

CITY COUNCIL WORKSHOP

MAYOR

Shirley Sessions

CITY COUNCIL

Barry Brown, Mayor Pro Tem

John Branigin

Jay Burke

Nancy DeVetter

Spec Hosti

Monty Parks



CITY MANAGER

Dr. Shawn Gillen

CLERK OF COUNCIL

Jan LeViner

CITY ATTORNEY

Edward M. Hughes

CITY OF TYBEE ISLAND

SPECIAL COUNCIL MEETING

AGENDA

November 12, 2021 at 10:00 AM

Call to Order

Items for Consideration

1. Ratify the nomination for the successful candidate for the position, Chief, Tybee Island Fire Department

Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Jan LeViner at 912.472.5080 promptly to allow the City to make reasonable accommodations for those persons.

File Attachments for Item:

1. Ratify the nomination for the successful candidate for the position, Chief, Tybee Island Fire Department



City of Tybee Island
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328
(912)786-4573 – FAX (912) 786-5737

November 5, 2021

Jeremy Kendrick

RE: LETTER OF OFFER OF EMPLOYMENT – Fire Chief

Dear Mr. Kendrick,

It is my pleasure to extend the following offer of employment as **Fire Chief** to you on behalf of the City of Tybee Island. This offer is contingent upon your passing our mandatory pre-employment drug screen, a criminal background check, education verification and reference check.

You will become part of a fast-paced and dedicated team that works together to provide our citizens with the highest level of service possible. As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed citizen expectations. The city is committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: Fire Chief

Job description: See attached

Start date: To Be Determined

Salary: \$97,155.00 annually - subject to deductions for taxes and other withholdings as required by law.

Phone Allowance: \$1200 annually (\$100 each month for Cell phone)

Expenses: Moving Expenses Cost up to \$10,000*

*If you leave employment voluntarily within the first 2 years, moving expense cost will need to be refunded at a prorated amount to the city.

Probation: 90-day probationary period

Group Benefits: The city offers an excellent benefits package, including 100% coverage on health and dental insurance for the employee, life insurance, long-term disability, and pension. You are eligible to contribute to other benefits such as a 457b plan, and various other supplement insurances. The city benefit offerings and employee contribution to payment for benefit plans are determined annually.


Hours of work: Salary Position (exempt) working at least 40 hours per week

Reporting relationship: Direct supervisor – City Manager, Shawn Gillen

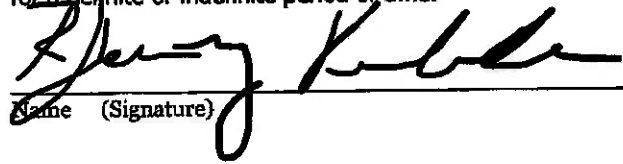
Holiday/Vacation/Sick: As an employee of the City of Tybee Island, you will receive twelve paid holidays. You are eligible to accrue vacation time off at 1.84 hours per pay period (6 days) the first year of service, 3.69 hours per pay period (12 days) and after 10 years of service 5.53 hours per pay period (18 days). Vacation caps at 240 hours. Sick days are accrued at 3.69 per pay period (12 days) per city policy. Sick caps at 520 hours (65 days) which can be paid out at \$25 per 8 hours for a death benefit or retirement. All employee benefits are subject to periodic city review and can be changed with or without notice.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,


Shawn Gilley
City Manager
City of Tybee Island

If you are in agreement with the above employment offer details, please sign below and return this employment offer to the HR Department of the City of Tybee Island. This offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period of time.



Name (Signature)

11/5/21

Date

—○ RONALD J. KENDRICK ○—

CONTACT

☎ 951-532-0221

✉ emt31834@yahoo.com

PROFILE

Energetic, customer service oriented Public Safety Executive Fire Officer with 25 years of Service. Certifications ranging from the Department of Defense, National Pro Board, National Fire Academy, Georgia Fire Academy, Department of Homeland Security, and the Federal Emergency Management Agency.

SKILLS

- EXECUTIVE MANAGEMENT
 - Budgeting
 - Organizational Development
 - Incident Command
 - Conflict Resolution
 - Corporation Stability
- LEADERSHIP
 - Mentorship
 - Career Development
 - Team Development
- COMMUNICATION
 - Public Communications
 - Professional Speaking
 - Peer to Peer Communications
- TRAINING DEVELOPMENT
 - Fire Service Curriculum Development
 - Instructing/Teaching
- TACTICAL OPERATIONS

EXPERIENCE

DIVISION CHIEF/ SOUTHERN CALIFORNIA LOGISTICS FIRE DEPARTMENT/MISSION FIRE AND AVIATION RESCUE | JULY 2019 – PRESENT | SALARY HISTORY \$120,000.00

ASSISTANT CHIEF/AUGUSTA RICHMOND COUNTY GOV'T | MAY 2014 TO JULY 2019 | SALARY HISTORY \$74,000.00

CAPTAIN TRAINING DIVISION/AUGUSTA RICHMOND COUNTY GOV'T | MAY 2011 TO JULY 2014 | SALARY HISTORY \$63,000.00

CAPTAIN/ SALLYPORT GLOBAL HOLDINGS FIRE SERVICE KIRKUK IRAQ DEPARTMENT OF DEFENSE | MAY 2010 TO MAY 2011 | SALARY HISTORY \$134,000.00

ENGINEER/EMT-I | SAVANNAH RIVER SITE DEPARTMENT OF ENERGY | NOVEMBER 2009 TO MAY 2010 | SALARY HISTORY \$ 53,000.00

- Management of Mass Casualty Incidents
- Active Shooter / Terrorism

ENGINEER /SHIFT SUPERVISOR | COLUMBIA COUNTY GOV'T | FEBRUARY 2005 TO NOVEMBER 2009 | SALARY HISTORY \$ 46,000.00 Item #1.

FIREFIGHTER EMT-I | AUGUSTA RICHMOND COUNTY GOV'T | DECEMBER 1996 TO FEBRUARY 2005 | SALARY HISTORY \$41,000.00

PROFESSIONAL CERTIFICATIONS NPQS, GEORGIA FIREFIGHTER STANDARDS AND TRAINING COUNCIL

Firefighter I, II NPQS
 Airport Firefighter NPQS
 Driver Operator/ARFF NPQS
 Driver Operator/Pumper NPQS
 Rescue Technician Vehicle Machinery NPQS
 Hazmat Awareness Operations NPQS
 Hazmat Technician NPQS
 Fire Instructor I, II NPQS
 Fire Officer I, II, III, IV NPQS
 Incident Safety Officer NPQS
 Fire Inspector I NPQS
 NIMS 100, 200, 300, 400, 700, 800
 Emergency Medical Technician – Intermediate
 AED/CPR Certified
 Tactical Emergency Casualty Care Medic
 Tactical Casualty Critical Care Medic
 STOP THE BLEED Instructor
 CSTI Hazardous Materials Instructor
 All Hazards Preparedness
 Emergency Response Planning
 Emergency Management Concerns for Terrorism
 Basic Concepts for WMD Incidents
 Emergency Response to Terrorism
 WMD Hazardous Materials Technician (COBRA)
 WIPP Radiological Instrumentation
 WMD Terrorism Awareness for Emergency Responders
 Incident Response to Terrorism Bombings
 Managing School Bomb Threat
 Joint WMD Response Training
 Emergency Response to Terrorism – Tactical Considerations
 Rescue Specialist
 Community Safety Educator
 National (TIM) Traffic Incident Management Training

EDUCATION

BACHELOR DEGREE: FIRE ADMINISTRATION | AUGUST 2017 | COLUMBIA SOUTHERN UNIVERSITY

Major: Fire Administration
 Minor: Business Management

CREDENTIAL: FIRE SERVICE CHIEF EXECUTIVE OFFICER | MAY 2015 | TEXAS A&M UNIVERSITY EXTENSION SERVICE

Major: Organizational Management
 Minor: Business Management

CREDENTIAL: CHIEF FIRE OFFICER | NOVEMBER 2013 | GEORGIA PUBLIC SAFETY TRAINING CENTER

Major: Fire Service Management
 Minor: Leadership Development

CREDENTIAL: AIRPORT MASTER FIREFIGHTER | JANUARY 2014 | AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES/ARFF WORKING GROUP

Major: ARFF Operations

Minor: Airport Management

**ASSOCIATE DEGREE: FIRE
SCIENCE | MAY 2007 | KEISER
UNIVERSITY**

Major: Fire Service Crisis

Minor: Fire Prevention

RECOGNITION AND AWARDS

Item #1.

Bringing Life into the World – East Central Georgia EMS Region VI
CPR Life Saver – Rural Metro Ambulance
Office of the Mayor Recognition – Augusta, Georgia
Certificate of Appreciation – Atlanta Fire Rescue
Saving A Life – Martinez Columbia Fire Rescue
FAA Mark of Distinction Award Fire Service – Augusta, Georgia x2
years

BELOW IS A COMPREHENSIVE BACKGROUD OF MY WORK HISTORY AND ACCOMPLISHMENTS.

RONALD "JEREMY" KENDRICK

216 Merrymont Drive, Martinez, Georgia 30907

Home: (951-532-0221)

Email: emt31834@yahoo.com

Mobile: (951-532-0221)

Item #1.

Southern California Logistics Airport Fire Department/Mission Aviation and Fire Rescue ADMINISTRATION DUTIES AND RESPONSIBILITIES – Division Chief

As the Division Fire Chief for the Southern California Logistics Fire Department my responsibilities are managing day to day operations under the direction of the Fire Chief. I manage the fire departments budget as well perform purchases under the City of Victorville Procurement Policies and Procedures. I oversee the fire department building inspections that the fire personnel perform throughout the year. I manage and oversee the training curriculum and program that assures compliance for FAA Federal Aviation Administration and the Office of the California State Fire Marshal's Office. Additional Responsibilities are to develop working relationships with local cooperators and outside responding agencies.

Through the Chain of Command, I manage personnel issues that range from policy violations, medical leave, as well as holiday and vacation leave.

Attend Aviation Commission meetings when presenting request to the commission. Prepare agendas for each request made.

As the Division Fire Chief, I'm also responsible for all Deployment Teams that respond to military deployments, California CAL Fire wildland fire response and U.S. Forestry Department.

ACCOMPLISHMENTS – Southern California Logistics Airport Fire Department/Mission Aviation and Fire Rescue

- July 2019, developed and implemented a new training matrix for the SCLA FD that meets and exceeds FAA requirements for Aircraft Rescue Firefighting.
- August 2019 Developed Standard Operating Procedures for the SCLA FD.
- September 2019 Established Memorandum Of Understanding/Letter of Agreement with FAA Tower Operations for response to incidents that may happen on the runways and taxiways involving aircraft.
- September 2019 Developed Fire Inspection Program for all buildings to be inspected for Life Safety.
- September 2019 Placed Thermal Imaging Cameras on all apparatus as well as gas detection meters.
- November 2019 Started rewriting the Airport Emergency Plan which dictates how the airport will operate during emergency situations. As well assisted airport administration with updating the (ACM).
- December 2019 Developed a Mass Casualty Incident Response Vehicle that will support medium to large scale incidents for the airport and the city of Victorville, California.
- July 2020 Developed and put into service a Mass Casualty Incident response apparatus. This apparatus provides multiple capabilities such as SCBA replenishment, Scene Lighting and large MCI capabilities.

**Augusta Regional Airport Fire Department
ADMINISTRATION DUTIES AND RESPONSIBILITIES – Assistant Chief**

Item #1.

As the Assistant Chief and second in command of the Augusta Regional Airport Fire Department my responsibilities are managing day to day operations under the direction of the fire chief. I manage the fire departments budget as well perform purchases under the Augusta Richmond County Procurement Policies and Procedures. I oversee the fire department building inspections that the fire personnel perform throughout the year. I manage and oversee the training curriculum and program that assures compliance for FAA Federal Aviation Administration and GFSTC Georgia Firefighter Standards and Training Council. I manage Incidents from small scale to large scale incidents.

- Oversees all training for all ARFF personnel by managing the training division and teaching specialized classes that meet National Fire Protection Association, National Pro Board, Georgia Firefighter Standards and Training Compliance, and FAA.
- Manages, maintains, and oversees the training records of all ARFF personnel for Georgia Firefighter Standards and Training Council and the FAA FAR Part 139 compliance.
- Supervises new recruits and staff personnel, during training operations, and coordinates all personnel training needs.
- Responds to incidents and assists Incident Command at major incidents.
- Assist with the development of general guidelines, standard operating procedures, rules and regulations, budget preparation for the department, and the purchasing of equipment.
- Assist the Airport Fire Chief with daily operations for the department and acts as Airport Fire Chief in his/her absence.
- Supervises staff personnel, during training operations, and coordinates personnel training needs.
- Performs other duties of a similar nature or level as required.
- Additional I assist the Fire Chief with managing the daily operations for the department for all major incidents.
- Through the Chain of Command, I manage personnel issues that range from policy violations, medical leave, as well as holiday and vacation leave.
- Attend Aviation Commission meetings when presenting request to the commission. Prepare agendas for each request made.
- Prepare the department's fiscal budget for approval from the Fire Chief, Airport Director, and final approval from the Aviation Commission.

**Augusta Regional Airport Fire Department
ADMINISTRATION DUTIES AND RESPONSIBILITIES - Captain**

As the Captain over the Training Division my position is responsible for but not limited to the following duties: administrative work in planning, organizing, coordinating and directing the fire training activities of the Fire Department in accordance with FAA, NFPA, and the State of Georgia standards. Utilizing excellent customer service skills establishes and maintains effective working relationships with other employees, tenants, and the general public. Operates various motor vehicles to assist in carrying out the business of the department and the City. Develops, delivers and evaluates basic and advanced fire training courses for members of the Department. Acts as an alternate for ARFF Lieutenants as needed.

Conduct all training for all ARFF personnel to meet FAA, NFPA and Georgia standard.

Develop training program and send to Chief for approval

Manage the training records of all personnel.

Conducts ARFF personnel skill evaluations.

Fill in on shift when the Lieutenant is off.

ACCOMPLISHMENTS – Augusta Regional Airport Fire Department

- In 2012 I created and developed a 3-year Strategic Plan for the fire department and the projected date for the Strategic Plan will be accomplished by the first of 2015.
- Restructured the entire training program for the Augusta Regional Airport Fire Department.
- Developed a career matrix for all personnel and positions within the Fire Department. I Created new job descriptions for each position which matches the career matrix for each position.
- With FAA approval the FAR 139 training required for ARFF firefighters was changed to a more elaborative specific topic that confirms that assures specific training is covered within the required training subjects.
- I instructed many classes that fire personnel needed to meet their new job requirements. All classes were approved by the Georgia Firefighter Standards and Training Council and by the National Pro Board Qualification which meets national standards for the fire service.
- Registered the Augusta Regional Airport Fire Department with the State of Georgia DPH Department Public Health to be recognized by the State EMS office as a licensed Emergency Medical Service provider. The inspection and procedure took about 4 months to complete.
- After achieving our Georgia Emergency Medical Service provider license, I established an MOU with the 911 EMS service provider Gold Cross EMS and Doctor Jimmy Peebles to establish the Augusta Regional Airport Fire Department and Gold Cross as partners. This was approved and signed by the Aviation Commission. The Augusta Regional Airport Fire Department and Gold Cross EMS use the State mandated protocols for treating patients and administration of medicine. The department's approval is granted under Doctor Jimmy Peebles who is our Medical Control Director for the Airport Fire Department and Gold Cross EMS.
- The Augusta Regional Airport Fire Department has received a 100% pass on the last 5 FAA Inspections. The training program that I created has been branched out to other airports within the southern region due to the complexity of the curriculum and tracking of training. The previous FAA Inspector Charlotte Jo

several times to assist other departments with establishing a proactive training program such as the one our department uses to assure compliance.

Item #1.

- In 2013 I was nominated by the ARFF Working Group as the Georgia State Representative for the Section 3 group which covers the Southern Region Airports. Nominations came from Atlanta Airport Fire Department, Orlando International Fire Department Airport as well as other airports.
- In 2014 I achieved my A.M.F. Airport Master Firefighter certification through AAAE. The process took about 3 months of studying before actually testing out for the certification.
- In 2014 I became a GFSTC Georgia Firefighter Standards and Training Council Proctor/ Monitor which allows me to administer test for GFSTC and the National Pro Board System.
- In March of 2014 I completed the following procedures through GFSTC Georgia Firefighter Standards and Training Council to have the Augusta Regional Airport Fire Department recognized as an online testing facility. There are only 3 in our region Columbia County Fire Rescue, McDuffie County Fire Rescue and Augusta Regional Airport Fire Department for this portion of the State of Georgia.
- Throughout the year 2013 I was able to establish Mutual Aid Agreements with surrounding counties: McDuffie County, Burke County and the Georgia Forestry Division and Columbia County.
- In the year 2014 when tragedy struck in San Francisco with the Asiana crash I saw the need to establish an Incident Safety Officer program that would fit for our mission here at the Augusta Regional Airport. The class itself was already in production throughout the fire service but there was no specific training for such an event that took place in San Francisco so I created the scenario and instructed the class to fit a large aircraft incident. After completing the class, I contacted GFSTC Georgia Firefighter Standards and Training Council and completed the necessary paperwork to have the class excepted by the National Pro Board Qualification System. The Augusta Regional Airport Fire Department was the first fire department in the state of Georgia to achieve this certification. All personnel that work for the Augusta Regional Airport Fire Department successfully passed the NPQS exam. In attendance with our department personnel from Augusta Fire Department and Columbia County Fire Rescue attended and received the National certification.
- In the year 2014 Augusta Regional Airport Fire Department received permission from the Aviation Commission to purchase a brand new 1500-gallon Rescue Pumper. I assisted E-One with design and specifications that we as a department requested.
- In the year 2014 the Augusta Regional Airport Director along with the Fire Chief gave me his blessings to develop and construct a firefighter training facility which is located at the air cargo building. The personnel at the fire department constructed many training props that range from ARFF to structural firefighting as well as confined space and rescue training. With this facility our department has increased its capabilities of performing more physical and demanding training which is required for a real-world event.
- In the year 2014 I worked closely with the Department of Health and local EMS Providers to write protocols for Ebola Response Procedures for the Augusta Regional Airport as well for the (CSRA) Central Savannah River Area
- For the years 2012, 2013, 2014 the Augusta Regional Airport Fire Department has received 100% for FAA inspection. These inspections are critical to the airport certification for commercial air travel.
- In 2016 I had the opportunity to take a leading role in establishing a cutting-edge course provided by the Augusta Regional Airport Fire Department and (MCG) Medical College of Georgia Emergency Medicine. The TECC (Tactical Emergency Casualty Care) course is the industry's response to Foreign and Domestic Terrorism, along with the active shooter scenario. The TECC course brought together several of the area's leading professionals and departments to take a two-part learning approach to mitigate a growing epidemic. A mixed style of

RONALD "JEREMY" KENDRICK PROFESSIONAL REFERENCES

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PROFESSIONAL REFERENCES

1. Patrick Cullinan
Contact Info: 706-533-3352
4858 Whitehall Dr. Evans, Georgia 30809
Occupation: Police Benevolent Association Southern Region

2. Dan Gwinn
Contact Info: 706-231-0726
5743 Wiltshire Dr. Columbus, Georgia 31909
Occupation: State of Georgia Arson Investigator
Retired Fire Captain, Columbia County Fire Rescue

3. Eric Kave
Contact Info: 404-291-8062 or 404-382-1054
226 Peachtree St. Atlanta, Georgia 30303
Occupation: Division Chief, Atlanta Fire Rescue
Reservist for FEMA Federal Emergency Management Agency

4. Andy Tisdale
Contact Info: 706-836-9285
207 N. Belair Rd. Evans, Georgia 30809
Occupation: Attorney, CEO Owner Tisdale Law Firm

5. Vince Brogdan
Contact Info: 706-373-6285
4328-Wheeler Rd. Augusta, Georgia 30907
Occupation: Paramedic, CEO Owner Gold Cross EMS

6. Don Kittilson
Contact Info: 768-849-7436
3958 High Chaparral Martinez, Georgia 30907
Occupation: Firefighter/Medic Augusta Regional Airport
Georgia Private Investigator Chilton Gibbs and Associates