



COUNCIL AGENDA: 05/11/10  
ITEM: 3.2

## Memorandum

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**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Debra Figone

**SUBJECT: ADOPTION OF STATEMENT  
OF POLICY AND QUESTIONS  
FOR FIRE CHIEF**

**DATE:** April 28, 2010

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### **RECOMMENDATION**

It is recommended that Council adopt a Statement of Policy and City Council Questions related to the selection of a new Fire Chief as described in this memo, in compliance with City Charter Section 411.1.

### **BACKGROUND**

In December 2001, the City Council adopted a process for Council confirmation of department head appointments, in compliance with City Charter Section 411.1. The process requires that the Council, prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the Charter's requirements, adopt a statement of policy for the department involved, along with proposed questions for the Council to present to the prospective appointee.

### **ANALYSIS**

The proposed Statement of Policy reflects the department's mission and core services as proposed for approval by Council as part of this year's budget process. The proposed broad goals, objectives, and aspirations for the department were developed based on previous Council direction and key issues facing the department.

The proposed Council Questions reflect those adopted for recent department head hiring processes. Further questions specific to this department may be added, and of course, Council members will be able to ask further questions of the proposed appointee in the Closed Session.

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## **PUBLIC OUTREACH**

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This item does not meet any of the criteria above. This memorandum will be posted to the City's website for the May 11, 2010, City Council Agenda.

## **COORDINATION**

This memo has been coordinated with Department of Human Resources.

## **COST IMPLICATIONS**

None.

## **CEQA**

Not a project.



DEBRA FIGONE  
City Manager

For questions please contact Mark Danaj, Director of Human Resources, at (408) 975-1475.

Attachments



## STATEMENT OF POLICY

### Fire Department

#### Department Mission

The San José Fire Department is committed to serving the community by protecting life, property, and the environment through prevention and response.

#### Core Services

- **Emergency Preparedness and Planning** – Develop and maintain the city-wide Emergency Operations Plan; coordinate with federal, State, and local mutual aid partners; and train City staff and residents in proper emergency preparedness and response procedures.
- **Emergency Response** - Provides comprehensive life safety services to residents and visitors by responding to emergencies in San José's incorporated and unincorporated areas of over 200 square miles.
- **Fire Prevention** - Educates the community to reduce injuries, loss of life, and property damage from fires and other accidents, and investigates fire cause. Provides regulatory enforcement of fire and hazardous materials codes through inspection activities.
- **Fire Safety Code Compliance** - Minimize loss of life and property from fires and hazardous materials releases. Provide on-site code inspections and code plan review services to the City of San José business community and residents in the San José service area, resulting in a fire and chemical-safe environment.

#### Council Policy

Council policy as to performance measures, resource allocation, and project delivery is contained in the 2009-10 Adopted Operating Budget, and the 2009-10 Adopted Capital Budget/2010-14 Capital Improvement Plan.

**Attachment 2**

**CITY COUNCIL QUESTIONS  
FIRE CHIEF HIRING PROCESS**

1. Please describe your education, experience, and accomplishments, and explain how they prepare you for this position.
2. The Statement of Policy for the Department lists the Council's approved goals, objectives, and aspirations. Please explain, in general terms, your planned approach to these issues.
3. If there are any major challenges you see for the department, please describe your planned approach for dealing with them.
4. What is your plan for ensuring that you maintain good communication with the Mayor and City Council members? How will you communicate with the general public?
5. The relationship between labor and management within SJFD has not always been ideal. Please describe your experience working in a unionized environment. How have you established positive working relationships in such an environment?
6. Who do you see as the department's customers?
7. What standards would you like to have in place to measure performance of the department in providing timely, efficient, and informative service to its customers?
8. Specifically, what will you do to create or attract a more diverse pool of talent from which to make recruit and command staff appointments?
9. How will you ensure a safe and productive work environment for fire personnel?
10. In diversity rich community like San José, language skills and cultural competency is very important. What experience do you have in this area?
11. San Jose has a significant structural budget deficit that has been exacerbated by the recession. Please share your experience with dealing with budget reductions while ensuring the safety of the community.
12. How would you approach workforce planning and leadership development in the department?