

SALEM FIRE/EMS DEPARTMENT



**FIRE/EMS CHIEF
PROSPECTUS**

CONTINUING A TRADITION

The City of Salem is seeking a highly motivated leader in fire administration who is willing to serve and inspire both staff and residents as the city's next Fire & EMS Chief. This individual will be expected to continue the strong traditions of serving the community and citizen engagement that have been trademarks of the Salem Fire & EMS Department for decades. The previous chief retired after 27 years with the department, including 10 as Chief.

Salem became an independent city in 1968. While the department has continually evolved during that time, the men and women who wear the Salem uniform have enjoyed unparalleled admiration and approval from the Salem community. The Salem Fire & EMS Department is well-respected in department circles in the Commonwealth of Virginia and in the Virginia's Blue Ridge region where it constantly works to enhance existing partnerships with its neighboring first responders.



Salem Fire-EMS has three stations across Salem along with an administration office.

The Salem Fire-EMS Department is an all-hazards emergency services agency that includes fire suppression, ALS transport medicine, hazardous materials, swift water rescue, technical rescue, code enforcement/community risk reduction and emergency management. Our department operates 2-ALS engines, 1-ALS aerial, 3-ALS ambulances, 1-BLS ambulance, 1-EMS supervisor and 1-shift battalion chief on a 24-hour shift schedule from three fire stations and one administrative office. The department responds to about 6,000 emergencies each year, with 85% of the call volume being EMS related. Total department staffing includes 63 full-time operations and 21 part-time EMS only personnel. There are eight sworn officers and one civilian assigned to Fire Administration that manages a \$9.5 million annual budget.

Salem Fire-EMS is a member of the Virginia Division 6 Regional Haz-Mat, Technical Rescue, Foam Task Force, and Swift Water Rescue Teams. These teams are deployable as a state asset on disasters across Virginia and other states as part of an Emergency Management Assistance Compact request.

The Fire Chief is responsible for overseeing all these areas and ensuring that they function efficiently and effectively based on applicable laws, policies, ordinances, rules and regulations adopted by the City of Salem and the Virginia General Assembly. The Fire Chief is a key player in ensuring continued excellent regional cooperation with Roanoke City Fire-EMS and Roanoke County Fire & Rescue.

This prospectus provides background information on the position and the City. It also outlines the qualifications, experiences and characteristics that are necessary and desirable to be a successful Chief.

THE POSITION

COMPENSATION:

The hiring range begins at **\$140,000** depending on qualifications. The position also includes an attractive benefits package with the following:

- City Vehicle and Cell Phone
- Virginia Retirement System
- Health, Dental, and Vision
- Paid Time Off
- Paid Holidays
- Group Life Insurance
- Flexible Spending Accounts
- Deferred Compensation
- Tuition Reimbursement
- Access to City Health Clinic if on City Insurance



The City of Salem requires residency within 12 months of appointment. Additional information about the benefits and retirement for police personnel is available at the www.salemva.gov website.

HOW TO APPLY:

To be considered for the position, applications must be completed electronically on the City of Salem website. In addition, a cover letter, résumé, 3 professional references, and salary expectations must be submitted. The position will be open until filled with a first review of applications beginning **February 7, 2025**. The City of Salem is an Equal Opportunity Employer.

QUESTIONS:

Please direct questions to City of Salem Human Resources Director Beth Rodgers at brodgers@salemva.gov

[CLICK HERE TO APPLY](#)

THE CITY OF SALEM

Visitors often ask, “How is it that a city of 25,000 people has so much to offer?” To find the answer to that question you only need to spend a short time in Downtown Salem, at our historic Farmers Market, or at one of the city’s many sporting events. What you will find at all these places is an amazing amount of community pride.

Salem’s people truly make the difference, and that cooperative nature is the reason so much is efficiently accomplished in both the business and government sectors. In fact, Salem has a true commitment to excellence from Main Street to the Mountains.

Nestled between the Blue Ridge and Allegheny Mountains, Salem offers its residents and visitors just the right mix of modern facilities and natural beauty. Founded in 1802, Salem achieved city status in 1968 and to this day owns and operates its own electric, water, and sewer departments.

The city possesses nearly five miles of scenic greenway trails that meander along the Roanoke River and connect to neighboring localities. These areas provide ample space for walking, jogging, biking, kayaking, fishing or simply relaxing.

Salem also has some of the most versatile entertainment and sports facilities in Virginia. Located on 65 acres of land, the James E. Taliaferro Complex is home to the Salem Civic Center, Salem Football Stadium and Salem Memorial Ballpark. The city also has a four-diamond softball facility, The Moyer Complex, that was voted the nation’s best by the American Softball Association. Plus, Roanoke College’s state-of-the-art athletic facilities are situated in the center of our city.



VIRGINIA'S CHAMPIONSHIP CITY

These outstanding civic facilities play host to a variety of festivals, sports tournaments and concerts year-round and there is always plenty of activity in our Historic Main Street corridor. Music events and social gatherings at the city's Farmers Market, Longwood Park, and Library Square provide the perfect complement to a variety of unique dining and shopping options.



Lake Spring Park

These venues have helped elevate Salem's national profile to new heights. The city has played host to more than 100 NCAA national championships since 1993, crowning champions in six different sports. That commitment has earned Salem the title of "Virginia's Championship City".

Many of the fans and players who have participated in those championship events have later returned to vacation in Salem and experience Virginia's largest free gate fair, the Boston Red Sox Class A baseball team, its community Dog Park, nearby McAfee Knob and the Salem Museum.



Concerts at the Salem Civic Center

Salem has a rich history that is preserved and showcased at the museum. The educational and cultural resource center also maintains an important collection of local artifacts and routinely sponsors a rotating gallery of original and relevant artwork.

Speaking of being relevant, Salem's School Division has garnered more than its share of positive feedback on both the state and national levels. Great teachers produce high achieving students and Salem is fortunate to have an abundance of both.

The city's progressive education system is a big reason why Salem was named one of the top 10 cities in Virginia for young families to live. Those families enjoy a variety of housing options and abundant amenities in an assortment of well-kept neighborhoods.

The region is served by the Roanoke-Blacksburg Regional Airport and there are more than 20 colleges and universities located within an hour of Salem. Roanoke College, American National University, Virginia Western Community College, Hollins University, and the Roanoke Higher Education Center allow residents to pursue post-secondary educational opportunities just minutes from home.

CANDIDATE PROFILE

General Definition of Work

Performs complex professional and administrative work in directing the full activities of the Fire Department, which is comprised of career staff, including emergency and non-emergency services. This position involves advanced protective services work in planning, organizing, and directing the overall operations of the department and emergency services, handling personnel and public information matters, ensuring that all laws, regulations, and procedures are followed, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

Essential Functions

- Plans, organizes, directs, and supervises all activities of personnel working in the areas of fire suppression, rescue, emergency medical services, hazardous incidents, disaster preparedness, inspection, training and fire prevention programs for the City.
- Responds to major fire and emergency incidents as necessary, providing leadership and coordination. May assume command, when warranted.
- Serves as the Emergency Services Coordinator including disaster management, planning, training, and response.
- Recommends programs that provide for the efficient and effective use of personnel and equipment to provide fully integrated fire and rescue services within the City.



CANDIDATE PROFILE

- Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; promotes, rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, suspensions, terminations, and demotions.
- Develops long range plans for the development of fire protection and emergency response services.
- Prepares annual budget proposals and monitors expenditures of department funds
- Cooperatively receives and resolves complaints; attends public meetings to explain activities and functions of the fire and EMS department.
- Formulates and enforces policy and standard operational procedures for the department.
- Maintains excellent working relationships with departmental staff, volunteers, and community representatives.
- Maintains liaison with state and federal emergency response agencies to ensure intergovernmental emergency planning, response, and recovery coordination.
- Serves as the spokesperson for the Department including coordinating department social media sites.
- Works collaboratively with local and regional public safety partners to ensure a comprehensive approach to public safety. Liaison with the Salem Rescue Squad, a volunteer organization that provides some supplemental Stand-By and Basic Life Support EMS response within the City.
- Attends meetings and serves on committees, boards, and agencies at the local and State level.
- Other duties as assigned.



Station 1 is honored to display a piece of the World Trade Center as a memorial to those lost on September 11, 2001.

Knowledge, Skills and Abilities

Comprehensive knowledge of fire and emergency preparedness science and administration including organization, staffing, financing, equipment management, records, and reports; comprehensive knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout, and review the activities of a fire department and to lead and direct the activities of public safety personnel; ability to exercise sound judgment in emergencies; ability to analyze the effectiveness of emergency services organizations and to institute improvements; ability to communicate effectively in oral and written form; ability to establish and maintain effective working relationships with associates, local and State Fire and Emergency Management officials, Red Cross, business owners, vendors, and the general public.

CANDIDATE PROFILE

Education and Experience

Bachelor's degree with coursework in public administration, fire administration, or related field and extensive experience in fire suppression, emergency management, and emergency medical services in a supervisory role, or equivalent combination of education and experience. 5 to 10 years of progressively responsible experience in management within a municipal or county/city fully integrated fire and rescue department. Master's degree desirable.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Must possess at a minimum certification as a Virginia Emergency Medical Technician (EMT) or a National Registry Emergency Medical Technician (EMT), Paramedic desirable.
- Chief Fire Officer and/or Executive Fire Officer designations are desirable.
- Must meet and maintain all department, State, and Federal training and education requirements for position.
- Possession of a valid driver's license. If the license is issued by a state other than Virginia, the candidate must obtain a valid Commonwealth of Virginia driver's license within 60 days of employment, as required by state law.



As Chief, one aspect of the role is speaking with members of local media.



Community engagement is an important role for the department.