



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, Chief Administrative Officer  
**DATE:** 20/01/2017  
**SUBJECT:** Recruitment for Director of Fire and Emergency Services  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts with regret the resignation of David Sparling as the Director of Fire and Emergency Services, effective March 31<sup>st</sup>, 2017;  
AND FURTHER THAT Council authorizes the CAO to obtain a quote from Tony Mintoff to assist with the recruitment process.

### **EXECUTIVE SUMMARY**

Director of Fire and Emergency Services, David Sparling submitted his resignation on January 16<sup>th</sup>, 2017. David will work full time until February 10<sup>th</sup>, and 15 hours per week plus fire incidents, covering Fire Chief until Friday, March 31<sup>st</sup>, 2017.

In order to fill the position within this timeframe, the recruitment process should begin immediately. I am requesting authorization from Council to issue a request for proposals for professional services to assist with the recruitment.

### **DISCUSSION**

Due to the specialized nature of this position, it is recommended that the recruitment team include expertise from within the Fire Service. The Township of North Huron has used Tony Mintoff to assist with the past two Fire Chief hires. Tony is currently the Fire Chief for the Township of Tiny and has expressed an interest in providing a quote.

The scope of the quote will include assistance to draft and post job ads, screening of candidates, preparation of interview questions and answers, assistance with the interview process, providing a recommendation on the hiring decision and other advice as required.

### **FINANCIAL IMPACT**

The projected cost of recruitment will be reported to Council in a report along with the results of the request for quotation.

### **FUTURE CONSIDERATIONS**

Council will be hearing a presentation from KPMG on February 21<sup>st</sup>. The report will present options pertaining to possible operating models for the Emergency Services Training Centre. Council will have to determine whether oversight of the ESTC will be included in the role of the Director of Fire and Emergency Services position. Until such decision is made, the position will be posted as status quo.

**RELATIONSHIP TO STRATEGIC PLAN**

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

A handwritten signature in black ink, appearing to read "Sharon Chambers", written over a horizontal line.

Sharon Chambers, CAO