



City of Melrose, MA

Fire Chief

Melrose, Massachusetts is a city located in the Greater Boston metropolitan area in Middlesex County, Massachusetts, United States. Its population as of the 2020 census was 29,817. It is a suburb located approximately seven miles north of Boston. It is situated in the center of the triangle created by Interstates 93, 95 and U.S. Route 1.

The city has a total area of 4.8 square miles, of which 4.7 square miles is land and 0.1 square miles, or 1.26%, is water. The city's largest body of water is Ell Pond, situated near the center of the city, while other major bodies are Swains Pond and Towners Pond, located on the east side near Mount Hood Golf Club.

Melrose is approximately 7 miles (11 km) north of Boston, Massachusetts. It borders four cities and towns: Malden, Saugus, Stoneham, and Wakefield. Major geographic features include Ell Pond, Swains Pond, Sewall Woods, Mount Hood, Boston Rock, Pine Banks Park, and the eastern reaches of the Middlesex Fells Reservation.

Although the only highway in Melrose is a short section of Route 99, the city has access to many nearby highways including Route 1 in Saugus, Interstate 93 in Stoneham, Massachusetts Route 16 in Everett, and Route 128/ Interstate 95 in Wakefield. The city is also served by the MBTA. Service includes three bus routes: 131, 132 and 137. There are three commuter rail stations: Wyoming Highlands Hill, Melrose/Cedar Park, and Melrose. Oak Grove, which is the northern terminus of the Orange Line subway system, is located in Malden on the Melrose city line. Oak Grove is primarily a park-and-ride station.



Melrose City Government



Jennifer Grigoraitis is the Mayor of Melrose as of January 8, 2024, taking over for Paul Brodeur who had served since November 2019. Melrose is represented by Jason Lewis (D) in the Massachusetts Senate. Melrose is part of the fifth Congressional district of Massachusetts and is represented by Katherine Clark (D). The current U.S. senators from Massachusetts are Edward Markey (D) and Elizabeth Warren (D).

Melrose is served by an eleven-member City Council. The entire city elects four At-Large City Councilors and seven Ward Councilors, elected by voters in their wards. Beginning in the 2007 election, the mayor's position became a four-year term (from two) and was given a seat on the School Committee. All councilors are elected to two-year terms. City elections are held in odd-numbered years.

Education

The Melrose School District runs several schools including The Franklin Early Childhood Center, five elementary schools (Roosevelt, Lincoln, Winthrop, Hoover, and Horace Mann), Melrose Veterans Memorial Middle School (MVMMS), and Melrose High School. The city also has a private elementary school, St. Mary of the Annunciation, run by one of the city's Catholic churches of the same name. The Franklin Early Childhood Center houses preschool, Pre-K, and multiage programs. MVMMS is a school to about one thousand eleven-through fourteen-year-olds and was the winner of the 2002 Massachusetts Department of Education's Compass School Award, the 2007 Massachusetts Technology Collaborative's Green School Award (for its use of solar energy), and the 2008 New England League of Middle Schools' Spotlight School Award.



Fire Department



The Melrose Fire Department is an all-career department that includes 56 men and women full-time, including the Chief, 7 Captains, 10 Lieutenants, 36 Firefighters, a Fire Alarm Superintendent, and a Finance Administrator. The department provides dual role services, providing the typical firefighting functions along with an ALS/EMS response and transport system operating out of 3 fire stations. The department operates with approximately a 5.4-million-dollar budget.

Melrose Fire Department by the Numbers FY 2023:

- 3,861 Emergency Response Calls
- 96 Training Activities consisting of 1,533.50 personnel hours
- Fire Prevention/Code Enforcement Activities:
 - 6 Complaints
 - 16 School Fire Drills
 - 9 Group Home/Day Care Fire Drills
 - 526 Permits Issued
 - 502 Inspections Conducted

Melrose Fire Department Mission Statement:

“The Melrose Fire Department (MFD) strives to improve and safeguard the quality of life within the City of Melrose. The members of the department guarantee the citizens and visitors of Melrose that we will provide dependable service in a responsible fashion while showing care and compassion for those in need. As public servants, our first and foremost duty is to serve the community. We will treat those we serve fairly, regardless of their race, color, creed, sex, age, lifestyle, national origin, or economic status.

We ensure that any service we provide adds value to our citizens’/customers’ quality of life. The department recognizes the individuality of everyone who works here. We will treat one another with respect, kindness, and a sense of the importance of teamwork. We continue to foster a spirit of excellence throughout the organization while we serve our citizens. The MFD responds promptly and efficiently to structure fires and emergency medical incidents.”

The members of the Melrose Fire Department continuously train in all aspects such as fire safety, hazmat operations, technical rescue operation, EMS training, specialty team training, water rescue, and automobile extractions.

The City of Melrose is seeking a Fire Chief with superior leadership skills who can work collaboratively with city administration and union membership. Experienced in employee relations and collective bargaining with demonstrable ability in building strong relationships. A community leader with a strong customer service focus in the delivery of municipal fire and emergency management services. Candidates should embrace transparency including via use of data analytics and performance metrics, public outreach, and community engagement.

Works under the policy direction of the Mayor and under the rules and regulations of Mass. General Laws.

The Fire Chief's role encompasses strategic management, administrative oversight, and visionary leadership, ensuring the effective operation of the fire department and the safety of the community it serves. The Chief coordinates multifaceted emergency response efforts in fire control, rescue operations, and medical treatment while ensuring compliance with State and Municipal fire codes. The Chief oversees day-to-day operations, managing finances, providing leadership in personnel matters, cultivating a culture of excellence and professionalism, and fostering community engagement. The Chief presents Melrose Fire Department's interests in local, county, state, and other meetings and creates positive relationships with external agencies.

Applicants should have a minimum of a Bachelor's degree in fire science, or related field and demonstrated administrative and supervisory skills, ten (10) years progressively responsible experience in fire/rescue, emergency management, emergency medical services, and management with at least five (5) years of increasingly responsible command experience in a career fire department; or any equivalent combination of education and experience. Proficient knowledge of city/municipal government and experience applying state, municipal, and local laws and regulations is desired.

EMT with Massachusetts/National EMT certification. National Fire Academy Executive Fire Officer and Massachusetts Chief Fire Officer credentialing preferred.

Salary \$165,000-\$175,000 DOQ. Melrose is an equal opportunity employer. Diverse candidates are encouraged to apply.

Send cover letter and resume in a single PDF to John_parow@comcast.net. Resumes and cover letters need to be received by May 31, 2024 @ 3:00PM.

Challenges

As with many of the fire departments across the Commonwealth, Melrose is faced with the issue of recruitment and retention of firefighters/medics needed to support increasing firefighting and EMS demands.

Additionally, the new Fire Chief will be tasked with the building of a new Fire Headquarters and two sub stations. These three stations will be replacing the existing three stations.

As with most fire departments, providing the city with an adequate fire and EMS response and dealing with emergencies on sometimes constrained resources is always a challenge.

**The City of Melrose staffs 3 Fire Stations
and provides an ALS/EMS transport service**



Melrose Fire Headquarters (Built 1895)



Melrose Station 2 (Built 1929)



Melrose Station 3 (Built 1964)

Melrose Paramedic Ambulance
Rescue 1



Photo by MEB www.firenews.org

The Ideal Candidate

- A minimum of ten years of progressively responsible experience in a fire/EMS department
- Five years at a supervisory or command position
- Bachelor's degree from an accredited college or university in fire administration or a related field. EMT with Massachusetts/National EMT certification.
- Have strong leadership, management and administrative skills
- Manage duty assignments of departmental employees, care and maintenance of station and apparatus, requisition of equipment and supplies, maintenance of records
- Supervise, manages and leads career firefighters; assist with the recruitment and interviews of career applicants.
- Plan and develop long-range and short-range goals for the department in all areas of fire/EMS operations and capital needs
- Formulate and review department operating procedures, policies and rules and regulations to ensure the mission of the department are met
- The ability to develop department personnel through professional development and leading by example
- Able to foster and maintain a high level of professional and ethical conduct among all department members
- Knowledgeable with labor and collective bargaining practices
- Experience in the development and oversight of a department budget, establishing policies, procedures and general orders
- Highly ethical, self-motivated, professional, innovative, accessible, fair and responsive
- Possess excellent written and oral communication skills
- Ability to respond to all major emergencies involving the Fire Department and provide direction to the staff under the Fire Chief's jurisdiction. Performs the duties of a firefighter and EMT as needed
- Resides within a reasonable distance from the Fire Department Head Quarters to ensure they can promptly respond to emergency situations outside of regular work hours
- Conduct and investigate the causes of fires, in conjunction with local and state law enforcement officers
- Ensure the enforcement of all state and local codes and laws relating to fire prevention
- Can manage the ambulance operation, including rules and regulations, training, recordkeeping, equipment maintenance, billing and collection
- Able to work effectively with local elected and appointed officials and community representatives



How to Apply

Send cover letter and resume in a single PDF to John Parow Consulting & Associates

John_parow@comcast.net Subject: Melrose Fire Chief

All resumes will be held in confidence.

Resumes and cover letters need to be received by May 31, 2024 @ 3:00PM.