



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 16/02/2017
SUBJECT: Director of Fire and Emergency Services Hiring Process
ATTACHMENTS: Hiring Timeline

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding a hiring process for the Director of Fire and Emergency Services;

AND FURTHER THAT Council appoints the CAO, Reeve Vincent, _____, Phil Eagleson and one other Fire Chief to be determined by Phil Eagleson to the Director of Fire and Emergency Services hiring committee.

EXECUTIVE SUMMARY

At the February 6th regular meeting, Council passed a motion to authorize hiring Phil Eagleson, Saugeen Shores Fire Chief, to assist with the FDNH Director of Fire and Emergency Services hiring process.

The scope of work includes preparation of job ads, targeted recruitment, sitting on the hiring committee, review of job description and salary and making a recommendation on the preferred candidate.

Attached, is the proposed timeline for the hiring process, which aims to have the new Chief in place by April 3rd, 2017.

DISCUSSION

The CAO and Chief Eagleson met on February 9th to finalize the hiring process and timeline.

The job postings were reviewed and have been posted via Municipal World, the Ontario Association of Fire Chiefs and local newspapers. The closing date for the posting is February 27th, at 4:00 p.m. Chief Eagleson is collecting the resumes directly so that he can monitor the candidate pool and ramp up targeted recruitment efforts, if needed.

Following the closing of the job posting, Chief Eagleson will review the submissions and provide a recommendation to the hiring committee regarding candidates to select for an interview.

The position description was reviewed and the areas of concern relating to potential changes to the operating model for the ESTC was discussed. The current job description includes oversight of the ESTC, and while it has been expressed that the current situation is not sustainable, an alternative solution has not yet been determined. Chief Eagleson advised that the ESTC responsibilities may be

desirable to potential candidates for the position who have a strong training background. After some discussion, it was decided to leave oversight of the ESTC in the position, but stating that this is under review, as well as the salary.

Due to the resignation of the FPO from Morris Turnberry, it was also decided to state in the job ad that certification as a Fire Prevention Officer would be an asset. The Fire Prevention Agreement with Morris Turnberry states that, "in the event of the Fire Prevention Officer being removed from his/her employment, it is the intention of Morris Turnberry to locate a qualified replacement, who is a certified Fire Prevention Officer, as quickly as possible. Morris Turnberry has indicated that they are taking this matter under consideration and will advise North Huron as to their next steps forward in the near future. In the meantime, they have transferred responsibility for property standards enforcement to the Shared Building and By-law Enforcement Department. The level of service for Fire Prevention Services should be reviewed in conjunction with the updated Hazard Identification Risk Assessment completed by Chief Sparling in 2016, and also the requirements under the *Fire Protection and Prevention Act, 1997*.

Chief Eagleson met with all of the FDNH Officers for a discussion on Wednesday, February 15th, at the Wingham Fire Station. He described the recruitment process and asked for their thoughts on what qualities the new Fire Chief should have. He also provided his email and cell phone number to the firefighters so that they feel they are part of the process, which maximize the chances of success for the incoming Fire Chief. This is the last item marked completed on the Hiring Timeline.

The next step, is for Council to approve a hiring committee. Chief Eagleson prefers a small group of 3 to five individuals. CAO is requesting that Reeve Vincent and one other member of Council be appointed, as well as the CAO, Phil Eagleson and one other Fire Chief to be determined by Chief Eagleson. A sample motion is included in the recommendation section of this report, with the name of the council appointee to be determined by Council on February 21st.

FINANCIAL IMPACT

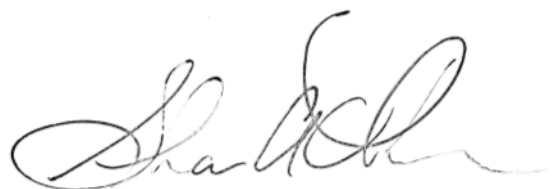
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FUTURE CONSIDERATIONS

n/a

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', is written over a horizontal line.

Sharon Chambers, CAO