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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Approve Fire Chief Hiring Process**  
DATE: April 9, 2024

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### Background:

The application deadline for the part-time Fire Chief position closed April 5 at 3:00 pm. Seven applications were received. Staff has developed a process for Council consideration to review applications, interview candidates and recommend a candidate to the Council. Staff recommends that all seven applicants be interviewed, unless they have not met the minimum requirements.

For the Council's consideration, staff proposes the following steps and panel compositions:

#### Step 1:

City Administrator and City Attorney review applications using a yes/no checklist for compliance with minimum standards of the job description.

#### Step 2:

- ✓ Staff to develop for review and input by the interview panels, interview questions.
- ✓ PFRD to select its panel participants.
- ✓ Staff to reach out to possible community leaders and the suggested Fire Chief in Panel A for their willingness to participate.
- ✓ Staff to identify possible interview dates – weekends possible?

#### Step 3:

Interviews by two panels –

#### Panel A:

- Outside Fire Chief – a suggestion has been made for a candidate
- Greenbush Township Fire Advisory Board Member
- PFRD Member with less than 10 years' experience (non-leadership)
- PFRD Member with more than 10 years' experience (non-leadership)
- PFRD Leadership team member
- Community Member – USDP, Glenn Metalcraft, Plastic Products, or other
- City Administrator

Panel A is responsible for conducting the first interview. At this time, it is recommended that all applicants be interviewed, and Panel A narrows the list to no more than the top three (3). Given that the recommendation is to interview all applicants, making for a very long day, respecting ap-

plicant and participant schedules, staff recommends that this first interview occur on a Saturday; May 4 has been identified as a potential date.

Panel B:

- Assistant City Administrator Gerold
- Assistant City Administrator Frederick
- Outside Fire Chief or one (1) of the PFRD members who participated on Panel A
- Mayor or a City Councilor
- City Administrator

Panel B would be responsible for the second interview and final selection/recommendation to the City Council.

Step 4:

- ✓ Background check.

**Request:**

Staff requests that the City Council:

1. Discuss the proposed process.
2. Provide input on a Saturday interview schedule for Panel A's work.
3. Provide input as to Panel B's composition specific to fire representation.
4. Approve the process with any necessary changes.