable of identifying and developing supervisory and command talent in striving for excellence in the emergency service areas.

Have excellent verbal and written communication skills and be capable of making effective public presentations.

Be able to gain the credibility and respect of the EMS and Fire Department personnel and others based on professional knowledge, strong interpersonal skills, and strong leadership abilities.

Be capable of identifying and developing supervisory and command talent in others striving for excellence in the emergency service areas.

Be an effective listener; be responsive to employee input and provide prompt feedback.

Have a sense of humor and the ability to work in a consensus building manner.

Benefits Summary

Residency Requirement: As a condition of continued employment, employee must be a resident within A 15 mile radius of the Fire Station, or become a resident no later than sixty (60) days following the completion of their probationary period.

Immediate Supervisor: Police and Fire Commission

Salary: Mid to upper \$80's dependent upon qualifications with excellent benefits. (Note: City in the midst of a compensation study.)

Health Insurance: Employee's coverage begins on the first day of the month following

30 days of employment. Security Health Plan with a \$500 annual deductible per individual and a maximum family out-of-pocket expense of \$1,500.

Total monthly premium	\$1,724.71 (F)	\$744.59 (S)
City's share	\$1,466.01 (F)	\$632.91 (S)
Employee's share	\$ 258.70 (F)	\$111.68 (S)

Dental Insurance:

Total monthly premium	\$145.33 (F)	\$47.68 (S)
City's share	\$123.53 (F)	\$40.54 (S)
Employee's share	\$ 21.80 (F)	\$ 7.14 (S)

Disability Insurance: The City offers a short-term disability insurance plan with voluntary participation. Premiums are paid by the employee through payroll deduction on an after tax basis.

Life Insurance: The City offers a group term life insurance plan offered by the Wisconsin Retirement System (WRS). The plan offers basic coverage based on an employee's annual earnings reported to the WRS, accidental death and dismemberment coverage, waiver of premiums during periods of disability, and insurance with further contributions for eligible employees who retire at age 65 or later (active employees pay premiums to age 70). The employee is eligible for such coverage on the first day of the month following the first six months of employment, and the City pays the full premium cost for the employee's coverage. Optional coverage's - at the employee's expense - are available to the employees which provide coverage for spouse and eligible dependents and additional coverage on the employee equal to 100% of the employee's basic coverage.

Holidays: 10 paid holidays annually, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day and two personal holidays. The employee is eligible to use the personal holidays following 90 days of employment.

Vacation Leave: All vacations are based on the employee's anniversary date of hire. Employees receive one week of paid vacation

after six months, three weeks after one year (12 months) of service; four weeks of paid vacation after ten years of service and five weeks of paid vacation after seventeen years of service.

Sick Leave: Employees shall accumulate one (1) day sick leave credit for each month of service, not to exceed sixty (120) days. Each day of sick leave so accumulated shall be used as a basis for sick leave pay when an employee is absent due to illness.

PEHP (Post Employment Health Plan): The PEHP Plan is designed to help you defray the costs of health care after separation of service. \$500 annually (\$19.23 per pay period) will be deducted tax exempt and placed into a PEHP account in the employee's name. These contributions, as well as earnings on the account or benefits paid from the plan, are tax-free to you. Access to the benefits to reimburse qualified medical expenses is available to you upon separation of service. At that time, your benefit reimbursement is limited only by the account balance. Upon your death, any remaining balance can still be used by your spouse or qualified dependents.

Retirement: The City participates in the Wisconsin Retirement Fund. The City pays the employer portion and the employee pays 4% of the employee portion (pre-tax) with the employee paying the full employee share of the Wisconsin Retirement System on December 31, 2013 which for 2013 is 6.65%.

Deferred Compensation: Program available to all employees, with periodic opportunities for employees to schedule appointments with the deferred compensation representative.

Uniforms: Protective service manager are eligible for reimbursement up to five hundred (\$500) per year to be used toward the purchase of uniform clothes (includes replacement badges, name tags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy.

Car Allowance: The Fire Chief is paid \$100 a month allowance on their paycheck for work related in town mileage. Out of town work related mileage is reimbursable through an expense report.

Flexible Benefits Plan (Section 125 of IRS code):

The City's flexible benefit plan permits an employee to pay a portion of the cost of the City's group health, dental, and life insurance plans with before tax dollars and allows employees to pay certain uninsured medical expenses and dependent care expenses on a pre-tax basis. Employees are eligible to participate in the plan as of the first date in which they are eligible for coverage under one of the City's group insurance plans, except that for medical reimbursement or dependent care assistance reimbursement, you are eligible

beginning in the first plan year after your date of hire.