



FIRE CHIEF

To preserve life, property and promote a safe community





FIRE CHIEF

The Mission of Missouri City Fire and Rescue Services is to prevent and mitigate emergencies for the citizens and visitors of Missouri City through dedicated professionals, bound by integrity, using technology and innovation.

THE COMMUNITY

Missouri City, Texas, known as the "Show Me" city, has a population of over 70,000 and is conveniently situated 20 miles southwest of downtown Houston. The city covers 29.8 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the city is located in Fort Bend County with a small portion of the city in Harris County. Missouri City has easy access to both Houston airports (William P. Hobby Airport & George Bush Intercontinental Airport) and is less than 60 miles from Galveston. This location provides easy access to Texas Medical Center and other Houston facilities.

Since being incorporated in 1956, Missouri City has experienced tremendous economic growth and development, particularly along US 90A and Beltway 8. Major employers include Niagara Bottling Company, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Food, and Twin Star Bakery. Missouri City is currently experiencing significant growth and industrial/warehouse development along US90A and Beltway 8. Business Park 8Ninety has recently broken ground. Park 8Ninety is a 127 acre site with capacity for 1.75 million square feet of Class A industrial. Lakeview Business Park is also a recent (168 acres) industrial park development, which the City intends to build out in multiple phases, to include more than 20 buildings, when fully developed.

Missouri City is respected nationwide for its high-quality development requirements, evidenced by its designation as Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City's visual environment. Missouri City is one of nine cities to have received this designation in Texas and the only city in the Houston region. It should be noted that, unlike neighboring Houston, Missouri City has been zoned since 1981.

Missouri City is a very diverse community and provides a high quality of life. Despite the size of its population, it has the feel of a small close-knit community. In fact, a Rice University study found that Missouri City has surpassed Houston as the region's most diverse city. The City has 20 parks totaling 393 acres and includes a Recreation and Tennis Center and a 36-hole golf course. There are two school districts in Missouri City: Fort Bend ISD and Houston ISD. Additionally, there are several private schools and eight community colleges within 50 miles of the City. Houston is home to University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

The National Civic League has just announced Missouri City as one of 20 finalists for the 2016 All-America City Award (AAC). The City is one of only two Texas cities to earn the prestigious designation and the only one in the region. Missouri City has been recognized nationally as one of the Safest Cities in America by Congressional Quarterly, one of the Best Places to Live in America by CNN/Money Magazine and one of the Top 50 Best Places to Live in the U.S. by 24/7 Wall Street.

GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the city manager to lead and manage the day-to-day operations of the organization.

The City Manager oversees the work of 373 full-time employees, an annual budget of over \$130 million and 11 departments including Police, Fire, Finance, Courts Services, Economic Development, Public Works, Development Services, Parks & Recreation, Human Resources, Communications, and Technology & Innovation. The Leadership Team is working to build a high-performance organization that is both customer focused and oriented.

The City has adopted a 2029 Strategic Plan which can be accessed at: <http://www.missouricitytx.gov/documentcenter/view/4298>.



THE DEPARTMENT

The Missouri City Fire Department was founded on December 3, 1956 as a volunteer department. The City hired its first paid firefighter in 1968. The current Fire and Rescue Services Department is staffed with all paid members who strive to provide the public the best and most efficient services possible through a high level of training and readiness in a non-union environment.

The Department has five stations and is organized into the following divisions: Administration, Training & Education, Operations, Community Risk Reduction/Fire Prevention, Community Engagement and Emergency Management. As of Aug. 1, 2016, the City has a Public Protection Class rating of 1/1Y, the highest rating awarded by ISO. Currently, only 26 cities in Texas and 97 cities nationwide have achieved a Class 1 rating. The Department's multi-year plan included enacting the Quint concept, improving and increasing the training of firefighters, and improving the fire education and prevention activities, such as adopting the 2015 Fire Code.

Staffing for the Department by Division is as follows:

ADMINISTRATION:

Fire Chief	1
Assistant Chief	1
Office Manager	1
Administrative Assistant	1

PREVENTION:

Fire Marshal	1
Senior Fire Inspectors	2
Fire Investigators	2

TRAINING AND EDUCATION:

Emergency Management Coordinator	1
Training and Education Chief	1
Part time Clerk	1

OPERATIONS DIVISION:

Division Chief of Operations	1
Battalion Chiefs	3
Lieutenants	16
Drivers/Operators	18
Firefighters	30

The Department currently has 5 stations with station 6 about to break ground. The total operating budget for FY 2020-21 is \$9,128,262. The Department responded to a total of 6,842 calls in FY 2020. Those calls consisted of 4,418 EMS/Rescue calls, 79 Fire Incidents, 91 Structure Fires and 2,254 Other Calls in FY 2020.

DEPARTMENT GOALS

MCFRSD presented the 2017 Standards of Cover and Staffing Utilization Study. From this study, the department has been able to create a strategic plan to meet the equipment, personnel and station needs to meet the coverage needs. As a result of this study, the construction of Fire Station #6 is scheduled to begin this month and upon completion next year, there will be 12 new fire-fighters brought on to open the station in FY 2022.

The department's vision is a commitment to excellence, honor, and service to all. This vision is the backbone for the Department's mission which is to preserve life, property and promote a safe community for all. The Department is committed to the following goals:

Develop Members to their Highest Potential – The MCFRS Department's most significant asset is its employees. To achieve our first goal to develop members to their highest potential, we continually reevaluate and update job descriptions, revise training schedules, encourage growth through the ranks,

and prepare members for administrative leadership. This process begins with new recruits and extends through the most senior members of the organization. It is through this goal and its objectives that MCFRS will continue its reputation as an exemplary department.



Maintain a Positive Community Partnership

– Our top priority is to continue to provide Missouri City residents with high-quality service. The Missouri City Fire and Rescue Services department is a proud community partner, and through our outreach programs and education initiatives, it is our goal to maintain a strong and positive community partnership. This will be achieved by our continued efforts of engagement combined with the analysis of a community risk reduction study. This objective will create the groundwork of how to best proceed as an innovative and progressive agency to assist our citizens. Continuously building these relationships allows for transparent communication and helps reinforce prevention messages.

Create an Environment Conducive to Success – To maintain an organization that increasingly thrives to create an environment conducive to success. MCFRS will continue to implement processes and procedures that promote a cohesive internal atmosphere and identify methods of achieving unified development. By focusing on collective workforce satisfaction, we capitalize on opportunities for growth, efficiency, and innovation.

Ensure We are Prepared to Deliver an Effective Response – Our core services require that we are always prepared to deliver an effective response. To continue to be effective, we must perform an all-points reassessment that will enable us to identify our areas of needed improvement and perhaps find a place where we can be more innovative. Streamlining our technological processes, overhauling our deployment operational plans, implementing equipment and contractor schedules will allow us to be more fiscally sound and ensure we are always working towards meeting or surpassing this goal.

Enhance our Standing as a High-Performance Organization – Through the HPO framework, our foremost priority is to assess our department at every level and identify areas of improvement and realign our priorities to meet the cultural and structural concepts that make the framework effective. This new approach allows MCFRS to continuously evaluate our standing amongst our peers, enrich external systems relations, identify opportunities for new training and competency programs and pursue standards of nationally recognized best practices.

THE POSITION

This is a fulltime position in Missouri City's Fire & Rescue Services Department (MCFRSD) that will report to the Assistant City Manager. In addition to overseeing the day-to-day operations of the MCFRSD, the City expects the new Fire Chief to invest energy in strategic priorities such as fleet assessment, department structure, relationship building and fiscal responsibility. The ideal candidate will be a dynamic leader with proven fire services management experience in diverse environments. He or she will bring innovative, contemporary, and fresh ideas to the department, the organization, and the community. The new Fire Chief shall have experience with leading top-notch staff members and a strong track record of inclusive, open and team-oriented management.

IDEAL CANDIDATE

The ideal candidate will be a dynamic leader with proven fire services management experience in diverse environments. He or she will bring innovative, contemporary, and fresh ideas to the department, the organization, and the community. He or she must have strong interpersonal skills and the ability to build positive relationships, and be a team player in the department, the City, and the community. **Prior experience in emergency operations is highly desirable!**



The candidate selected will be experienced in Fire Services, but more importantly, will be a strong leader with a transparent and inclusive management style. The future Chief will have managed in a highly resourceful manner during challenging fiscal times and be known for his/her attentiveness to responsiveness, efficiency, and effectiveness. The ideal candidate will have the ability to effect change in an organization through strong leadership and management skills. Candidates coming from a larger environment must have the ability to adapt work strategies and ideas to the size of the department and community.

Competitive candidates will have enjoyed strong internal and external relationships throughout their careers and demonstrated a proactive approach to creating mutually beneficial partnerships in the community and the fire profession. Effective employee relations is important to the City.

Impressive candidates will also exhibit the following competencies and characteristics:

- **Inspirational Leadership** – Forwarding thinking, visionary; optimistic “can do” attitude; Serves as an effective mentor and coach; Empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others
- **Community Collaborator / Politically Astute** – Successfully engages with the City Leadership, Mayor and Council, Department Directors, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with elected officials and agencies
- **Communication Skills** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy; Transparent manager of people who provides clear expectations and fosters a culture of personal accountability
- **Strategic-Thinking** – Has patience and perseverance to foster a vision and direction for the City; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives
- **Adaptable and Manages Change** – Able to adapt to ongoing challenges and capable of pivoting and re-directing when necessary; ability to manage teams in crisis; talented problem solver
- **Results Oriented** – Improves and sustains superior project and program delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources; pursues aggressive, achievable goals and works strategically to achieve them

- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/implements creative solutions and provides direction by clearly and effectively setting courses of action
- **Financial Acumen** – Ensures adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with all forms of government finance mechanisms
- **Talent Management** – Demonstrates the ability to attract, align, develop, and retain a diverse talent pool needed

EDUCATION AND EXPERIENCE

A Bachelor’s degree from an accredited college or university preferred; a minimum of seven years relevant professional experience and possession of a Master Firefighter or comparable national certification; or, the ability to secure a Master Firefighter Certification within one year of employment required. Instructor II Certification from the Texas Commission on Fire Protection preferred.

Basic Fire Inspector Certification preferred. Emergency Medical Technician – Basic certification from the Texas Department of State Health Services or National Registry strongly preferred.

The salary range for this position is commensurate on the qualifications and experience of the successful candidate.

The City also offers an attractive benefit package which can be accessed at: <https://www.missouricitytx.gov/232/Compensation-Benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Deadline is Wednesday, March 10, 2021. To be considered, please submit a detailed resume, cover letter, and six work-related references. Your resume should indicate the size of staff and budget you have managed and reflect both months **and** years with regard to the employment dates for current and prior positions held.

To review more information on the position, and to submit your materials visit: <https://executivesearch.cpshr.us/JobDetail?ID=1742>.

For additional information about this position please contact:



KYLIE WILSON
CPS HR Consulting
Phone: (916) 471-3325
Email: kwilson@cpshr.us
Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-March. The City anticipates holding interviews the end of March, with an appointment in early April. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

