

Boxborough, MA – Fire Chief



Position Statement

Boxborough, MA (5,500 pop.), is a thriving and engaged small community located at the crossroads of Interstate 495 and Route 111. Its excellent school system, high quality housing, convenient location, and scenic, historic and rural character make Boxborough an attractive community in which to live and work. From its agricultural roots, Boxborough has cherished its open and wooded spaces, and now can prize its place in the Information Age.

Boxborough is well managed and well situated for continued success. It has an AAA bond rating and an FY24 budget of \$25.86 million. Boxborough's local government includes a five-member [Select Board](#) which appoints the [Town Administrator](#). Boxborough has Open Town Meeting. The [2022 Annual Town Report](#) can be viewed on the Town's website along with [reports](#) from numerous prior years.



Boxborough is seeking an experienced, collaborative, and knowledgeable leader with superior team building and communication skills, proficient personnel management skills, and budgeting acumen to serve as Fire Chief. Candidates must have a bachelor's degree (master's degree preferred) from an accredited four-year college or university in fire protection technology, engineering, business, public administration, or a closely related field supplemented by completion of Massachusetts Firefighters Academy; 10 years of firefighting experience, five of which have been in a supervisory capacity as an officer in a fire department; or any equivalent combination of education and experience. The Boxborough Fire Department's challenges and opportunities include working collaboratively to build a new fire station, limited access to water supply, and developing a succession plan and training future fire department leaders.

Annual Salary: Up to \$150K, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Boxborough is an Affirmative Action/Equal Opportunity Employer.

The Position

The Town seeks a Fire Chief with superior leadership skills who can work collaboratively with town administration and union membership. The Fire Chief must have experience in employee relations and collective bargaining and have demonstrable ability in building strong relationships. The Fire Chief serves as a community leader with a strong customer service focus in the delivery of municipal fire and emergency management services. The department had 1,469 calls for service in 2023.

Responsibilities: The Fire Chief, who reports directly to the Town Administrator, manages Boxborough's fire service and its



associated responsibilities to protect life and property and to control emergencies. As such, the Fire Chief is in charge of fire suppression, fire prevention (including code enforcement, inspections, public education), hazardous material incidents mitigation, Emergency Medical Services operations, training, communications, maintenance (including fire station, equipment and apparatus, and fire cisterns), administration (personnel, finance, accounting, budgeting, purchasing), planning and investigation (of arson and internal affairs). In March 2024, the Fire and Police departments converted dispatch to [Nashoba Valley Regional Dispatch District](#) in Devens. The Fire Chief also serves as Emergency Management Director, Chair of the Local Emergency Planning Committee, and as Forest Warden.

Staffing: In addition to the Chief, the Fire Department has eight full-time career personnel, including one Captain, one Lieutenant, and six Firefighter/EMTs. All except the Chief are members of a union. Additionally, there are approximately 20 per diem personnel, including one Captain and one Lieutenant with approximately 18 firefighter/EMTs. The department participates in mutual aid with neighboring communities.

Important Links:

- [Town of Boxborough](#)
- [General Bylaws](#)
- [Annual Town Reports](#)
- [FY24 Budget](#)
- [Boxborough Fire Department](#)
- [Fire Department Roster](#)
- [Fire Department Apparatus](#)
- [Fire Department Run Statistics](#)
- [Master Plan: Boxborough 2030](#)
- [Economic Development Study](#)

Finances: Boxborough has an FY24 budget of \$25.86 million and a Standard and Poor's bond rating of AAA with a stable outlook. The FY24 budget for the Fire Department is approximately \$1.33 million.

Station and Apparatus: Boxborough has one fire station and is in process of getting ready to build a new fire station to replace it. Town Meeting will vote in May on a request for \$500,000 in special services funding for design and an Owners' Project Manager.

The Fire Department has three engines, two specialty vehicles (a tender and a hose wagon), a brush truck, two command vehicles, a decontamination trailer, a hazardous materials trailer, and one ambulance. The Town is in process of purchasing a second ambulance, which is expected to arrive in about 24 months. The current ambulance will then serve as a backup vehicle.



Economic and Community Development: Boxborough's regional connectedness, via I-495, Route 2 and Route 111, provide residents with easy access to various employment centers. Currently, approximately 19% of the Town's tax base is commercial/industrial. Most commercial development occurs in the western part of Boxborough. A 55+ development of 50 townhomes was recently constructed near Town Hall, close to the center of town. The 350-acre former Cisco site was sold to Campanelli Development & Construction and TriGate Capital in 2021. The site, now called The Park at Beaver Brook, has the potential to hold another five buildings for research and development, medical, and technology offices.

Boxborough has no public water, except for a small system that services the schools and public buildings managed by DPW, and no sewer service. The Fire Department uses cisterns and fire ponds located throughout Boxborough as part of its comprehensive town-wide fire protection system. There are approximately two dozen privately owned public water supply systems serving businesses and housing developments. All other properties rely on private wells. A water line extension is being brought in from neighboring Littleton which will serve approximately 20% of Boxborough (west of I-495).

Challenges/Projects:

- Working collaboratively with the Boxborough Building Committee to construct new fire station.
- Developing a line of succession and training future command staff.
- Working collaboratively to develop solutions to water access issues as Boxborough has cisterns and fire ponds but no direct water supply. A limited water line extension is being brought in from Littleton, as noted above.
- Inspiring young people to become educated in, and sparking career interest in, fire science.





Town of **BOXBOROUGH** Massachusetts

The Ideal Candidate

- Bachelor's degree (master's degree preferred) from an accredited four-year college or university in fire protection technology, engineering, business, public administration, or a closely related field supplemented by completion of Massachusetts Firefighters Academy courses; 10 years of firefighting experience, five of which have been in a supervisory capacity as an officer in a fire department; or any equivalent combination of education and experience.
- Cardiopulmonary Resuscitation (CPR) and First Responder's First Aid Training.
- Thorough knowledge of modern firefighting principles, equipment, and techniques.
- Thorough knowledge of the town, fire and emergency risks, and other potential emergency exposures; knowledge of various fire department maps.
- Working knowledge of fire and hazard alarm systems as deployed in public and commercial buildings and private residences in town.
- Working knowledge of Mass. state laws (Ch. 148 & 143) and regulations (527 CMR) pertaining to Fire services. Comprehensive knowledge of State fire laws, town bylaws, building codes, and hazardous materials.
- Knowledge of Federal and State laws related to homeland security, and considerable knowledge of hazardous materials and ability to command a hazardous materials incident.
- Strong leadership, high integrity, and communication skills.
- Excellent fiscal skills; good knowledge of practices and principles of planning, budgeting, supervision, administration, and coordination of a fire department.
- Ability to establish and maintain productive, effective working relationships with Select Board, Town Administrator, subordinates, other department heads, and community members.
- Must be a non-smoker/non-tobacco using person both on and off the job at the time of employment and maintain the same status throughout the term of employment.
- Possession of a Massachusetts motor vehicle operator's license.

How To Apply

Open until filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, by April 26, 2024, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Boxborough
Fire Chief**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
BLynch@communityparadigm.com
978-621-6733

The Town of Boxborough, Mass., is an Affirmative Action/Equal Employment Opportunity Employer.

