



**City of Winters**  
**Interim Fire Chief Program**  
**2017-18**

**Assignments:**

The Interim Fire Chief Program will be a 16 week assignment to provide an opportunity for personnel to experience and act in the capacity of Fire Chief. Persons in this program will work the 9/80 work schedule.

During the program, staff participants will be assigned an individual project they will be held responsible for completing. These projects will be as follows:

- **Art Mendoza**- Report and evaluation of the Fire Prevention Programs for the City and Winters Fire District. The project will include an overview of the program, update on current and proposed prevention efforts and recommendations on improvements to the program.
- **Brad Lopez**- Report and evaluation on Fire Operations/Training for both the City and District. This will include a comprehensive overview and status of all operations, statistical review of the Department's activities and recommendations on improvements to operations.
- **Matt Schechla**- Report and evaluation of facilities, equipment and emergency medical services. The project should include a comprehensive evaluation of equipment and facilities status and needs, emergency medical status and needs and recommendations on improvements to the programs.

The three participants will work together on the following project:

- Develop a recommendation on one idea which will improve the Department. The idea should benefit the city, citizens and department. This should include the concept, an implementation plan, budget and funding.

The three staff participants will also collectively be responsible for:

- Selection, hire and evaluation of the part time Fire Personnel to fill the vacant staff shift.
- Each participant will select a neighboring fire department (Madison, Esparto, West Plainfield)
- Development of the FY 2018-19 and 2019-20 Fiscal Year Budgets
- Participating in the AB1600 Impact Fee Program for Winters Fire.

At the end of the 16 weeks, Interim Chiefs will be required to provide the following:

1. Completed Project Assignment- This will include a report and supporting documentation to the City Manager on their assigned project.
2. Staff Report and presentation on the project to the City Council and the Planning Commission
3. Participate in a personal interview with City Staff members.

**Key Tasks During the Interim Assignment:**

- Be assigned as the Fire Chief for Winters Fire performing all required duties of that position.
- Attend and participate in the Executive Staff Meetings.

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**Program Outline**

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- Attend and participate in regional fire chief meetings.
- Work collaboratively with Nanci Mills- Administrative Services and Shelly Gunby- financial Management on human resources and budget and finance matters and issues for Winters Fire.
- Meet with the City Manager to discuss a critical thinking model, presentation skills and report writing.
- Represent the City both inside and outside the City at meetings where the Chief would attend.
- Meet for professional interviews with the following persons:
  - Mayor Wade Cowan
  - Tony Turkovich- Chairman- Winters Fire District.
  - Chief Gary Frederickson- Chief- Yocha de He
  - Chief Nathan Trauernicht- UC Davis
  - Chief Becky Ramirez- Woodland Fire
  - Chief John Heilmann- West Sacramento
  - Dena Humphry- Executive Director- YECA
  - Debra DeAngelo- Editor- Winters Express
- All participants will participate in a reading group with the City Manager and read the *“Seven Habits of Highly Effective People”*.
- Attend a supervisory training class.
- Department Interviews- Each Interim Chief will meet individually with Department and Division Heads for the following functions:
  - Finance
  - Water/Wastewater
  - Community
  - Housing
  - Public Works
  - Development

At the conclusion of the twelve weeks, the interim Chief will provide the City Manager with a professional development program recommendation for themselves in charting a course for the next three years of their career.