

# Pembroke, MA – Fire Chief



## Position Statement

### Summary

Pembroke, Massachusetts, is a South Shore suburban residential community with a population of 18,790. Pembroke's local government is led by a five-member Select Board and Town Manager. It has a strong management team of which the Fire Chief is an active member.

[Pembroke](#) is traversed by several major routes including Routes 3 and 139 in the northeast, Routes 27 and 36 in the south, and Routes 14 and 53.

To serve as its next Fire Chief, Pembroke is seeking a dynamic and experienced fire service and emergency medical professional with excellent organizational skills. The next chief should be proficient and professional in all aspects of communication. Candidates should instill confidence and trust and demonstrate strong management skills. Advanced degrees in Fire Science, Emergency Management, Emergency Medical Services, Homeland Security, Business or Public Administration are preferred. It is also preferred that candidates have completed the National Fire Academy's Executive Fire Officer Program. Candidates should be credentialed as a Massachusetts Fire Chief or have the ability to become credentialed upon appointment. Experience in developing and managing a departmental budget is also preferred.



**Annual salary: \$125,000+**, DOQ. The Town intends to offer the next Fire Chief a competitive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Pembroke is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, disability, sexual orientation, or age.



## FIRE DEPARTMENT

The Pembroke [Fire Department](#) has a FY22 budget of approximately \$3.8 million, including an overtime budget of about \$540,000. Departmental personnel include two Deputy Fire Chiefs, four Captains, 24 Firefighter/Paramedics, an Administrative Assistant, and a call force. Two of the Firefighter/Paramedic positions are currently open. Personnel are divided into four groups with a captain overseeing each group. In 2021, the Department responded to 3,325 calls of which 2,316 were EMS. All staff members are dedicated to providing for the safety and welfare of the citizens of and visitors to the Town of Pembroke by providing a vast range of emergency services, fire safety education, fire prevention programming, and emergency medical services. The Town uses the [CodeRED](#) emergency notification system. The Fire Department headquarters is located at 172 Center Street. The main fire station is staffed full time with three other firehouses on call. Pembroke has been exploring a new public safety facility that would combine the police and fire departments. Funds have been committed to the design of the facility.



## POSITION IN BRIEF

The Fire Chief manages departmental staff, develops and manages the department's budget, and is responsible for providing the community with an array of emergency services. The Fire Chief must have superior leadership, organizational, and management skills. The next Chief needs strong communication skills and the ability to articulate departmental needs to community leaders and work collaboratively with Pembroke's management team. The successful candidate will have enthusiasm for working with colleagues in Town leadership on emergency management, planning, and public safety discussions that serve the residents of Pembroke. The Fire Chief will be expected to work collaboratively with the Town Manager, Police Chief, and the Town's various Boards and Committees.

## GOVERNMENT

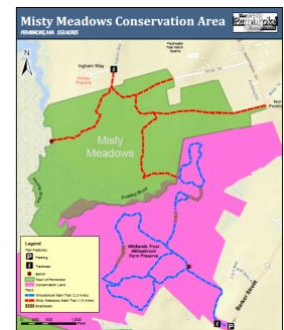
Pembroke has a Select Board-Town Manager form of government with open Town Meeting. The five-member [Select Board](#) serves as the Executive Board of Town government setting Town policy. The [Town Manager](#) is responsible for the day-to-day operations of town government. The Board appoints the Town Manager as the Chief Administrative Officer of the Town.

## FINANCES

Pembroke enjoys a strong financial position with a Standard and Poor's AA stable rating. The Town has an [FY22 budget](#) of approximately \$66.4 million. The property tax base is 87.7% residential and 12.3% commercial/industrial/personal property. Approximately 67% of the Town's revenue comes from the tax levy, with slightly over 22% from state aid. There are approximately 5,338 single family housing units in Pembroke and a FY22 average tax bill of \$6,392. The total assessed value of all properties in FY22 is \$3.2 billion.

## RECREATIONAL AND CONSERVATION LAND

Pembroke enjoys large recreational and conservation lots. It has 6.95 square miles of water, mostly lakes and ponds. There are four town beaches in Pembroke. They are on Little Sandy Bottom Pond, Stetson Pond, Oldham Pond (Town Landing) and Furnace Pond. There are nearly 800 acres of protected conservation land with walking trails. There are 10 trails open to the public for hiking, running, and walking. Pembroke's [Open Space and Recreation Plan](#) can be viewed online.





## The Ideal Candidate

- Bachelor's degree in Fire Science, Emergency Management, Emergency Medical Services, Homeland Security, Business or Public Administration are preferred. It is also preferred that candidates have completed the National Fire Academy's Executive Fire Officer Program.
- Minimum of eight (8) years of experience in career fire service, preferably with five (5) years of command and supervisory at the shift commander level or above.
- Candidates should be credentialed as a Massachusetts Fire Chief or have the ability to become credentialed upon appointment.
- Strong communicator; active listener.
- Knowledgeable of NFPA best practices.
- Focuses on community service.
- Ability to inspire team.
- Skilled in team building; able to coach and mentor staff members.
- Ability to build trust, high integrity.

## How To Apply

Send cover letters and resumes via email, in a single PDF, by March 18, 2022, 12:00 p.m. EST to:

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

**Subject: Pembroke Fire Chief**

Questions regarding the position should be directed to:

Sharon Flaherty, Principal  
Community Paradigm Associates  
**[SFlaherty@communityparadigm.com](mailto:SFlaherty@communityparadigm.com)**  
603-770-9959

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