

# Chief of Fire

NEWTON FIRE DEPARTMENT

NEWTON, MASSACHUSETTS | MAYOR RUTHANNE FULLER



Chief of Fire  
Newton, Massachusetts

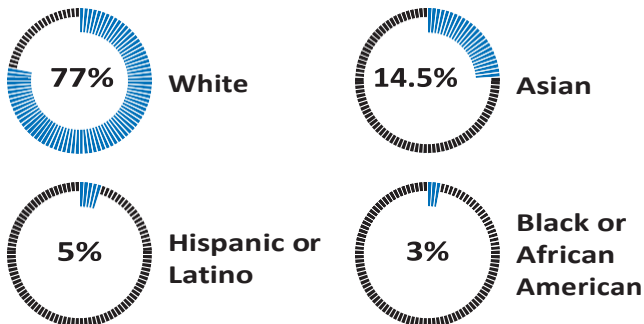
**APPLICATION DEADLINE: April 4, 2022**

**The City of Newton, Massachusetts is currently seeking applications for the position of Chief of the Newton Fire Department. The successful candidate will have a proven track record of exceptional integrity and demonstrated leadership, effective management capacity, and excellent interpersonal skills. The Chief will lead this exceptional and stable department and its dedicated members in this professional fire service agency who are dedicated to serving and protecting, without prejudice or favoritism, the lives and property of the residents and businesses of Newton from both natural and man-made disasters.**

## THE CITY OF NEWTON

The City of Newton is a wonderful place to live and work. Newton has safe and attractive neighborhoods, an excellent public school system, an active community life, multiple transportation systems, proximity to Boston (one of Newton's neighboring communities), and a well-managed and financially strong City government.

The City of Newton has a population of approximately 88,900, with 32,600 housing units and occupies a land area of 18.3 square miles. Approximately 72% of all households in Newton are families while the population of older adults is continuing to grow.



Newton is special in many ways. It is home to a variety of private secondary and post-secondary schools including Lasell University, William James College, Hebrew College, the UMass Amherst – Mount Ida Campus and a portion of Boston College. (Their combined student enrollment is approximately 17,000 students.) The longest stretch of the Boston Marathon runs through the city, including the well-known Heartbreak Hill. Newton-Wellesley Hospital, part of the Mass General Brigham health care system, serves as an important partner, especially during the pandemic.

In September 2018, Newton was again ranked #1 in Massachusetts as the best place to live and #12 in the U.S.

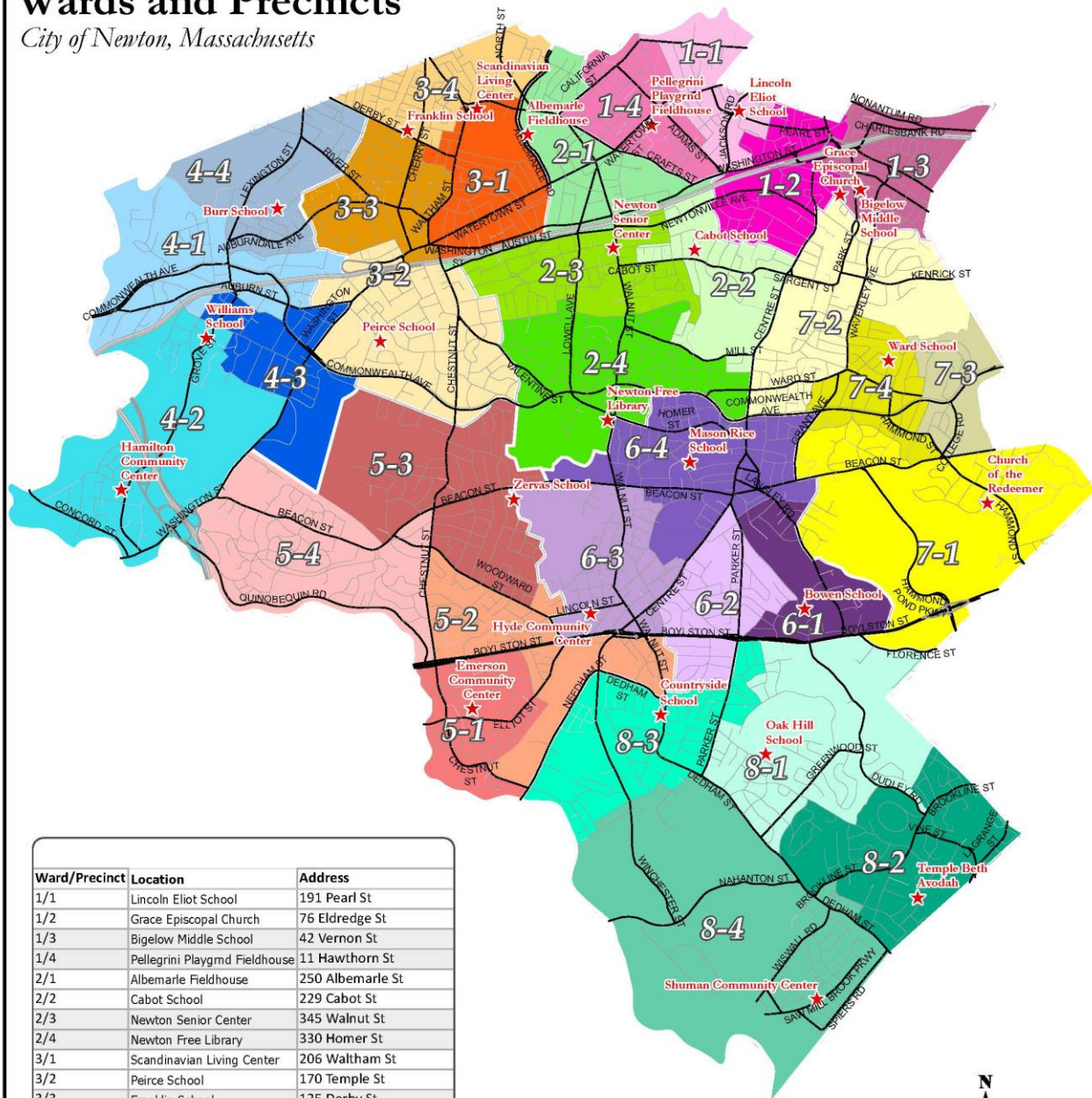


Newton is principally suburban-residential in character. Unlike many other communities that are established around a single Main Street or downtown, Newton is comprised of thirteen distinctive villages. Newton has a diversified economic base with approximately 4,700 establishments employing approximately 79,500 people. Commercial uses only occupy 4.1% of the City's land area.



# Wards and Precincts

City of Newton, Massachusetts

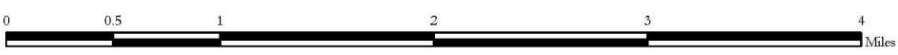


Ward/Precinct	Location	Address
1/1	Lincoln Eliot School	191 Pearl St
1/2	Grace Episcopal Church	76 Eldredge St
1/3	Bigelow Middle School	42 Vernon St
1/4	Pellegrini Playgmd Fieldhouse	11 Hawthorn St
2/1	Albemarle Fieldhouse	250 Albemarle St
2/2	Cabot School	229 Cabot St
2/3	Newton Senior Center	345 Walnut St
2/4	Newton Free Library	330 Homer St
3/1	Scandinavian Living Center	206 Waltham St
3/2	Peirce School	170 Temple St
3/3	Franklin School	125 Derby St
3/4	Franklin School	125 Derby St
4/1	Burr School	171 Pine St
4/2	Hamilton Community Center	545 Grove St
4/3	Williams School	141 Grove St
4/4	Burr School	171 Pine St
5/1	Emerson Community Center	51 Pettee St
5/2	Hyde Community Center	90 Lincoln St
5/3	Zervas School	30 Beethoven Ave
5/4	Zervas School	30 Beethoven Ave
6/1	Bowen School	280 Cypress St
6/2	Bowen School	280 Cypress St
6/3	Hyde Community Center	90 Lincoln St
6/4	Mason Rice School	149 Pleasant St
7/1	Church of the Redeemer	379 Hammond St
7/2	Bigelow Middle School	42 Vernon St
7/3	Ward School	10 Dolphin Rd
7/4	Ward School	10 Dolphin Rd
8/1	Oak Hill School	130 Wheeler Rd
8/2	Temple Beth Avodah	45 Puddingstone Ln
8/3	Countryside School	191 Dedham St
8/4	Shuman Community Center	675 Saw Mill Brook Pkwy

**POLLING LOCATIONS ARE OPEN FROM 7 AM TO 8 PM**



The information on this map is from the Newton Geographic Information System (GIS). The City of Newton cannot guarantee the accuracy of this information. Each user of this map is responsible for determining its suitability for his or her intended purpose. City departments will not necessarily approve applications based solely on GIS data.



CITY OF NEWTON, MASSACHUSETTS  
 Mayor - Ruthanne Fuller  
 Map Date: February 08, 2022

# CITY GOVERNMENT

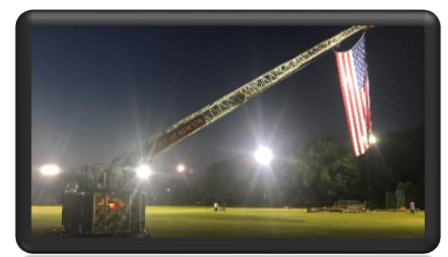
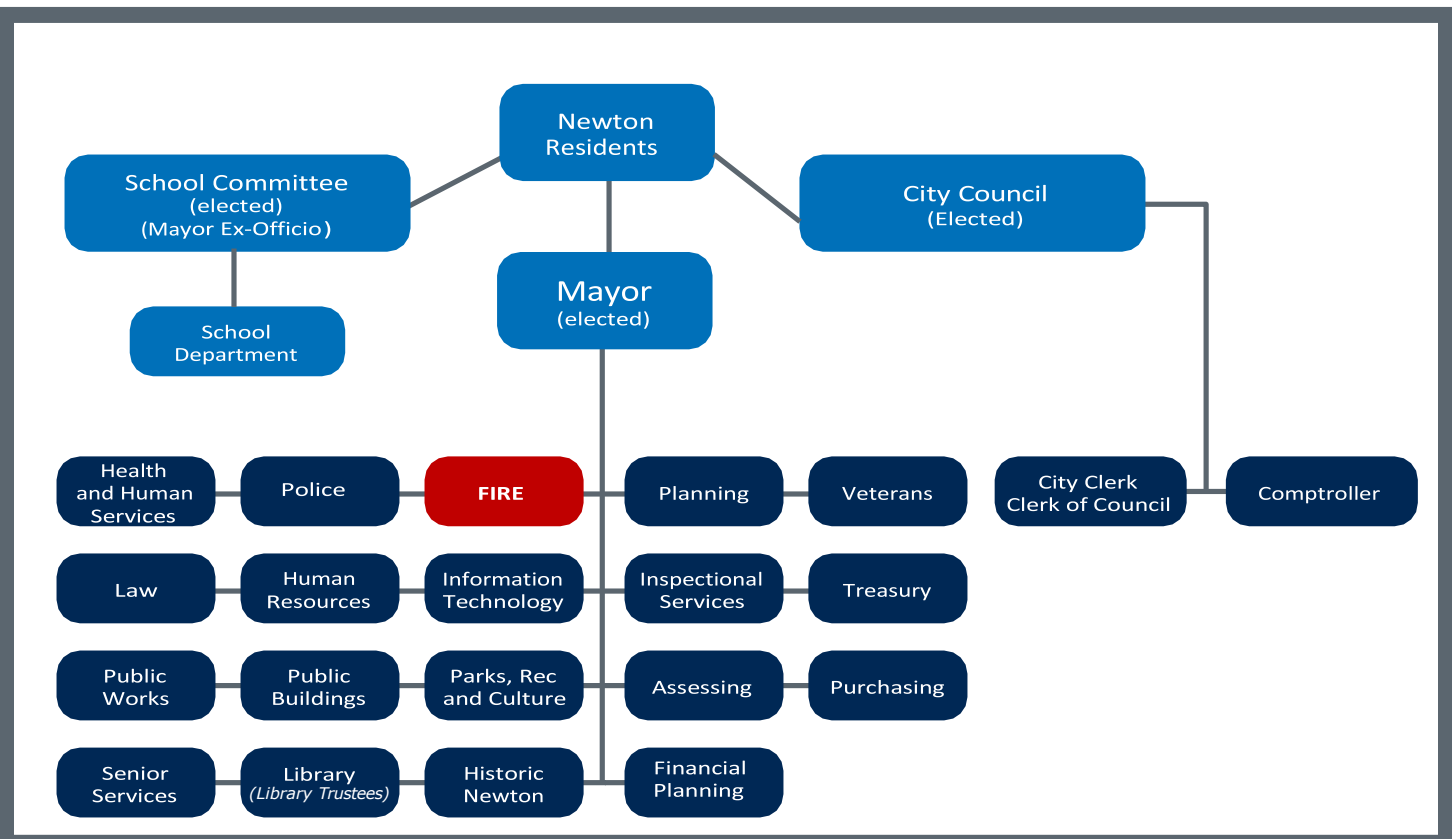
Newton has what is known as a “strong Mayor” form of government with the Mayor having the executive and administrative powers of the City. The legislative branch is comprised of 24 City Councilors, sixteen of which are elected city wide and eight from the eight wards. In addition, there is an elected School Committee with eight members with the Mayor serving ex-officio on the School Committee with full power to vote.

## The Chief of Fire is Appointed by and Reports to the Mayor.

Mayor Ruthanne Fuller was sworn in for her second term on January 1, 2022, after serving four years as Mayor and previously on the City Council. She ran on a platform of providing Newton’s children with a top-notch education in an inclusive environment where empty nesters, seniors, young families, and people of diverse

incomes can live together in vibrant villages and neighborhoods. She is committed to keeping Newton safe, improving the city’s infrastructure, addressing climate change, providing excellent and responsive city services, and fostering art, culture and community life. During the pandemic, she has led with a steady hand and compassionate heart as residents and businesses faced the health and economic fallout from the pandemic. The first female Mayor of Newton, she is a tireless advocate for all the city’s residents and is committed to making sure the city is welcoming, inclusive and diverse.

The City of Newton was evaluated by Moody’s Investors Services in January 2022 and assigned its highest rating of AAA. Newton was thus well-positioned to weather the pandemic and economic downturn.



# NEWTON FIRE DEPARTMENT

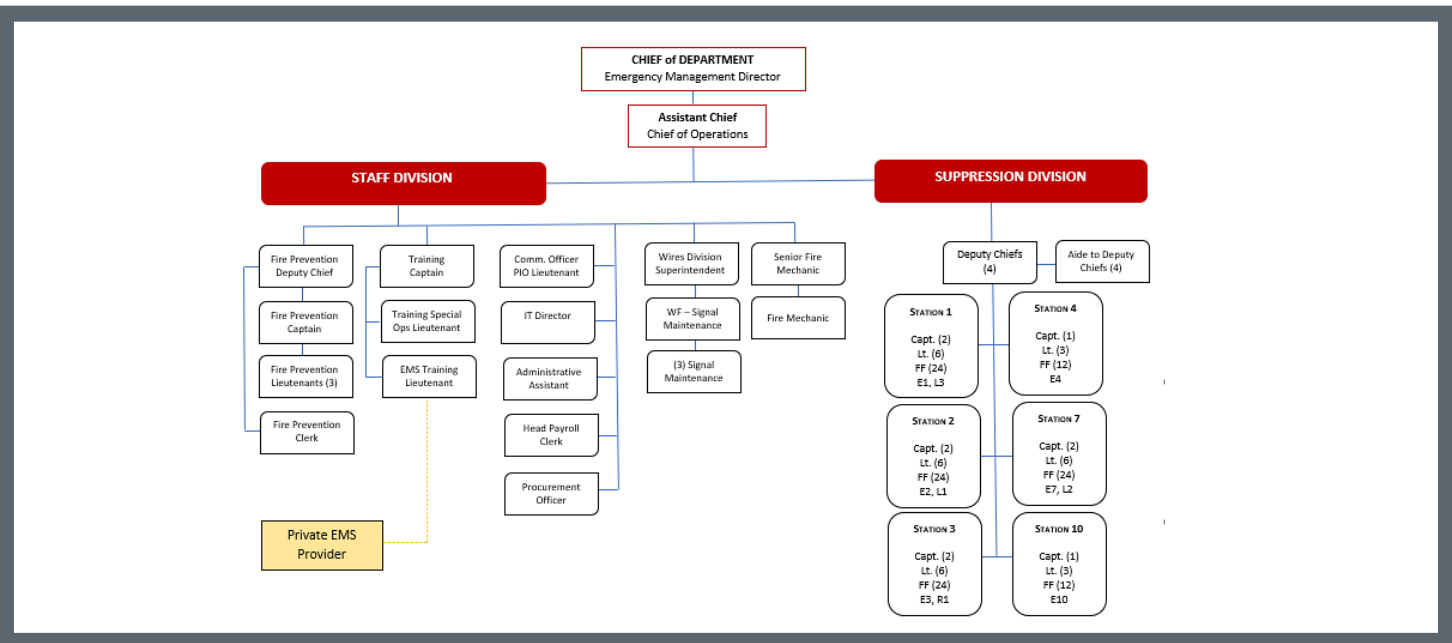
The Newton Fire Department’s (NFD) primary functions are the prevention of fire, preservation of life and property, and the overall wellness of the Newton community. These functions are achieved through code enforcement, inspections, planning for emergencies and responding to medical emergencies within our community.

The NFD reaches its goals of impacting the overall wellness of our community by continuously building effective, ongoing, and sustainable relationships and

strong partnerships based on trust and a spirit of cooperation with all members of the community. This includes, but is not limited to residents, business people, our local hospital (Newton-Wellesley), community organizations, government officials, and the public, private, and higher education schools.

The NFD has a Class 1 Fire Rating and is a full-time career department. The department is staffed with a total of 199 personnel in both suppression and staff positions.

The department’s FY22 total operating budget is \$26.5M million.



## Department Highlights

- \* Class 1 Fire Department by the Insurance Services Office (ISO), one of only five Class 1 departments in the Commonwealth.
- \* 199 personnel – 186 suppression personnel, 5 Fire Prevention Officers, 3 Training Officers, 5 Wires Division personnel, 2 Mechanics, one IT Director, and 3 administrative personnel.
- \* Ten fire companies on six Engines, three Ladder trucks and one Heavy Rescue, housed in six fire stations.
- \* Part of the Metro Fire Association, a group of 34 Fire Departments that provide mutual aid fire and life safety protection to an area covering 351 square miles and serving 30% of the State’s population.
- \* A fully staffed Heavy Duty Rescue (HDR) truck with sixteen firefighters. Members of the HDR are trained to a FEMA level rescue technician certification.
- \* Regular replacement of each of its Front-line Engines and Ladders so that none are ever older than 15 years old. NFD front line apparatus and spare apparatus are all NFPA compliant.

- \* Addressed 9,532 incidents, of which 4,409 required a suppression response and 5,123 requires an EMS response in 2021.
- \* Conducted 1,332 commercial inspections, 1,598 residential inspections, 142 commercial plan reviews, 338 residential plan reviews and issues 1,546 permits through the Fire Prevention Bureau.
- \* Experienced sixteen structure fires in 2021 and one multiple alarm with excellent response times.
- \* Responsible for the City’s Emergency Management and operates the City’s state of the art Emergency Operations Center. The Fire Chief serves as the City’s Emergency Operations Director.
- \* Maintains a contract and relationship with Transformative EMS to provide advanced and basic life support services to the City. The Newton Fire Department oversees all EMS operations, and five Transformative EMS units are strategically based around the city and housed in four City fire stations. The Chief holds the sole discretion as it relates to EMS personnel assigned to the City of Newton.

## Newton Fire Department Operating Highlights

Total Incidents	9,532
Supp. Responses	4,409
EMS Responses	5,123

### Fire Prevention

Commercial Inspections	1,332
Residential Inspections	1,598
Commercial Plan Reviews	142
Residential Plan Reviews	338
School Fire Drills	
Permits Issued	1,546

### Training

Hours - Department	15,000
Hours - Company	7,792
Members Trained	190

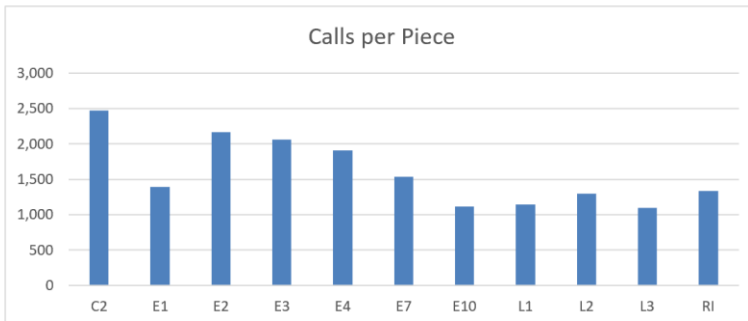
### Response Times

Company	2020	2021
E1	3:56	3:52
E2	3:53	3:56
E3	4:20	4:19
E4	3:46	3:49
E7	3:55	3:50
E10	4:23	4:10
L1	3:59	4:06
L2	4:13	4:15
L3	3:53	3:46
R1	4:13	4:15

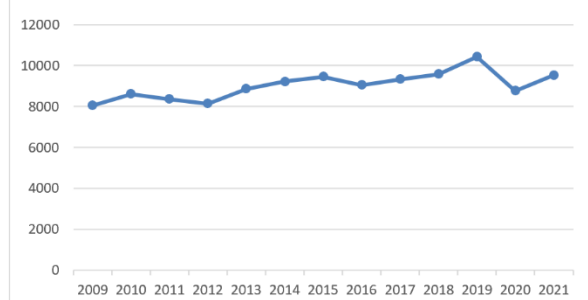


Calls Per Piece

C2	2,474
E1	1,393
E2	2,168
E3	2,064
E4	1,909
E7	1,531
E10	1,117
L1	1,145
L2	1,293
L3	1,098
RI	1,338



Number of Incidents



## THE CHIEF OF FIRE

The Chief of Fire serves as the Chief Executive Officer of the Newton Fire Department. The Chief is expected during the next chapter of this strong Department's history to fully embrace and ensure the implementation of its mission of improving the quality of life for all residents by delivering high-quality fire suppression, EMS, emergency management and community services. In addition to holding direct responsibility for the administration and general conduct of all NFD activities and initiatives, the department's next Chief will assist the City of Newton and Mayor Fuller with diversifying the Department, evaluating our hiring practices and policies, enhancing staff training and professional development, creating an inclusive and welcoming culture for all employees, and improving upon efficiencies and best practices within the department such as upgrading the departments use of technology and by investing in ongoing equipment needs.

The ideal candidate will be an adaptive leader committed to continuous improvement. The Chief must be capable of inspiring trust and confidence with people in all of Newton's diverse villages, as well as earning the respect and confidence of both uniformed and civilian employees and developing positive management/labor relationships. The Chief will be able to foster a culture of self-examination and constant improvement within the Department and must have exceptional communication skills.

To be successful, the Chief must be a strong leader, able to nurture positive internal and external relationships, and demonstrate understanding, empathy, and caring while holding themselves and others to the highest standards of integrity and accountability. The Chief must have deep knowledge of the ever evolving fire suppression and fire prevention techniques and emergency operations, as well as firefighter wellness.

The Chief must establish and maintain a high level of credibility and trust throughout the department and the Newton community, working collaboratively with all, regardless of rank or station, and always with an even hand and a sense of fundamental fairness. The Chief will have a strong background and demonstrated commitment to contemporary concepts of public safety, community engagement and in diversity, equity, and inclusion in the fire service industry.

The Chief must have excellent management and leadership skills. Specifically, the Chief must demonstrate the ability to manage staff resources within the confines of applicable collective bargaining agreements and budgets while handling increased and often more complex calls for service. To achieve success, the Chief will need to develop and maintain positive, collaborative labor/management relationships while at the same time be an agent of change and accountability.

The ideal candidate will possess the requisite skills to develop and achieve broad consensus on a future vision in ways that invite, recognize, acknowledge, and integrate contributions from within the fire department, from other municipal departments, and from stakeholders in the community.



## Needs and Expectations

The following needs and expectations for the Chief of Fire are:

- ❖ Work in sync with Mayor Fuller to **ENSURE HIGH QUALITY** fire suppression, fire prevention, emergency management and EMS services within the community.
- ❖ Focus on **CONTINUED, DELIBERATE, MISSION-DRIVEN IMPROVEMENT OF THE DEPARTMENT** with an eye toward 21<sup>st</sup> Century concepts of fire service and public safety; community engagement; and creating and impacting department culture in a positive and inclusive way.
- ❖ **RECOMMEND A CLEAR AND UNIFIED VISION** for the department to Mayor Fuller along with specific goals, objectives and action plans designed for the overall success and continuous improvement of the fire department in serving the public effectively, ensuring life and safety, enhancing best practices, and implementing solid emergency management tools.
- ❖ Be thoroughly committed not only to the profession and to the department, but to the entire community of Newton by **ENSURING THE HIGHEST LEVEL OF RESPONSIVENESS, TRANSPARENCY AND ACCOUNTABILITY** within the entire organization.
- ❖ Have the **ABILITY AND CAPACITY** to be adaptive and flexible, responsive to all concerns, accessible and approachable, transformational in leadership and an ever creative, astute problem-solver.
- ❖ Hold herself/himself/themselves and others to the values of **INTEGRITY**, transparency, proactivity, innovation, equity, accountability, compassion, excellence, and responsiveness.
- ❖ Be a **STRONG LEADER**, able to **NURTURE POSITIVE INTERNAL AS WELL AS EXTERNAL RELATIONSHIPS** and demonstrate understanding, empathy and caring while making decisions that are in the best interest of the public safety needs of the Newton community.
- ❖ **DEVELOP AND MAINTAIN** effective working relationships with the City Council, heads of other city departments and with the Police Department in particular, representatives of outside agencies, and the community.
- ❖ **HAVE EXTENSIVE KNOWLEDGE** of fire service and public safety industry standards and **A DEEP COMMITMENT** to contemporary concepts of public safety and community engagement.
- ❖ Possess a relentless **COMMITMENT TO TRAINING AND PROFESSIONAL STANDARDS**. The candidate should place an emphasis on personal professional development and also on the constant development and training of departmental personnel in both fire safety functions and personnel administration training such as implicit bias training and workplace respect.
- ❖ Be **TRANSPARENT AND ACCOUNTABLE** by developing a platform (e.g., updated website tab, annual report) that communicates services provided by the Newton Fire Department, achievements within the department, work within the community and other important statistical data of interest.
- ❖ Be **COMMITTED** to rethinking longstanding practices to ensure they meet the current demands of the department and the community at large.
- ❖ Be **PROACTIVE** to ensure a **SUCCESSION PLAN** within the department that creates highly qualified leadership in supervisory ranks and develop an environment where, from swearing in, firefighters feel welcome and encouraged to grow.
- ❖ Develop and maintain a robust **COMMUNICATIONS** platform for reaching out to and informing the public, city government partners and the news media in a timely and transparent manner regarding all issues of immediate concern.



## Knowledge, Skills, and Abilities

Key characteristics and competencies shall include but are not limited to the following:

- ❖ **COMPREHENSIVE KNOWLEDGE** of modern principles, practices, methods, and equipment employed in the planning, directing, managing, and overseeing of a full-time career municipal Fire Department.
- ❖ Demonstrated ability to build and sustain **POSITIVE INTERNAL AND EXTERNAL RELATIONSHIPS** within the department, across City departments and within the community.
- ❖ Skilled at building on previous successes, while being **FORWARD THINKING**, driving for improvement, creating organizational change, and creating a positive culture that embraces best practices and policies in the fire service, emergency management and public safety.
- ❖ Ability to maintain and enhance firefighter, officer and staff **MORALE, HEALTH, WELL-BEING AND SAFETY**.
- ❖ Ability to work closely with the labor unions and to **MANAGE EFFECTIVELY** these important workplace relationships and the legal implications and duties that are imposed by Massachusetts General Laws Chapter 150e.
- ❖ **DEEP UNDERSTANDING** of robust internal accountability systems for department members and methods to ensure training and compliance with departmental rules, regulations and policies.
- ❖ **KEEN UNDERSTANDING OF DIVERSITY, EQUITY, AND INCLUSION** and how it relates to every facet of the department, including hiring, training, and promoting as well as practices, policies, procedures, decisions and conduct. Creative in how a municipal fire department can achieve DEI goals given constraints such as civil service regulations or chapter 150e.
- ❖ Demonstrated ability as an **INCLUSIVE, COLLABORATIVE LEADER** who works well with people throughout the community, including people of color, youth, people with disabilities, older residents, and people with mental health or substance use issues.
- ❖ Strong understanding of and experience with **INNOVATIVE TECHNOLOGY, ANALYTICALLY BASED DECISION-MAKING**, and collecting, using, and sharing data and information.
- ❖ **EXCELLENT COMMUNICATIONS SKILLS**, including the ability to speak effectively to a wide range of people and groups, to write well and to engage as an active listener.
- ❖ Exceptional customer service, negotiation, and **CONFLICT RESOLUTION SKILLS**.
- ❖ Knowledge of **BUDGET DEVELOPMENT**, grant administration and allocation of personnel resources and equipment.
- ❖ Demonstrated ability to **MANAGE LIMITED RESOURCES** productively and in an effective and efficient manner that optimize safety and satisfaction.



## Qualifications

### Minimum:

According to the City Ordinances, “The chief of the department shall be a professional firefighter, with a minimum of three (3) years' experience in the rank of captain or higher in the Newton fire department or three (3) years' experience in an equivalent rank in a fire department of a city or town with a population of thirty thousand (30,000) or more.”

### Preferred:

Master’s degree, preferably in management, public administration, fire science, or closely related field from an accredited college or university. A minimum of ten to fifteen years of experience in the fire profession as a firefighter, with at least eight (8) years at the command level (Lieutenant, Captain, Deputy Chief, Chief, or equivalent rank) or other management position at a medium to large size municipal fire department. Able to demonstrate continued professional development such as graduation from a state or nationally recognized fire chief management program, such as the *Executive Fire Officer Program* at the National Fire Academy, credentialed or ability to immediately obtain credentialing as a *Massachusetts Fire Chief*, Harvard University’s *Senior Executives for State and Local Government Program*, Massachusetts Municipal Association/Suffolk University *Graduate Public Leadership Program*, or a comparable advanced fire service and/or management training program. Knowledge and experience with Massachusetts fire regulations, collective bargaining law, civil service and other state laws and regulations applicable to the management of a professional municipal fire department, a plus.

**Licenses:** Possession of a valid motor vehicle operator’s license.

**Special Requirements:** Ability to pass physical, physical agility, and psychological exams and a comprehensive background check.

## Salary and Benefits

\$185,000 to \$210,000 total salary compensation, commensurate with experience, plus a comprehensive benefits package.



*Pictured left to right: Mayor Ruthanne Fuller with Newton IAFF Local 863 Union president, Marc Rizza, during a training exercise at the U.S. Conference of Mayors.*

## APPLICATION PROCESS

Please submit a cover letter, resume and any other helpful professional information to the attention of Michelle Pizzi O’Brien, Director of Human Resources by email to [hr@newtonma.gov](mailto:hr@newtonma.gov). Please include “Newton Fire Chief Search” in the subject line.

In addition to addressing your interest in the position and your qualifications, please also address in your cover letter what you believe are the challenges facing Fire Chiefs and Fire Departments in the next five to ten years.

Note that the City of Newton and the Newton Human Resources Department is committed to maintaining the confidentiality and integrity of the hiring process.

The City of Newton is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, ancestry, political affiliation, sexual orientation, disability, genetic information, age, military service, or other non-merit factor.