



# FIRE CHIEF

City of Vallejo, California

Recruitment Services Provided By





# The City of Vallejo

The City of Vallejo is in Northern California, 30 miles northeast of San Francisco, 60 miles southwest of Sacramento, and 70 miles north of the Silicon Valley. Vallejo is the largest city in Solano County and the tenth most populous city in the San Francisco Bay Area, with approximately 123,000 residents. Vallejo is the home to the former Mare Island Naval Shipyard, the first United States Naval base on the Pacific Ocean.

Vallejo is proud to be the most diverse city in the Bay Area and is a prime location for families and businesses to thrive. It is also emerging as a commuter hub, as it is home to the busiest Ferry terminal in the Bay Area, with more than 1.2 million riders per year. Vallejo is centrally located with easy access to airports, major highways, and ports making travel and adventure easily accessible. The Waterfront and Mare Island redevelopment has become a proud community effort, with input from residents helping shape the future of what could become the most important economic generator of the City.

Opportunities for outdoor family activities abound in Vallejo and it is home to a large art community and hosts unique community attractions such as the Mad Hatter Festival, notable local restaurants, and a year-round Downtown Farmer's Market. Families also flock to Vallejo to enjoy Six Flags Discovery Kingdom, a marine and wildlife theme park with various amusement rides. Vallejo is additionally home to several well-acclaimed higher education campuses, Tuoro University, a private non-profit health professions graduate school; the California State University Maritime Academy, the only maritime academy on the West Coast; and the Vallejo Center campus of Solano County Community College.

## The Opportunity

The City of Vallejo offers an enriching career opportunity for a fire service executive looking to serve as the next Fire Chief. The successful candidate will lead a high functioning fire department in a municipal organization characterized by a strong service commitment and focus on maintaining a safe, resilient community.

# City Government

Vallejo is a full service, charter city with an adopted fiscal year 24-25 total budget of \$284.9 million, and a General Fund budget of approximately \$138.3 million. The City has an authorized staff of 682 FTEs across various departments, ensuring effective delivery of services to the community.

Vallejo has a Council-Manager form of government with the Mayor elected at-large and six Council Members elected by district, all on a non-partisan basis, for four-year overlapping terms. The City Council appoints the City Manager and City Attorney. The City Manager is responsible for implementing City Council policy and administering the day-to-day operations and affairs of the City. The City Attorney serves as chief legal advisor to the City, providing transactional and litigation services to the City (City Council, City advisory bodies, and City departments).





# The Vallejo Fire Department

The Vallejo Fire Department consists of 96 total employees, who are staffed between the Administration, Suppression, Training, and Prevention divisions. The adopted FY 24-25 Fire Department budget is \$31.8 million. The Fire Chief provides executive leadership over the Department and is assisted by a Deputy Fire Chief. The Department averages over 16,000 calls per year and is committed to working with the community it serves to provide public safety and resilience.

Divisions of the Vallejo Fire Department are described as follows:

- **Suppression Division:** Fire Suppression consists of 84 staff made up of Firefighter-Paramedics, Engineers, Captains, and Battalion Chiefs. The staff are spread across three different shifts and seven different stations in the city to ensure coverage for citizens 24 hours a day, 7 days a week. Each shift is led by a Battalion Chief.
- **Training Division:** The Fire Training Division is responsible for providing continuing education to staff, overseeing the Department's three-year Apprenticeship Program, running the recruit academy, and managing the Department's Emergency Medical Services (EMS). Training is made up of one Battalion Chief and a Fire Captain.
- **Prevention Division:** The Fire Prevention Division is responsible for inspection services, plan checks and permitting, fire reports and investigations, weed abatement, and public education and outreach. Prevention is staffed by a Prevention Manager, three Inspectors, and one Administrative Assistant.



The Vallejo Fire Department's mission is to ensure a safe community through exceptional, professional fire service and operates in a manner consistent with its core values of Integrity, Responsibility & Accountability, and Honor.

 **31.8M**  
Operating Budget

 **96 FTE**  
Employees

# The Position

Under general direction from the City Manager, the Fire Chief is responsible for planning, directing, managing, and overseeing the activities and operations of the Fire Department including communications, fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services and administrative support services. The Fire Chief coordinates assigned activities with other City departments and outside agencies in the interest of providing the highest level of service to Vallejo residents. Some key responsibilities include:

- Assume full management responsibility for all Fire Department services and activities.
- Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.
- Represent the Fire Department to other City departments, elected officials and outside agencies; explain, justify and defend Fire Department programs, policies, and activities; and negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures as necessary.
- Plan, direct and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of fire science.
- Direct the disaster preparedness emergency response program; prepare a variety of technical and Departmental activities reports and records; and participate in making presentations to the public and professional audiences regarding fire problems and studies.
- Participate in labor negotiations and monitor the labor contract throughout the year.





## Challenges & Opportunities

The next Fire Chief in the City of Vallejo will have the opportunity to address some meaningful organizational challenges which will ensure the Vallejo Fire Department continues to advance its service capabilities and reputation as a premier fire prevention agency. Some noteworthy challenges/opportunities for the Fire Chief include:

- The successful candidate will have the opportunity to bring a strong focus on succession planning to the Fire Department to ensure the staff are trained and mentored in preparation for larger roles in the future.
- The next Fire Chief will oversee implementation of a Standards of Cover assessment that was recently approved by the City Council.
- As the City continues to emerge from its prior financial hardship, the Fire Chief will be challenged to analyze and recommend enhancements to the service model, organizational structure, policies and procedures, etc. that are geared toward efficient service and public safety.
- An opportunity exists for expanded regional collaboration and partnerships.
- Creative experience in the areas of recruitment and retention will assist the next Fire Chief in meeting current and future staffing challenges.

# Ideal Candidate

The ideal candidate for Vallejo's Fire Chief will possess the following traits, characteristics, and experiences:

- An experienced Fire Chief or Deputy or Assistant Chief is desired to thoughtfully address succession planning, policy updates, and staff development.
- A progressive mindset with an eye toward modernization will be beneficial to the next Fire Chief and the organization.
- Significant administrative experience, budget experience, and human resources management skills will be valuable.
- Fire Prevention experience will be valuable to build important depth in that critical service area in the Fire Department.
- The most qualified candidates will bring demonstrated experience in effective change management that includes others in instituting and implementing change in a meaningful way.
- The next Fire Chief for the City of Vallejo will possess a collaborative spirit regarding serving on an executive team with other City directors, working with regional peers, collaborating with community, and supporting employees.
- A passion and commitment to providing service to a diverse community.
- Labor/Management experience is essential.





## Qualifications

The following are the minimum qualifications for the position of Fire Chief.

**Education:** Possession of a bachelor's degree from an accredited college or university with major course work in fire science, public administration, or a closely related field. A master's degree is highly desirable.

**Experience:** Seven (7) years of broad and extensive experience in municipal firefighting, including four (4) years in an administrative and supervisory capacity.

**License or certification:** Possession of a certificate in Fire Science and Fire Prevention from a college vocational fire science program with a minimum of 40 semester units or a valid California Certified Fire Officer Certificate.

# Salary & Benefits

The annual salary range for the Fire Chief is **\$218,893 to \$266,066 with a 5% cost-of-living increase July 2025**. In addition to the cost-of-living increase in July, base salary is currently under review and might increase. Placement within the range is negotiable and dependent upon qualifications. In addition, the City offers a comprehensive benefits package including:

- **Retirement:** The City participates in CalPERS with a 3% @ 50 formula for Tier 1 Classic Employees or 2% @ 50 for Tier 2 Classic Employees, with an employee contribution of 9% + 4.4% employer share = 13.4% for Tier 1 or a 9% contribution for Tier 2. For employees covered under PEPRA, the retirement formula is 2.7% at 57, with an employee contribution of 13.75%.
- **Deferred Compensation:** The City offers a voluntary 457 elective benefit, 100% employee paid. The City will match up to 1% of employee's annual pay rate under a 401a with the employee's elective 457 contribution.
- **Health Insurance:** The City participates in the CalPERS Health Benefits Program, including Dental and Vision.
- **Vacation:** Annual accrual rates are 10 working days (0-3 service years); 15 working days (3-9 years of service); 20 working days (9-15 years of service); and 25 working days (15+ years).
- **Holidays:** 12 paid holidays per calendar year.
- **Sick Leave:** Accrual rate of 12 hours for each full month of employment.
- **Administrative Leave:** 80 hours per calendar year.
- **Life Insurance:** Life insurance is provided at 2x annual salary with a maximum of \$250k.
- **Uniforms:** The City will replace the dress uniform for the Fire Chief once every two (2) years and will replace the daily uniform as needed.





# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Monday, June 16, 2025**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.

## IMPORTANT DATES:

Deadline to apply and be considered: Monday, June 16, 2025

Candidates selected for interviews: Week of June 23, 2025

In-person interviews: Week of July 7, 2025

Estimated start date for new Fire Chief: Late August 2025

*The City of Vallejo is an Equal Opportunity Employer.*