



CITY OF EDINA
Fire Chief Profile

Profile of the City

The City, incorporated in 1888, is a fully developed first-ring suburb of Minneapolis. The City currently occupies a land area of 16 square miles and serves a population of 48,829 residents. Currently, 98 percent of the City is developed. Its first major period of growth occurred in the 1950s as residents and businesses looked to suburban neighborhoods. The late 1960s and early 1970s were another significant period of growth. Today, the City is in a period of “redevelopment” as aging structures (both commercial and residential) are being replaced with newer structures that better suit the needs of 21st century businesses and residents. Approximately 59 percent of Edina’s land area is attributed to low-density residential neighborhoods, 12 percent to commercial/industrial uses, 16 percent parks and open space with the remainder used for local, county and state roadways. .

The City operates under the Council-Manager form of government . Policy-making and legislative authority are vested in a City Council (Council) consisting of the Mayor and four other members, all elected on a non-partisan basis. The Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the city government, and for appointing the heads of the various departments. Council members serve four-year terms, with two Council members elected every two years. The Mayor also serves a four-year term. The Council and Mayor are elected at large. The City is empowered to levy a property tax on both real and personal property located within its boundaries

The City provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; water and sewer services and recreational and cultural activities and events.

The Council is required to adopt a final budget by no later than the close of the fiscal year. The annual budget serves as the foundation for the City’s financial planning and control. The budget is prepared by fund, function (e.g. public safety), and department (e.g. police). Department heads may use resources within a department as they see fit. The City Manager may authorize transfers of budgeted amounts between departments.

Local Economy

The City currently enjoys a favorable economic environment and local indicators point to continued stability. The region, while noted for strong retail and professional sectors, enjoyed considerable re-development in recent years. The redevelopment consisted of varied manufacturing, medical and high-tech base that adds to the relative stability of the unemployment rate. Major industries with headquarters or divisions within the Edina include Fairview Southdale Hospital, Southdale Center and Galleria malls, Nash Finch, Regis, Filmtec (Dow) and International Dairy Queen. Edina’s robust business community is based in three primary nodes: 50th & France, Greater Southdale and a professional/industrial district west of Highway 100. Numerous employers in the medical, retail, service, manufacturing and distribution industries are located in Edina. Edina is home to approximately 50,000 jobs that are expected to remain stable over the coming years.

The City has become known for its quality residential housing stock and attractive neighborhoods. Although the emphasis has changed over the years from exclusively single-family housing to a more balanced mix of single- and multi-family housing types, the City’s concern for overall quality in residential development remains a top priority.

The City contains at least 2.5 million square feet of commercial space plus a higher amount of general commercial and industrial space. These businesses occupy facilities ranging from free-standing wood-frame structures to non-combustible high-rise structures.

The city enjoys AAA and Aaa bond ratings from Standard and Poors and Moody’s, respectively.

Long-Term Financial Planning

The City’s Comprehensive Plan guides development and redevelopment and addresses changes likely to occur due to various social and market forces. Edina’s Comprehensive Plan was last updated in 2008 and formally adopted in 2009. In accordance with State law, it will be updated again in 2018.

The City continues to focus on quality of life improvements throughout Edina. These efforts cover a broad array of areas, including protecting and improving the environment, revitalization of parks and public areas, expanding recreational opportunities, expanding City services, and increasing communication between City representatives and the public.

The City is continually working to update our aging infrastructure. Our bi-annually adopted five-year Capital Improvement Plan includes spending and financing projections for these projects. The Capital Improvement Plan Policy was adopted in 2007 and the City Council is currently implementing its 2013-2017 Plan.

Major Initiatives

City staff are guided by Edina Vision 20/20, the City's long-range strategic plan. The City's vision is to be the "preeminent place for living, learning, raising families, and doing business by sustaining and improving the uncommonly high quality of life enjoyed by our residents and businesses, providing effective and valued city services, as well as a sound public infrastructure system and balance of land uses, as well as innovation."

The Edina City Council has begun to identify its 2014-15 Strategic Priorities. They have currently identified six tentative priorities, including the preservation and expansion of public infrastructure, development and renewal of the Grandview and 50th & France areas, support of high-performance staffing approaches, strong communication and engagement strategies to clearly understand community needs, development of a 2040 vision, and finally, influencing RNAV flight patterns.

The Fire Department

The Edina Fire Department, comprised fully of volunteers when it was created in 1941, now boasts 31 full-time paramedic/firefighters and 14 volunteer (paid on-call) firefighters. This premiere organization is a 24-hour operation responsible for extinguishing fires, providing paramedic and advanced life support and medical services, educating the community on fire prevention issues and maintaining firefighting equipment and fire department facilities. The City is home to two fire stations in Edina, Fire Station No. 1, located at 6250 Tracy Ave. and Fire Station No. 2 at 7335 York Ave.

In addition, the Department enforces laws and ordinances pertaining to fire safety. The Edina Fire Chief leads both the Fire-Rescue and Building Inspections operations. The Building Inspections Division is responsible for plan review, permitting and inspection of all new construction. The City of Edina adopts the Minnesota State Building Code, which in turn adopts the International Building Code, International Residential Code and other codes and standards relating to building inspections.

The Edina Fire Department is unique in Hennepin County in that the City runs its own ambulance service. All 31 full-time firefighters are trained paramedics who are available to assist Edina's residents 24 hours a day. The Edina Fire Department prides itself on its quick response time and customer service. The Edina Fire Department responded to nearly 4,000 medical-related calls in 2012. Recently, the Cardiac Arrest Registry for Enhance Survival (CARES) recognized Edina as the No. 1 place in the nation for cardiac arrest survival.

The Position: Fire Chief

The Fire Chief reports directly to the City Manager and is responsible for providing leadership, vision and direction for the administration of Fire & Rescue, Emergency Management and Building Inspections. A senior leadership position, the Chief establishes functional policies, makes tactical decisions within overall strategic direction, and develops and provides oversight for the budget and capital improvements. The incumbent participates as an active member of the City's Executive Leadership Team and maintains strong, productive and cooperative relationships with other City departments to maximize use of City resources and talent. The 2013 salary range for this position is \$100,000 - \$124,875 depending on qualifications and experience.

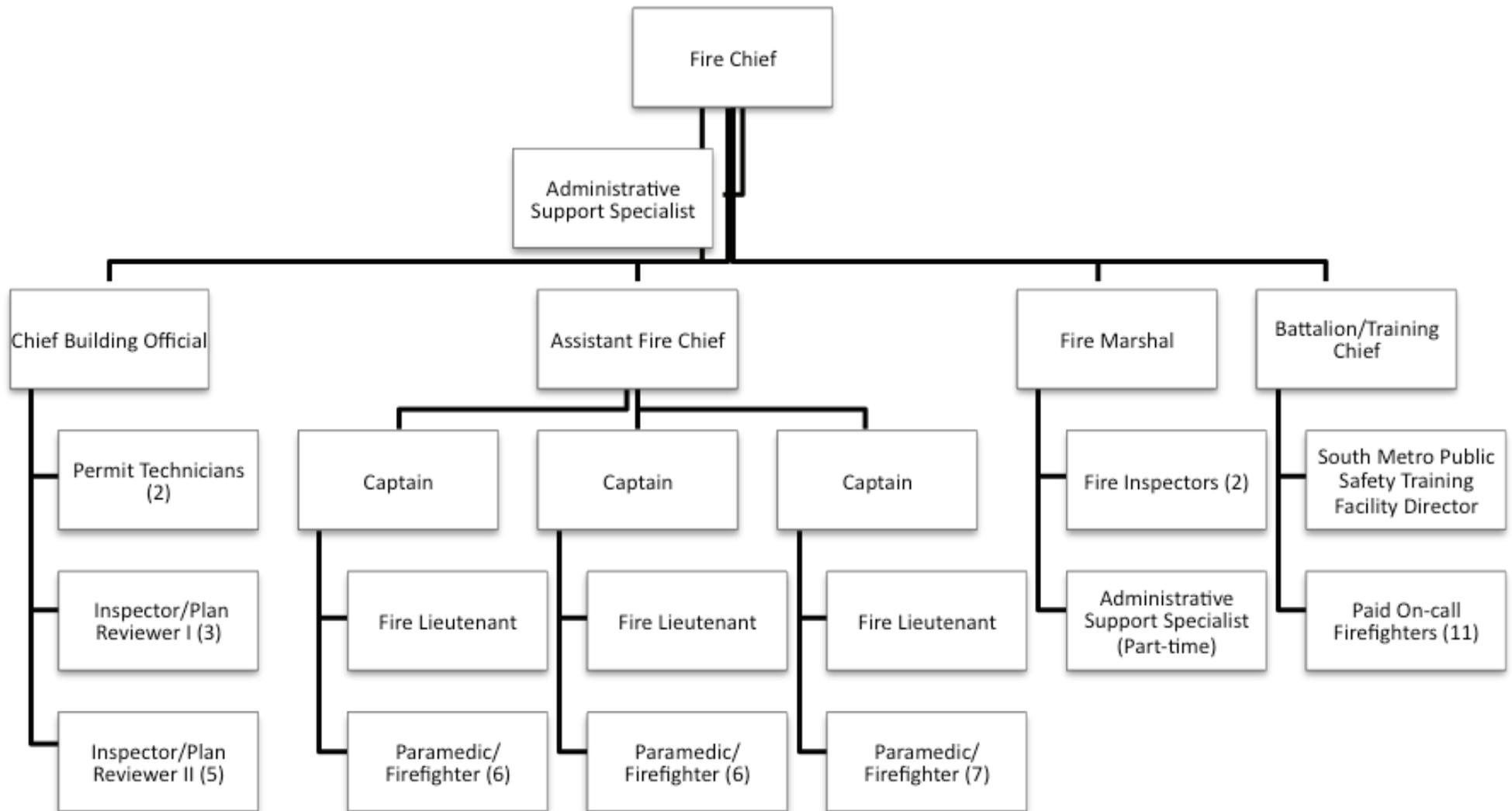


Scope of Impact:

This job is responsible, directly and through subordinate supervisors, for Fire Suppression & Prevention, Emergency Medical, Emergency Management Preparedness, Building Plan Review, Building Permits and Building Inspections, and South Metro Training Center and employees. Incumbent is responsible for 31 full-time and 15 paid-on-call (volunteer) firefighters, 12 Building

Inspections employees, and directly supervises the Assistant Fire Chief, Training/Battalion Chief, Fire Marshal, Administrative Assistant, Chief Building Official, and Medical Director (contractor). The duties are performed with significant latitude for independent judgment in accordance with Department and City policies; Federal, State and Local regulations and are based on detailed knowledge of department operations.

The Edina Fire-Rescue & Inspections Department



Essential Duties and Responsibilities:

- Establishes and manages to the goals and objectives for the departments to ensure effective utilization of services and resources, and ensure compliance with department and City policies; Federal, State and local laws, rules and regulations.
- Provides guidance to division commanders in the development and implementation of operating policies and procedures to accomplish department goals and objectives;
- Assesses community needs, risks and department capabilities and prepares service level recommendations for City Manager and City Council;
- Responds to fires, medical emergencies, disasters and other Fire Department operations and may assume command as necessary;
- Maintains all physical fitness requirements and participates in the training received by all Firefighters and additional leadership training;
- Reviews and approves plans and policies involving the allocation and distribution of department resources;
- Keeps abreast of new developments in department service areas and takes action as necessary.
- Using independent judgment, provides supervision and leadership to all Fire Department personnel directly and through a subordinate chain of command.
 - Makes and participates in decisions on matters of hiring, transfer, suspension, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under the span of control;
 - Sets goals and objectives for others to work toward and monitors performance;
 - Conducts ongoing feedback, coaching, mentoring and timely formal reviews of performance for assigned employees; ensures that subordinates complete performance reviews for their staff;



- Directs development of the work schedule to meet department demands.
- Encourages employee growth and development by providing or encouraging learning opportunities;
- Assesses staff development needs and directs the provision of staff training;
- Makes decisions regarding the content of jobs and the requested level of staff within the departments.
- Directs the preparation of and manages the Fire, Emergency Management and Building Inspections budgets.
 - Prepares requests for annual funding and presents requests to decision-makers for approval.
 - Reviews year-to-date spending reports and monitors performance against plan, making or recommending adjustments as necessary;
 - Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job;
 - Negotiates with vendors and works to ensure the most cost effective alternatives are identified when planning expenditures;
 - Seeks, writes and manages grants.
- Serves as the face of the department to the community.
 - Represents the department on matters of administration, operations, personnel, budget and policy to City Council, other departments, agencies and associations;
 - Recognizes and participates in opportunities to inform public on matters of fire protection and EMS and Emergency Management;
 - Promotes the preparation and presentation of safety and emergency ideals;
 - Represent the City through public and media appearances;
 - Anticipates activities or events that may adversely impact the Fire-Rescue & Inspections Department and takes appropriate action as may be indicated;



- Demonstrates by personal example the highest standard of conduct and performance.
- *Identifies, promotes and or manages, directly and through subordinate supervisors, appropriate partnerships with other jurisdictions or agencies.*
- Maintains active engagement in State, Regional and National policy and code (Fire and Building) development and best practice enhancement activities;
- Acts as fiscal and administrative agent for the South Metro fire organizations;
- Participates in Mutual Aid program and monitors agreements, relationships and partnerships with the other groups;
- Oversees the Special Rescue Unit of the State Task Force.
- *Performs other duties as assigned.*

Minimum Qualifications:

This position requires a bachelor's degree in fire service, fire service administration, public administration or a related field and 10 or more years of progressively responsible fire service experience, including at least three years managing full-time staff; or an equivalent combination of education and experience. This job also requires certification as Executive Fire Officer by The National Fire Academy and a Class B Driver's license.

Desired Qualifications:

A master's degree in fire service, fire service administration, public administration or a related field is desirable. Current or past Paramedic certification and experience is strongly preferred. Experience managing in a full-time and paid-on-call fire department and experience managing Building Inspections is also desirable.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of principles, theories and concepts of current firefighting methods and ability to apply this knowledge to varied fire control and prevention problems, EMS, Building, Emergency Management;
- Strong public relations and interpersonal skills in interacting with City Council, other municipal and regional officials, coworkers, staff and the general public;
- Problem-solving skills

- Demonstrate ability to build positive relationships with employees, managers and the community;
- Working knowledge of the fiscal requirements of local government, including budgeting, purchasing, capital planning and policy formulation;
- Knowledge of general management principles, strategic planning and goal setting.

Initial Position Priorities:

- Implement City-wide initiatives as part of the Executive Leadership Team, and build effective relationships across City departments.
- Actively model and reinforce the City's core values of Integrity, Quality and Service.
- Direct strategies to improve customer service and business processes within the Building Inspections Division.
- Focus on leadership development, employee engagement and succession planning within the Fire Department.
- Work with Fire Division management, union leadership and Human Resources to establish an effective Labor-Management Committee.
- Direct strategies to implement best practices related fire prevention and inspections.
- Create and sustain relationships to solidify the presence of inter-governmental cooperation including joint powers and mutual aid agreements.
- Assess the potential and probable impacts of the Affordable Care Act on the City's ALS ambulance service and develop long-term strategies to plan for changing business models.



Application Details

Posting Date: Friday October 8, 2013

Application Deadline: Monday, November 4, 2013

Applicants may apply at www.EdinaMN.gov