

# SOUTHBOROUGH, MA – Fire Chief



## Position Statement

Southborough, MA (10,450 pop.), is a suburban community located about 16 miles from downtown Worcester and about 28 miles from downtown Boston in Worcester County. Once part of Marlborough, MA, Southborough was separated as a town of its own in 1727. Like many neighboring towns, Southborough was primarily a farming community and has maintained its small town feel into the present day. The town incorporates the smaller villages of Cordaville, Fayville and Southville and values maintaining the community character. The town operates using an Open Town Meeting and a five-member elected [Select Board](#) form of government. The Massachusetts Turnpike, Route 495, Route 30, Route 85, and Route 9 all pass-through Southborough. The town covers a total of 15.7 square miles. The Sudbury Reservoir and surrounding DCR land comprises 24.6% of the town's land area. The Southborough [2022 Annual Town Report](#) is available online.

The [Southborough Fire Department](#) is an all-hazards, full-service fire department providing emergency response, risk reduction, and inspection services to the Town of Southborough. The department is comprised of 27 staff members, both full time and part-time on-call. The department operates 24 hours a day out of the Public Safety Building located at 32 Cordaville Road. The modern, 35,000-square-foot, two-story station which was built in 2019, houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources. The Southborough Police Department is also housed in the Public Safety Building.

The Fire Chief is responsible for administrative and supervisory work in directing life safety services in the protection of life and property inclusive of the prevention and extinguishing of fires; emergency medical services, public education, and environmental services. The Fire Chief also serves as Civil Defense Director (Emergency Management Director), Hazard Material Coordinator, Right-to-Know Coordinator, and other positions as directed by the Select Board.

**Annual Salary:** Negotiable, DOQ. The current Fire Chief earns an annual salary of \$168,000. The town offers 75% contribution toward health insurance and a generous benefits program. The Town of Southborough is an Affirmative Action/Equal Opportunity Employer.

### *Mission*

*To provide prompt and highly effective public safety and community risk-reduction services to our citizens, businesses, and visitors.*

### Important Links:

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| <a href="#">Town of Southborough</a>                                       | <a href="#">2022 Annual Town Report</a>                                |
| <a href="#">Fire Department</a>  | <a href="#">Five-Year Strategic Plan for Fire Department 2022-2027</a> |
| <a href="#">Fire Department Activity &amp; Performance Measure Reports</a> | <a href="#">Fire Department Personnel</a>                              |
|  | <a href="#">Community Risk Assessment and Standards of Cover</a>       |



## The Position

The town is looking for a Fire Chief with superior leadership skills who can work collaboratively with town administration and union membership. The next Chief must be experienced 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 Chief will be expected to build on the success of the department while also welcoming change for the future of the organization. The ideal candidate embraces transparency including via usage of data analytics and performance metrics, public outreach, and community engagement. The Fire Chief works under the policy direction of the Select Board and under the rules and regulations of Mass. General Laws, Chapter 48, Section 42, 780 CMR, 527 CMR, Chapter 148, MGL Chapter 21 E, MGL Chapter 110.

**Responsibilities:** The Fire Chief oversees and manages the Fire Department and Emergency Medical Services for the Town of Southborough. Some of the Chief's responsibilities include: supervises the equivalent of more than 20 but seldom over 50 (including mutual aid for multiple alarm) full-time employees, call personnel, and volunteers. Establishes policies and procedures for Fire, EMS, and any other emergency operations. Plans, implements, monitors, and evaluates Fire and EMS programs for the Town; formulates programs and policies to alleviate deficiencies. Prepares and manages the department's annual budget, capital improvement plan, and long-range master plan. Supervises and participates in the inspection of building and other properties for fire hazards and enforces fire prevention codes and ordinances. Handles grievances, maintains department discipline and the conduct and general behavior of personnel. Participates in mutual aid with other municipalities.

**Staffing:** The Fire Department is currently made up of 27 men and women, both full-time and on-call, which includes the Chief [who has full appointing authority for all staff], five Captains (one of whom serves as Fire Prevention Officer), and three lieutenants. There are 10 firefighter/paramedics, three firefighter/EMTs, and four call firefighter/EMTs. The majority of [staff](#) members are paramedics. The Fire Chief's office also includes the department's Business Administrator. The department uses a four platoon shift staffing model. Based on the apparatus staffing policy and collective bargaining agreements, the typical on-duty complement of firefighters and officers at any one time is five; the minimum staffing is currently four. Community risk reduction and inspection services are the responsibility of the Fire Prevention Officer. In 2022, 729 inspections, drills, programs, and plan reviews were conducted. The department responds to an average of 1,400 requests for services annually.

The Southborough Fire and Police departments operate a shared emergency communications (dispatch) center within the Public Safety building. In the interest of improving operations and administration, the town is currently in the process of conducting a thorough analysis of potentially moving to a [regional emergency communications center](#).

The Fire Department's vehicle fleet is comprised of two rescue-pumper fire engines, one tower-aerial pumper, two advanced life support ambulances, one squad-forestry, and three response vehicles. There also is an inflatable boat and multiple source trailers. A new ambulance is expected to arrive at the Fire Department in February and funding for a second ambulance is being put into the Capital Plan. A new tanker is expected to be delivered in mid-summer 2024. The town is evaluating the need to replace the communications tower and recently received grant funding to replace all the department's SCBA air cylinders.

**Finances:** Southborough's [FY24 annual operating budget](#) is approximately \$58.26 million. The FY24 budget for the Fire Department is approximately \$2.53 million.

### Goals for the next Fire Chief:

- Work collaboratively to develop, support, and implement a new regional emergency communications center. This is considered a priority by the Select Board.
- Improve and formalize all aspects of department training to ensure fundamental skill competency as well as developing advanced skills and practical knowledge.
- Expand and strengthen community risk reduction efforts to improve prevention, education, and mitigation measures to all age groups.
- Establish an officer development program to prepare all members for advancement and provide contemporary leadership and management skills to current officers.

## Ideal Qualifications

- Bachelor of Science degree (Master's preferred) in fire science, public administration, or related field; a minimum of 7-10 years of firefighting experience including 7 years in a full-time supervisory command position as an officer in a fire department with significant administrative responsibilities.
- Massachusetts Emergency Medical Technician Certification; Massachusetts Chief Fire Officer Management Training Program Certification; National Fire Academy Executive Fire Officer graduate preferred.
- Thorough knowledge of firefighting, fire prevention and suppression principles, public education practices and equipment. Thorough understanding of hazardous materials response and knowledge of hazardous chemicals travelling through all transportation systems.
- Thorough knowledge of emergency medical services.
- Excellent management, leadership, and communication skills.

### Special Requirements

- Fire Chief – Massachusetts credentialed.
- Fire Chief Officer Certification.
- EMT Certification; Firefighter I & II; AED & CPR Certification.
- Hazmat Technician desirable.
- CDL license desirable.
- Residency requirement, within six months of appointment, either in Southborough or within 15 miles (as the crow flies) of Southborough.

## How to Apply

Send cover letter and resume via email, [in a single PDF](#), in confidence, by February 16, 2024, 3:00 p.m. EST, to:

**[Apply@CommunityParadigm.com](mailto:Apply@CommunityParadigm.com)**

**Subject: Southborough  
Fire Chief**

Any questions regarding the position or application process should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
[BLynch@communityparadigm.com](mailto:BLynch@communityparadigm.com)  
978-621-6733

*The Town of Southborough is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, and other legally protected characteristics.*

