



## Fire Chief City of Broken Arrow, OK



### **The Community:**

Broken Arrow is a suburban community of 97,000, just to the southeast of Tulsa, Oklahoma, and is noted for low crime, good schools, quality development, and excellent transportation access to surrounding areas. These factors are primarily fueling the growth of the community.

In Broken Arrow you can enjoy the amenities of a big city while experiencing the warmth our wonderful suburb has to offer. Within an hour you can enjoy a variety of Oklahoma's most scenic and beautiful lakes. If you're a nature enthusiast at heart, Broken Arrow is surrounded by an array of adventurous and leisurely trails for bicycling, walking, or an afternoon jog. A few of our many assets begins with the community, superior school system and reasonable cost of living.



As a community, Broken Arrow has been recognized nationally consistently as one of the best places in America in which to live and raise a family. Nationally renowned Family Circle Magazine named Broken Arrow one of the top 10 cities in America in which to raise a family. Growing nearly 35% since 1990, Broken Arrow continues to be one of the fastest growing communities in Oklahoma of those with more than 50,000 persons. The community is a blend of ages, cultures, backgrounds and interests. What was at one time a predominantly blue collar and rural community is now much more diversified.

### **The Department:**

The Broken Arrow Fire Department provides fire suppression services, emergency medical services, hazardous materials mitigation at the operations level, and Rescue technician level services within the City of Broken Arrow's 105 square mile fence line. The BAFD came into existence as a volunteer fire department on June 15, 1906, and was established as a full-time paid department on January 1, 1964.

Since 1964, the department has grown from five full-time personnel and one fire station to over 130 personnel and six fire stations servicing a population of more than 93,000. In January 1973, the BAFD began providing ambulance service to the citizens. Today, the citizens of Broken Arrow have access to the finest Advanced Life Support (ALS) Ambulance Service in the State of Oklahoma. The BAFD is the largest Fire Department in the state of Oklahoma providing ALS transport service to its citizens and enjoys an ISO rating of 2.



### **The Position:**

The Fire Chief reports to the City Manager and is responsible for planning, organizing and directing a Fire/Emergency Medical Service Department with 139 employees located at 6 stations and an operating budget of \$12.3 M. The department provides fire suppression, prevention and emergency medical service.

**Organizational Chart:**



**CITY OF BROKEN ARROW - FIRE DEPARTMENT**  
 FY 2011  
 January 1, 2010

Sworn Positions	
Rank	Number
Chief	1
Assistant Chief	1
Deputy Chief	3
Battalion Chief	3
Major	2
Fire Marshal	1
Captain	21
Fire Investigator	3
Training Officer	2
Lieutenant	21
<b>All Fire Fighter Ranks</b>	<b>81</b>
<b>Total:</b>	<b>139</b>

Fire	
Fire Chief	
Executive Grade	1
<b>Total</b>	

Administration	
Deputy Chief	
Grade 309	1
Administrative Assistant	
Grade 12	1
Physical Resource Officer	
Grade 12	1
<b>Division Totals</b>	
Sworn Positions	1
Civilian	2

Operations	
Vacant - Assistant Chief	
Grade 24	1
<b>Sworn Positions</b>	<b>127</b>

Prevention	
Vacant - Deputy Chief	
Grade 309	1
Fire Marshal	
Grade 307	1
Fire Investigator	
Grade 305	3
<b>Division Totals</b>	
<b>Sworn Positions</b>	<b>5</b>

Shift A*	
Battalion Chief	
Grade 308	1
Captain	
Grade 305	7
Lieutenant	
Grade 303	7
Fire Fighter/Paramedic	
Grade 304	10
Fire Fighter Specialist	
Grade 303	8
Fire Fighter/Intermediate	
Grade 302	2
Fire Fighter	
Grade 301	7
<b>Total</b>	<b>42</b>

Shift B*	
Battalion Chief	
Grade 308	1
Captain	
Grade 305	7
Lieutenant	
Grade 303	7
Fire Fighter/Paramedic	
Grade 304	10
Fire Fighter Specialist	
Grade 303	8
Fire Fighter/Intermediate	
Grade 302	2
Fire Fighter	
Grade 301	7
<b>Total</b>	<b>42</b>

Shift C*	
Battalion Chief	
Grade 308	1
Captain	
Grade 305	7
Lieutenant	
Grade 303	7
Fire Fighter/Paramedic	
Grade 304	10
Fire Fighter Specialist	
Grade 303	8
Fire Fighter/Intermediate	
Grade 302	1
Fire Fighter	
Grade 301	8
<b>Total</b>	<b>42</b>

Training	
Deputy Chief	
Grade 309	1
Training Major	
Grade 307	2
Training Officer	
Grade 305	2
Administrative Secretary	
Grade 10	1
<b>Division Totals</b>	
Sworn Positions	5
Civilian	1

### **The Ideal Candidate:**

This position is an important leadership role within the organization. This individual will need to display strong leadership, communication, decision-making, and negotiation skills and instill these traits within the rank and file of the Fire Department. It is imperative that this individual builds credibility and is able to instill accountability and respect within the department. The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and the community. Integrity and a commitment to ethics are required traits of a successful candidate.



It is essential that the incoming Chief has experience working in a unionized environment and has had proven success in establishing collaborative, diplomatic working relations with labor and employee associations.

The ideal candidate should have strong interpersonal skills, be an effective listener, be responsive to employee input, and provide timely feedback. The Fire Chief should be active and visible in the community as both a City Official and as a resident, personally taking part in civic and community activities and events.

### **Education and Experience:**

Qualified candidates must possess a Bachelor's degree in fire science, public administration or a related field. Any combination of education, training, and experience that provides the required knowledge, skills and abilities required for the job. The successful candidate will be required to pass a minimum physical performance / agility test based upon standards established by the State Board.

Interested Candidates must possess at least six (6) years of progressively responsible experience managing a fire control/emergency medical service system, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. The successful candidate should have direct experience and a thorough understanding of modern EMS / ALS delivery systems.

### **Salary:**

The City of Broken Arrow is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

### **How to Apply:**

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: BAFIRE

Affion Public  
20 North 2nd Street, Suite 200  
Harrisburg, PA 17101  
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