

Robert J Jefferson
27 Park Circle
Arlington, Ma. 02476
781-648-3611
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May 19, 2015

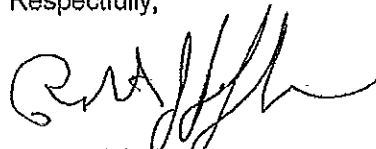
Marie Krepelka
Board Administrator
Board of Selectmen
Town of Arlington
Arlington, Massachusetts

Dear Mrs. Krepelka,

I am responding to the posting by the Board for a vacancy on the Arlington Permanent Town Building Committee. I respectfully submit my name to the Board for consideration to this appointment. Although I do not have a licensed or certified background in this field, I do have strong knowledge of construction, rehabilitation projects and working with principles on these projects. I also feel that my background as a Town Meeting Member, Department Head, and involved citizen understands the position and pulse of the Town and its financial priorities. I am enclosing my resume' and would like to let the Board know of my interest in this position. I have served on this Committee as the designee of the Superintendant for the past eight years. During that time I was appointed because of major renovation projects to all three fire stations. I was also involved in discussions concerning two phase of renovations at both Community Safety Building and the Stratton School. I have a working knowledge of the PTBC, its schedule and the commitment of time to this committee.

Thank you for your consideration in this matter and please do not hesitate to contact me with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'Robert J. Jefferson', written over a horizontal line.

Robert J Jefferson

enclosure

Robert J Jefferson, Fire Chief/EMT/EMD

27 Park Circle
Arlington, MA 02476
781-648-3611
rjeff1297@yahoo.com

EDUCATION

6/1992 A.S. Degree, Fire Protection and Safety Technology
Middlesex Community College, Bedford Massachusetts

6/1978 Matignon High School
Cambridge, Massachusetts

PROFESSIONAL EXPERIENCE

**1/2008-Present Fire Chief/Emergency Management Director
Town of Arlington**

Manage Fire Department for a Boston suburb with a population of 43,000 resident over 5.5 square miles. Oversee the response and mitigation of all emergency calls from medicals to fires to haz mat incidents to natural disasters. Manage a Department of 75 firefighters and officers including 2 day staff officers. Prepare, submit and oversee budgets over 5.6 million dollars. Work with the Police Chief to manage combined 911 emergency dispatch center and a repair facility for all fire and police vehicles and equipment. Work closely with other town departments and agencies to assess and address emergency services needs of the community.

**3/2006-1/2008 Deputy Fire Chief, Arlington Fire Department
Town of Arlington**

Group Commander for fire suppression and emergency response. Daily operations of department including responding to emergencies, responsible for 15-20 firefighters on duty, overseeing 3 fire stations and apparatus. Working within the incident command system and unified command.

**10/1982-3/2006 Firefighter/EMTD up to Captain Arlington Fire Department
Town of Arlington**

Captain and Lieutenant involved command over a station and /or crew of apparatus. Responsible for responding to emergencies, maintenance and care of station and apparatus, daily training and discipline, and safety of all firefighters assigned to your shift or crew. Act as or under the

direction of the Incident Commander to mitigate emergencies and protect the public and firefighters. As a firefighter performed fire suppression, prevention and education. Responded to medical emergencies and treated and transported patients to area hospital.

1/81-1/02 Supervisor – Osco Drug, Woburn, Massachusetts

Worked part time as part of a management crew supervising employees, handling cash control, merchandising of products, resolving customer complaints and performing shipping and receiving duties.

PROFESSIONAL AFFILIATIONS

- Fire Chief Association of Massachusetts, Member
- International Association of Fire Chiefs, Member
- Metro Fire Chiefs, Member

PROFESSIONAL INVOLVEMENT

- Town Meeting member, Town of Arlington 1993-Present
- Appointed Member Arlington Permanent Town Building Committee 2007-2015
- Founder and Member of the AFD Honor Guard
- Arlington Firefighters Local 1297 past president, executive board, secretary, MDA chairman, and Town day committee.
- Arlington Local Emergency Planning Committee Chairman

CERTIFICATIONS

- Massachusetts Certified Emergency Medical Technician
- Mass Fire Academy Certified S.A.F.E coordinator and instructor
- Incident Command (ICS100, ICS 200, ICS 300, ICS 400)
- National Incident Management (NIMS 700, 800)

PERSONAL ACCOMPLISHMENTS

- Arlington Firefighter of the Year Award Recipient 1985 and 1988.
- Arlington Youth Baseball and Hockey coaches
- Married, wife Gwen, 1986, Sons Daniel 1997 and Ryan 1999, Daughter Kaylee 2001

References available upon request.