

James S Alexander

17 Huckleberry Road
Lynnfield MA 01940
781 389-7664

Profile: Skilled leader with more than 35 years of successful management experience. More than 40 years experience in firefighting. Trustworthy, dependable, loyal and able to solve complex problems as well as the ability to communicate in a calm and professional manner. Impeccable character and excellent reputation.

Education: **Suffolk University** - Bachelor of Science/Public Administration
North Shore Community College- Associate in Science Fire Protection & Safety Technology
The National Fire Academy – Variety of intensive training including Hazmat Training since 1983.
Massachusetts Fire Training Council State Fire Academy – Career Recruit Class 170
40+ years of various training classes and certifications
Northeastern University – EMT Basic Training
Safety Program Consultants - EMT Intermediate Training
McNeilly EMS- AEMT Training

Career History:

8/74 – Present Captain/Fire Fighter/ Emergency Medical Technician

Town of Lynnfield Fire Department, Lynnfield, Massachusetts.

Serve as company officer to provide necessary leadership when called upon. Take command of company as appropriate in the performance of emergency and non emergency duties. Interface with town officials and community leaders. Responds to emergency calls including fire, accidents, medical concerns, assisting all residents of our community. Assist town sports teams in ensuring the safety of their participants by being on hand in the event of an injury. Assists residents and businesses in disaster resolution such as flooding. Assists contractors in complying with laws and regulations by ensuring site safety during explosive detonation. Perform inspections; insuring equipment is installed properly and safely. Use certification of identification and recognition of hazardous materials while performing inspections and assisting in other duties. Able, as a qualified pump/operator and tower ladder operator to manage complex equipment when called upon. Provide mentorship for newly appointed members ensuring consistency in performance and compliance with departmental rules and regulations. Responsible for managing and scheduling firefighter shifts and EMT rescue shifts ensuring adequate staffing for the department employing a fair, equitable and fiscally responsible approach.

In addition to the duties and responsibilities of the past 40 years, since 2010, I have been entrusted with managing the department budget including payroll, accounts payable, verification of department expenditures.

Past leader, administrator and current advisor of the SAFE program in town and am a SAFE educator, regularly interfacing with our schools, faculty and students. This role has enabled me to interact with the youngest members of our community, building trust and familiarity with the Fire Department. Always behave professionally and properly, both on and off duty, due to the high visibility of this position as I am often pointed out by students to their parents as the "Fireman who visited my school." I have successfully written grants for funding this program.

Appointed to the fire prevention bureau by Chief Paul Romano and regularly organize, supervise and conduct fire safety inspections. Attended fire prevention meetings on a regular basis and interact with the public, always maintaining a sense of duty and service to those it is our duty to protect.

Meet on a regular basis with the seniors in our community through the file of life program and conduct regular weekly blood pressure clinics at the senior center. This has afforded me the opportunity to engender a respect, admiration and appreciation for the entire Fire Department who I represent at all times both on and off duty.

January 1, 2014 appointed to the rank of Lieutenant with additional responsibilities; of managing the day to day operations of my company and station, providing leadership, assuming responsibility for the safety and performance of those who serve with me and being in command of incidents both emergent and non emergent. Regularly act as shift commander responsible for daily operations of all fire department operations.

Appointed Captain May 17, 2020 and assigned to lead the Community Risk Reduction Division which includes Fire Life Safety, Fire Prevention, Plan Review and Code Enforcement. Serve as a shift commander on a daily basis. Serve as the head of the Hiring Committee in charge of selecting, interviewing and making personnel recommendations to the Chief of Department for the hiring of new Call Firefighters. Work with and advise the Chief of Department in matters of budget, payroll, operations, finance including but not limited to accounts payable and receivable.

11/2000 - Present Treasurer

Lynnfield Center Water District, Lynnfield, Massachusetts.

As treasurer of the Water District it is my responsibility to ensure that finances are maintained in accordance with state and federal regulation. In this position I interface with the Town Administration, external Auditors, the State Department of Revenue Personnel, and provide reports to the Board of Water Commissioners

at publicly held meetings. Budget preparation, revenue projections, setting the tax rate for the district, certification of free cash, and familiarization with municipal accounting are all skills I possess in the successful performance in this position.

11/1981 - General Manager and CFO, Business Operations

11/1999 **Olympic Delivery Service Inc.,** Boston, Massachusetts.

Managed all financial and administrative aspects of this company including but not limited to payroll, budgeting, contract negotiations, purchasing, hiring and termination of trucking employees.

Direct supervisory authority for more than 30 full and part time employees, management of customer service, interaction with multiple state and local officials regarding intercity and interstate transport. I was also responsible for the implementation, training and maintenance of a computerized dispatch and billing system.

Special Training:

Fire Fighter I & II certified, Massachusetts Fire Training Council and National Board on Fire Service Professional Qualifications.

Fire Officer I & II certified, Massachusetts Fire Training Council and National Board on Fire Service Professional Qualifications.

Fire Officer III certified, Massachusetts Fire Training Council and National Board on Fire Service Professional Qualifications.

Fire Prevention Officer Basic certified, Commonwealth of Massachusetts Office of the State Fire Marshal Department of Fire Services

Fire Prevention Officer Level I certified, Commonwealth of Massachusetts Office of the State Fire Marshal Department of Fire Services

Fire Instructor I certified, Commonwealth of Massachusetts Office of the State Fire Marshal Department of Fire Services

Juvenile Firesetter Intervention Specialist I/II, FEMA and the National Fire Academy.

Incident Safety Officer certified, National Board on Fire Service Professional Qualifications.

Hazardous Materials First Responder certified, Massachusetts Fire Training Council and National Board on Fire Service Professional Qualifications.

National Incident Management System, US Department of Homeland Security, Emergency Management Institute.

Public Fire and Safety Educator, Commonwealth of Massachusetts Office of the State Fire Marshal Department of Fire Services

Certified Advanced Emergency Medical Technician (Advance), Commonwealth of Massachusetts/National Registry.

Heartsaver First Aid Instructor, American Heart Association.

Fire Training Exercises, Town of Lynnfield Fire Department, Massachusetts Fire Academy and the National Fire Academy.

Emergency Medical Services, Commonwealth of Massachusetts approved sites, ongoing and continuing education.

Accreditations:

Fire Chief in the Commonwealth of Massachusetts, Commonwealth of Massachusetts, Fire Service Commission.

Certifications:

Fire Fighter I
Fire Fighter II
Hazardous Materials First Responder
Fire Officer I
Fire Officer II
Fire Officer III
Fire Prevention Officer Basic
Fire Prevention Officer I
Fire Instructor I
Incident Safety Officer
Emergency Medical Service – AEMT (Intermediate)

Memberships:

National Fire Protection Association.
Essex County Fire Chiefs Association Fire Prevention
Fire Prevention Association of Massachusetts
Lynnfield Fire Fighters Relief Association

Recognition: Have received multiple letters of commendation from the Public which we serve, Chief of Department and the Lynnfield Board of Selectman.

Nominated for Firefighter of the Year and recognized for outstanding conduct by the Secretary of Public Safety and Security, Commonwealth of Massachusetts, Executive Office of Public Safety and Security November 15, 2011.

Recipient of the 2017 Fire Officer of the Year award in recognition of superior dedication and performance. Presented by the Lynnfield Rotary Club.

