



ASSISTANT FIRE CHIEF

TOWN OF LITTLE ELM, TEXAS

Recruitment Services Provided By



The Opportunity

The Town of Little Elm, Texas is offering an excellent leadership opportunity for a contemporary, well-rounded fire service executive who wants to work alongside a group of committed fire service professionals as Little Elm's next Assistant Fire Chief. This position will provide a cornerstone opportunity for either an established or an up-and-coming leader to assist the Fire Chief with leading an Insurance Services Office (ISO) Class 1 rated organization dedicated to providing outstanding pre-hospital care, fire suppression, fire prevention, and customer service in a highly desirable community.

About Little Elm

The Town of Little Elm, a premier destination community in the Dallas-Fort Worth (DFW) Metroplex, is located in Denton County, 33 miles north of Dallas, 53 miles north of Fort Worth, and 20 miles east of the City of Denton, the County Seat. Little Elm began the 21st century with a population of 2,000; today, Little Elm boasts a population of 53,603. This growth in population makes Little Elm one of the country's fastest growing communities by percentage. While growth has discovered Little Elm, the community continues to maintain its welcoming, culturally diverse, safe, and vibrant community atmosphere.

The peninsulas along Little Elm's eastern shores provide it with a beautiful, natural backdrop for visitors and residents alike. Little Elm's expansive shoreline makes for unique water vistas while also providing excellent recreational opportunities for relaxation, water sports, fishing, camping, and swimming. Little Elm's pride in its amenities and its ability to retain its hometown charm, while providing convenient access to the array of world-class amenities located throughout the DFW Metroplex, has earned Little Elm the nickname, "The Town with a Lake Attitude."

Little Elm is the recipient of various awards for municipal excellence including those granted by the American Public Works Association, the Government Finance Officers' Association, and the American Heart Association. Even with these impressive credentials, and a land space of 22.7 square miles, Little Elm maintains its hometown values and intimate feel. Little Elm's workforce and its elected officials' commitment to its culture of Servant Leadership is buttressed by the core values of Innovation, Customer service, Efficiency, and Integrity.



Town Government

Incorporated in July 1966, Little Elm adopted home rule in 2001. The Town is governed by a Council-Manager form of government. The Town's legislative body consists of the mayor and six council members who make up the seven-member Town Council. These seven decision-makers are elected by and represent the residents' and the community's interests.

The Town's daily operations are handled by a professionally educated and trained town manager appointed by the Town Council. The Town Manager, who functions as the Chief Executive Officer, is responsible for implementing the Council's policy directives and ensuring the effective delivery of all municipal services. The Town Manager, with the help of the Assistant Town Manager, carries out municipal business through Little Elm's department directors and other staff. Little Elm's adopted budget for FY 2022-2023 is \$130.9 million which supports 436 full and part-time/seasonal positions.





The Department

The Little Elm Fire Department's mission is to provide service excellence through outstanding pre-hospital care, fire suppression, fire prevention, and superior customer service to the residents and patrons of Little Elm.

The Fire Department's commitment to excellence is reflected in its unwavering commitment to customer service, expansion of resources, and personnel development. This long-term commitment was realized in 2016 when Little Elm earned the prestigious Public Protection Insurance Services Office (ISO) Class 1 designation. This designation was the result of the combined efforts of Little Elm's Fire and Water Departments, and the contracted dispatch services provided by the Denton County Sheriff's Department.

Founded in 1960 as the all-volunteer department of the Denton County Rural Fire Prevention District No. 1, the Little Elm Fire Department (LEFD) is now a growing career organization with three fire stations housing approximately 82 current full-time employees. The Fire Department consists of three major functional areas: Administration, Operations, and the Fire Prevention Bureau. The Fire Department's operating budget for FY 2022-2023 is \$12.6 million.

The LEFD covers approximately 66 miles of shoreline along Lewisville Lake and 19 square miles of land and water within the Town's incorporated limits. LEFD also provides operational services to the Town of Lakewood Village, the Town of Cross Roads, the Frisco West Water District, and areas of Denton County including Hilltown, Rocky Point, and areas in between.

82 FT
EMPLOYEES

\$12.6 M
BUDGET

The Position

Appointed by and working under the general direction of the Fire Chief, the Assistant Fire Chief, as an essential member of the Fire Department's executive team, serves as an aide and confidante for the Fire Chief. The Assistant Fire Chief must be a proven fire service professional with diverse, contemporary job knowledge and capabilities, and excellent interpersonal and communication abilities. The Assistant Fire Chief will direct the daily emergency and non-emergency activities of the Operations Division.

As a crucial member of the Fire Department's leadership team, the Assistant Fire Chief's key duties and responsibilities include:

- Modeling leadership behaviors and actions that are consistent with the Department's mission and its core values of integrity, customer service, efficiency, and innovation.
- Promoting effective working relationships with department personnel, town employees, and members of the community.
- Overseeing the daily emergency readiness and responses of the Operations Division's fire suppression, emergency medical response, hazardous materials response, technical rescue, safety, training, and support services personnel.
- Developing, administering, and forecasting within the Town's 5-year budget cycle, including developing specifications for needed apparatus and equipment.
- Coordinating service testing and evaluation of department apparatus and equipment.
- Recommending and implementing best and most promising practices and policies related to department activities with an emphasis on continuous improvement, performance efficiencies, cost-effectiveness, data-driven metrics, and mitigation/management of liability exposure.
- Functioning in any level of the Incident Command structure; attending periodic professional development coursework to maintain a high degree of ability, knowledge, and understanding of emerging fire service methods, practices, and developments.
- Ensuring staff accountability through the equitable enforcement of rules, regulations, policies, and procedures.
- In the absence of the Fire Chief, assume the duties as the Fire Department's Chief Executive Officer.





Opportunities & Challenges

Significant performance drivers for the next Assistant Fire Chief will include:

- Monitoring, evaluating, and making any needed adjustments in the recently implemented 48/96 work schedule.
- Planning for the on-going training, and placement of the 11 recently hired firefighters funded by the Staffing for Adequate Fire and Emergency Response (SAFER) grant.
- Engaging in organizational and staff development to ensure the organization's structure, policies and procedures, and operating strategies are optimized to meet the contemporary needs of a growing organization; and ensuring the workforce is prepared for continued organizational expansion and promotional opportunities.
- Working cooperatively with other Little Elm staff to enhance existing and develop new hiring and performance standards; prepare operational audits to increase effectiveness; and implement risk mitigation/management strategies to limit municipal liability exposure.
- Collaborating with various stakeholders involved in the design and building of the new fire station and Public Safety Annex, a joint facility housing both police and fire personnel.
- Maintaining a thorough understanding of the Insurance Services Office's (ISO) current standards and requirements, review data collection, and enable the Fire Department to maintain its current ISO PPC Class 1 rating.
- Maintaining a continual information flow to the Fire Chief while ensuring the reliability of all information conveyed.
- Directing and overseeing the actions of assigned staff and holding subordinates accountable for adherence to rules, regulations, policies, orders, procedures, and policies.
- Overseeing the daily emergency readiness and response of the Operations Division in fire suppression, emergency medical response, hazardous materials response, technical rescue, safety, training, and other support services.

Ideal Candidate

The ideal candidate will have an established reputation as a mentor, collaborator, and team builder who can connect with all levels of the Fire Department and will possess the following traits and characteristics:

- Genuinely committed to working with the existing team of highly valued employees to provide guidance, direction, recognition, and professional development.
- A strong leadership presence while being approachable and accessible by community members, town staff, and Department personnel.
- A solid communicator with the ability to engage others with tact and diplomacy.
- Capable of resolving complex problems, building trust and legitimacy while upholding standards of accountability, and promoting a culture of excellence.
- Able to operate with independence and initiative while remaining aligned with the Fire Chief's policy directions.
- An energetic, courageous leader who values fairness, honesty, and integrity.
- A respected leader with an elevated level of emotional intelligence, strong organizational skills, a keen sense of community, and a willingness to embrace Servant Leadership and the core values of Integrity, Customer Service, Efficiency, and Innovation.





Qualifications

Any combination of equivalent experience and training that would provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities would be:

Education: A bachelor's degree from an accredited university or college in Fire Administration, Public Administration, or a related field is required. A master's degree is preferred.

Experience: A minimum of 15 years of progressive fire service experience with at least four years of supervisory experience.

Graduate of at least one of the following: Texas A&M TEEX Fire Service CEO Program, Texas Fire Chiefs Academy, or the National Fire Academy's Executive Fire Officer Program.

Required Certifications:

- Texas Commission on Fire Protection (TCFP) Certifications
 - Master Structural Firefighter
 - Fire Officer IV
 - Fire Instructor II
 - Incident Safety Officer
- Required Texas Department of State Health Services (TDSHS) Certifications
 - Basic Emergency Medical Technician (EMT)
- Required Incident Command Courses: 100-400, 700 & 800
- Eligibility to hold a Texas Class B license in addition to a valid Texas Driver's License

NOTE: Reasonable time will be granted to obtain certifications. Equivalent certifications from other states will be considered.

Preferred Certifications:

- TCFP Incident Commander
- TCFP Basic Fire Inspector
- TCFP Basic Fire Investigator
- TDSHS EMT-Paramedic

Compensation & Benefits

The salary range for this position is **\$136,410-\$150,571**; final placement in the range will be dependent on qualifications and experience. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

Retirement: Membership in the Texas Municipal Retirement System (TMRS): 7% employee contribution with an employer matching contribution at 2/1 for the employees' retirement program.

Insurance: Little Elm provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events to enhance quality-of-life outside work and to assist employees and their families plan and prepare for the future and includes medical, dental, and vision insurance plans with a variety of plan options for employees and dependents.

Vehicle: The position includes an assigned vehicle.

Relocation Assistance: A moving expense allowance may be available to the selected candidate in accordance with Town policy.

Other Benefits Include:

- Vacation and Paid Holidays
- Sick Leave
- Employee Life and Dependent Life Insurance Options
- Long-Term Disability





The Recruitment Process

Qualified candidates should submit a compelling letter of interest and resumé to mosaicpublic.com/careers.

This position will remain open until it is filled; however, interested individuals are strongly encouraged to apply by **Monday, June 26, 2023**. Following this date, resúms will be screened against the criteria outlined in this brochure. Interviews with the Town of Little Elm will be offered to those candidates selected as finalists. The selected candidate will join the Town of Little Elm on a mutually agreed upon date after completing all relevant background verifications.

Interested individuals should be aware that Mosaic Public Partners will work closely with the Town of Little Elm throughout this process to ensure confidentiality to the degree allowable by the State of Texas' laws governing open records.

If you have questions or would like to discuss this opportunity further, please contact Jacqueline "Jackie" Seabrooks at Jackie@MosaicPublic.com or (916) 550-4100.

The Town of Little Elm is an Equal Opportunity Employer.

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