



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 05/02/2018
SUBJECT: Fire Chief Recruitment Process
ATTACHMENTS: Position Profile for Director of Fire and Emergency Services Last Revised January 20 2018

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approves the attached job profile for the Director of Fire and Emergency Services position;

AND FURTHER, THAT the Council of the Township of North Huron hereby approves the recruitment process outlined in the CAO's report, dated February 5, 2018;

AND FURTHER, that the Council of the Township of North Huron hereby appoints Reeve Vincent as a member of the interview panel.

EXECUTIVE SUMMARY

At a December 11, 2017 special meeting, Council approved changes to the organizational structure of the ESTC and directed the CAO to amend the job titles and job descriptions of the Director of Fire and Emergency Services position and the Vice Principal/Assistant Chief position to reflect the organizational changes to the ESTC, as approved by Council. At the same meeting, Council also directed the CAO to proceed with the recruitment of a Director of Fire and Emergency Services and to consult with Senior Fire Department Staff in the development of the process for recruiting for the position. At the January 15, 2018 regular meeting, Council also authorized the CAO to investigate the possible sharing of an existing municipal fire chief. The recruitment of a Director of Fire and Emergency Services and investigation into the possible sharing of an existing municipal fire chief are to be undertaken simultaneously.

In consultation with Deputy Chief Townsend and Deputy Chief Kregar, a revised job description for the Director of Fire and Emergency Services position is attached for Council's consideration. Most of the references to the Emergency Services Training Centre have been removed and a provision has been added requiring the Director of Fire and Emergency Services to be on-call on a rotational basis. At the request of the Deputy Chiefs, the job description has also been revised requiring the individual to be a resident of the community for the purposes of responding to emergency calls.

Further and in consultation with the Ontario Association of Fire Chiefs, the following recruitment process has been developed. This process has the support of the Deputy Chiefs.

1. Set the job description, mandatory requirements, secondary requirements and review with council.
2. Distribute job posting.
3. In consultation with the Ontario Association of Fire Chiefs, prepare interview questions.

4. Review the general nature of the questions with council to ensure the information gathered answers questions of council.
5. Finalize the questions ensuring there are no allegations of impropriety with the security of the questions
6. An Ontario Association of Fire Chiefs representative and the CAO receive and short-list candidates to be interviewed
7. Set date and conduct interviews with the interview panel approved by council. It is suggested the panel consist of an Ontario Association of Fire Chiefs representative, the Reeve or his designate and the CAO.
8. Check references
9. Job Offer

DISCUSSION

As directed by Council, Senior Fire Department staff continue to be involved and have input into the recruitment process. As previously stated, the key attribute fire personnel are seeking in the next fire chief is commitment to the community. Through a shared arrangement or through the recruitment process with the assistance of the Association, the Deputy Chiefs believe this objective can be achieved.

FINANCIAL IMPACT

As previously reported, the Ontario Association of Fire Chiefs has been retained to assist with the recruitment process. Their fee for service is \$500/day.

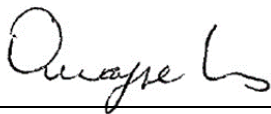
FUTURE CONSIDERATIONS

n/a

RELATIONSHIP TO STRATEGIC PLAN

Goal #3 Our community is health and safe.

Goal #4 Our administration is fiscally responsible and strives for operational excellence.



Dwayne Evans, CAO