

Peckham & McKenney
"All about fit"



District Administrator
NORTH SONOMA COAST FIRE PROTECTION
DISTRICT, CALIFORNIA

THE DISTRICT

The North Sonoma Coast Fire Protection District (NSCFPD) serves 172 square miles in the very northwestern corner of Sonoma County, primarily the communities of The Sea Ranch, Annapolis, and Stewarts Point. To the east is the Northern Sonoma County Fire Protection District (formerly Geyserville FPD), to the north in Mendocino County are the South Coast and Redwood Coast Fire Protection Districts, and to the south are the Timber Cove Fire Protection District and Fort Ross Volunteer Fire Department (part of Gold Ridge Fire Protection District).

The NSCFPD company is composed of highly trained and motivated volunteers who live and/or work in the District. At present the District has 16 active firefighters/EMTs, including the officers, and 5 administrative or support members who provide non-firefighting tasks to the Department.

CAL FIRE, under contract, provides emergency response, administrative, maintenance, and training services to the Department. As the rural fire department for the state of California, CAL FIRE is uniquely qualified to



offer broad resources to the District and to enhance the volunteers' skills and abilities. CAL FIRE provides at least two (and often more) duty officers at all times and staffs the fire equipment located at the South Station on Annapolis Road. During fire season the South Station is enhanced by a seasonal crew of CAL FIRE wildland firefighters.

The primary source of funding for NSCFPD is the real property taxes paid by all property owners within this service area. In addition, the "Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Initiative," ballot measure "H," was approved by voters in March of 2024. Measure H creates a 1/2 cent sales tax to support funding for emergency services in Sonoma County with the primary goal of providing more efficient, effective, and sustainable fire response, paramedic services, and wildfire prevention and response

capabilities that protect the health and safety of Sonoma County residents, business owners, and visitors. The sales tax revenues provided by Measure H will allow the District to increase their paid CAL FIRE staffing to a minimum of 3 responders, 24x7.

The North Sonoma Coast Volunteer Firefighters Association (also known as The Sea Ranch Volunteer Fire Department, Inc.) is a non-profit 501(c)(3) public benefit corporation that provides very important secondary sources of funding to the District through fund-raising activities. The NSCVFA is also the owner of the North Fire Station. Under the Memorandum of Understanding with the NSCVFA, the NSCVFA maintains the building and provides it to the District for use and the District provides insurance and pays the utilities.

To learn more about the District, please visit [North Sonoma Coast Fire Protection District: www.northsonomacoastfpd.org/](http://www.northsonomacoastfpd.org/).

THE ORGANIZATION

The District is operated by a Board of Directors who are elected by citizens registered to vote within the District and serve staggered four-year terms. The Board is comprised of experienced Board members who work cooperatively with one another and enjoy a kind and respectful relationship with staff. The District Administrator will report directly to the Board and perform administrative, fiscal, operational, and programmatic duties.

The District's total FY 2023-24 operating budget is \$2.1M. The District's primary revenue sources are Ad Valorem Taxes, Pass-thru property tax funds, and donations from the North Sonoma Coast Volunteer Firefighters Association. The District expects to receive approximately \$1.4M annually from the Measure H sales tax.



THE DEPARTMENT

The District is supported by four stations, two on Sea Ranch and two in Annapolis, 11 pieces of apparatus, and 16 volunteer firefighters. The CALFIRE contract provides an additional 6 (increasing to 9 in 2025) career firefighters. The district employs one part-time staff member, legal services by contract, and a contract bookkeeper.



THE POSITION

The District Administrator is a new position being added to the District to implement the Board's goals and enhance the District's ability to meet the growing needs of the community.

Priorities for the District Administrator include:

- Managing and being responsible for the required legal and administrative responsibilities of the District (financial planning, reporting, recordkeeping, etc.);
- Working collaboratively with the Board and volunteer Fire Chief to establish the District Administrator position, including reviewing existing documentation, processes, and procedures with an eye toward streamlining and developing efficiencies and establishing relationships with the District Board, staff, volunteers and partners

including the NSCVFA, CAL FIRE, The Sea Ranch Association, the County, and neighboring Associations;

- Overseeing the implementation of the Measure H tax funds;
- Working with the Board and NSCVFA to facilitate the expansion of the fire station including developing financing options and managing the construction phase; and
- Developing community outreach and engagement strategies to implement fire risk mitigation programs including the Community Wildfire, Hazard Mitigation, and Vegetation Management Plans.

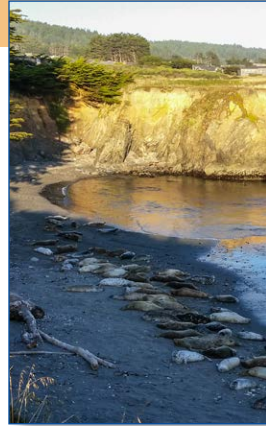
THE IDEAL CANDIDATE

The Board is seeking an experienced, hands-on public sector manager who excels in collaborative relationship building, is a self-starter, technologically savvy, and can work independently to oversee the District's daily administrative functions, develop and manage complex programs, and effectively drive organizational change. The selected candidate will be comfortable working in a shared office environment and working / living in a remote, rural environment.

The successful candidate will demonstrate they are:

- Logical, creative, highly organized, detail oriented, and an innate problem solver who aims high and who can assist the Board to keep the District fiscally and operationally sustainable;

- A skilled communicator with outstanding listening skills, excellent verbal and written communication skills, and the ability to diplomatically engage in difficult conversations;
- Analytically and fiscally astute with experience working with grants, budgets, audits, fund accounting, financial reporting, and financial planning;
- Familiar with public agency operations; knowledgeable about relevant public sector laws, such as the Brown Act and Public Records Act; and able to serve as a resource to the Board of Directors;
- Emotionally intelligent, sensitive to the needs of others, team-oriented, and effective in providing leadership to individuals whom they have no direct authority over;
- Able to develop and maintain a relationship of confidence and trust with Board Members, other governmental officials, business and community leaders, the public, and others encountered while serving as the District Administrator;
- A steward of District resources who is forward thinking, understands the value of innovation, process improvement, and building efficiencies, and who effectuates change in a logical and respectful manner;



SEARCH SCHEDULE

Filing Deadline: July 21, 2024
Preliminary Interviews (telephonic): July 30 & 31, 2024
Recommendation to District: August 14, 2024
Panel Interviews (In-Person): August 30, 2024
Finalist Interviews (In-Person): August 31, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- A fast learner, effective manager, and experienced supervisor who is professional, respectful, and resourceful;
- Secure, humble, non-judgmental, and possesses a sense of humor; and
- Willing and able to work with a high level of independence, take initiative, and apply a high standard of professional ethics to their decision making and recommendations.

Experience/Education Requirements

A typical way to obtain the knowledge and abilities would be:

The equivalent of a Bachelor's Degree and three or more years of responsible management and leadership experience in a special district, municipality, or similar organization. Experience with Fire / EMS agencies and grant writing is desirable.

The District Administrator is expected to be available during large-scale emergencies and natural disasters.

THE COMPENSATION PACKAGE

The District Administrator will be the first full-time employee of the District.



The following salary and benefits have been approved by the Board of Directors; however, it is anticipated that the full salary and benefit package will be subject to negotiations with the selected candidate.

SALARY: The annual salary range for this position is \$90,000 - \$120,000, depending on qualifications.

SCHEDULE / TELECOMMUTING: The Board is amenable to a flexible work schedule and periodic telecommuting. The District Administrator will be required to attend Board Meetings in person and be in the office certain days of the week.

RETIREMENT: Depending on the needs of the selected candidate, Section 457 (b) deferred compensation plan or IRA will be provided. The District participates in Social Security and Medicare.

HEALTH & WELFARE BENEFITS: The District will provide the employee with health insurance or provide cash-in-lieu of insurance.

ANNUAL PAID TIME OFF: Up to 20 days' vacation based on longevity; 8 days sick leave; and 11 holidays. Leaves will be prorated based on the selected candidate's date of employment.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

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