



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

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NEWBURYPORT, MA

2023 MAY -5 A 8:46

60 PLEASANT STREET - P.O. Box 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council  
From: Sean R. Reardon, Mayor  
Date: May 8, 2023  
Subject: Appointment

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I hereby appoint, subject to your approval, the following named individual as Fire Chief for the City of Newburyport. This term will expire on June 1, 2028.

Stephen H. Bradbury III  
24 Howard Street  
Newburyport, MA 01950

## MEMORANDUM

**To:** President and Members of Newburyport City Council

**From:** Mayor Sean R. Reardon

**Re:** Fire Chief Search Result

**Date:** May 6, 2023

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After conducting a thorough search process in accordance with Section 2-316 of the Code of Ordinances, I am appointing Stephen H Bradbury III as the next Fire Chief for the City of Newburyport. This appointment has been submitted to you for approval by the Council, and will be effective June 1, 2023 should the appointment be approved at the Council's meeting on May 29<sup>th</sup>. Bradbury is the current Acting Chief in Newburyport, and also serves as acting Emergency Management Director. He has served as Deputy Fire Chief and Assistant Emergency Management Director since September 2000, and first joined the Newburyport Fire Department as a Call Firefighter in 1993.

The procedure for hiring a new chief follows the proscriptive process in the Code of Ordinances mentioned above, and begins with the selection and approval of a fire chief screening committee. I am grateful to former Essex County Sherriff Frank Cousins, who chaired this committee and kept the process on track. I would like to thank all members of the screening committee, Topsfield Fire Chief Jen-Collins Brown, HR Director Donna Drelick, Retired Police Officer Nora Duggan, Harbormaster Paul Hogg, Councillor Jim McCauley, Marshal Mark Murray, Fire Lieutenant Kevin Parseghian, and Councillor Connie Preston. This group reviewed the process for the solicitation and advertisement of the position, then performed a first review of all applications. They then arranged for interviews of selected candidates, after which they selected top candidates to proceed to an Assessment Center.

Five individuals were selected to participate in the Assessment Center. One removed their name from consideration before the event. The Assessment Center was held on Thursday, April 27<sup>th</sup> and was facilitated by consultant BadgeQuest, Inc. of Plymouth. BadgeQuest had four facilitators, three of whom were retired fire chiefs who ran the five exercises in which the candidates participated. These included evaluations of their fire management, leadership, employee management, and decision making. The four candidates all received passing grades and were given very good feedback by BadgeQuest.

After receiving the results from the Assessment Center, the Screening Committee voted unanimously to send all four candidates to the Mayor for interviews. I interviewed all the candidates and reviewed their resumes and the results of the Assessment Center. This is an important decision that will affect the future of the Fire Department, and I took many factors into account. The materials from the Assessment Center are very clear in stating that the appointing authority should not rely on numerical scores alone when making the decision on Chief, and that they should be used as a factor alongside other considerations.

Acting Chief Bradbury brings considerable experience from his over 20 years as Deputy Chief, and he has earned the respect of all his colleagues. He has stepped up as Acting Chief over the last 9 months, and has shown that he is comfortable with the budget and personnel management that the position requires, alongside other functions. In the Assessment Center he scored highly on activities designed to

# **STEPHEN H BRADBURY III**

24 Howard St, Newburyport, MA 01950 · 978-265-4174

Sbradbury@cityofnewburyport.com

March 14, 2023.

Donna Drelick  
Director Human Resources  
City of Newburyport  
60 Pleasant St., PO Box 550  
Newburyport, MA 01950

Dear Ms. Drelick,

Please accept this letter as part of my application for the City of Newburyport Fire Chief position. During the last eight months as the Acting Fire Chief/Emergency Management Director for the City of Newburyport, the fire department has continued to seamlessly move forward. The morale at the department is at an all-time high, and we continue to operate as a highly efficient emergency services provider.

I proposed a budget that successfully integrates within the city's overall spending plan for fiscal year 2024. Additionally, I have helped facilitate the design and secured the bonding of the new John F. Cutter Jr. West End Fire Station. I have reduced overtime spending and disposed of excess equipment that has been costly to the city.

During 22 years' experience as a Chief Fire Officer for the City of Newburyport, I have been incident commander at numerous fires, explosions and other emergencies. Furthermore, with a proven track record of supervising day-to-day operations in managing all administrative functions, over 48 personnel, interpretation of labor contracts and a vast background in fire prevention.

As a fire fighter and a lifetime resident of the City of Newburyport, with deep family ties that go back generations in this city, my qualifications speak for themselves. You will not find another candidate who is as vested in this community. I greatly appreciate the opportunity to apply for and continue to serve as the Fire Chief for the City of Newburyport.

Very respectfully,

Stephen H. Bradbury III  
Acting Fire Chief/Emergency Management Director  
City of Newburyport

# STEPHEN H BRADBURY III

24 Howard Street, Newburyport, MA 01950 · (978) 265-4174  
Sbradbury@cityofnewburyport.com

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Dedicated, dynamic, and proven leader with 29 years of fire rescue experience with deep roots and ties to the City of Newburyport. High degree of knowledge in all aspects of fire department operations acquired through working over 22 years as a Chief Officer. Highly competent in fire administration, budget management, emergency scene operation, and investigation. Seeking to apply my knowledge and leadership skills to ensure the safety of the greater Newburyport community as the Fire Chief.

## EXPERIENCE

### JULY 2022 – PRESENT

#### ACTING FIRE CHIEF/EMD, CITY OF NEWBURYPORT, MA

- Providing leadership and supervision to the department staff of 46 personnel as Incident Commander at all major emergencies
- Oversee spending of the \$4.2M fire and emergency management budget
- Directing the preparation of FY24 departmental budget to ensure integration with overall city budget
- Responsible for planning and designing the new \$9.2M substation, with relocation of staff to fire headquarters
- Implementing department policy changes to ensure efficiency and standardization
- Overseeing implementation of our FIRST DUE SOFTWARE, the department's first software update in 20 years
- Consistently securing grants for the department including SENIOR SAFE for the first time
- Working to update the Comprehensive Emergency Operations Plan
- Managing Tier 2 chemical inventory reporting for industrial park and other required entities
- Working to reduce overtime levels
- Submitted a detailed capital improvement plan
- Secured funding for a Zetron alerting system for city headquarters
- Formed a committee to replace the fire boat
- Added a second member from our department to the state hazardous material team

### SEPTEMBER 2000 – JULY 2022

#### DEPUTY FIRE CHIEF/ASSISTANT EMD, CITY OF NEWBURYPORT, MA

- Managed the day-to-day operations of the department that would include emergency response, fire prevention, inspections, budget planning, and training
- Formed a partnership with local police as the lead fire investigator for the last 10 years, and filed all required fire reports
- Incident commander of numerous fires, explosions, and other emergencies
- 2013 winner of Chief Michael Maloney 260 Forever "Heroes in Action"
- Fire inspector responsible for the completion of inspections, building permits, and certificates of occupancy in the City of Newburyport while following up for compliance
- Reviewed and approved commercial and residential building plans

- Oversaw the life safety requirements in the building/remodeling of all three schools, Anna Jaques Hospital, and several large apartment complexes
- Partnered with all local departments in the City of Newburyport to ensure public safety
- Assisted the Emergency Management Director with planning for emergencies from natural and manmade disasters
- IC and/or assistant IC to numerous storms on Plum Island
- Original member of the cities Technical Review Committee
- Member of the TSAC Committee
- Participated in Seabrook station drills

**AUGUST 1996 – SEPTEMBER 2000**

**FIREFIGHTER, CITY OF NEWBURYPORT, MA**

- EMT that trained in all aspects of firefighting
- Completed the Flammable Gas Firefighting program in 1997
- Appointed Chairperson of Fire Department Muscular Dystrophy Association in 1997
- Santa Clause Parade Chairperson since 1999
- Board of Director for the Sick Benefit Association
- Editor of Newburyport Fire Department yearbook

**DECEMBER 1993 – AUGUST 1996**

**CALL FIREFIGHTER, CITY OF NEWBURYPORT, MA**

- Member of Ladder Company No. 2
- Completed the Protective Breathing, Search and Rescue Program in 1994

**EDUCATION**

**1988**

**BACHELOR OF SCIENCE IN BUSINESS, SALEM STATE COLLEGE, SALEM, MA**

**1992**

**ASSOCIATES IN FIRE SCIENCE TECHNOLOGY, NORTH SHORE COMMUNITY COLLEGE, DANVERS, MA**

**1996**

**EMERGENCY MEDICAL TECHNICIAN (EMT)**

**CERTIFICATIONS**

- Massachusetts Emergency Management Director Program
- The Fire Officers Academy
- Fire Prevention Officer
- Basic Fire Investigation
- Hazardous Material – First Responder Operational
- Arson Awareness for The First Responder
- Emergency Response to Terrorism: Basic Concepts
- Fire Alarm Course
- Vehicle Extraction: New Technology

## **SKILLS**

- Budget management and organization
- Implementation of fire department policies and procedures
- Incident command and emergency scene operations
- Solution driven leader
- Oral and written communication
- Fire prevention
- Fire laws and regulations
- Code enforcement
- Investigations
- Labor relations/union contracts
- Fleet management
- Supervision

## **ACTIVITIES**

- 20-year co-chair of Santa for Kids
- 14-year treasurer of Fireman's Association
- Past chairman of firefighters Muscular Dystrophy Association
- Past board member of Fireman's Sick Benefit Association
- Member of Restore Our Stadium committee
- Building committee member for World War Memorial Stadium