

FIRE MEDICAL CHIEF

2019 Recruitment & Selection

- Chief of the Lawrence-Douglas County Fire Medical Department (Director)
- Fire Prevention & Suppression, First Responder and Emergency Services to the City of Lawrence, KS
- Emergency Medical Service to all of Douglas County, KS

FIRE MEDICAL CHIEF

Department Structure

This is the highest executive position in the department. The position is appointed by, reports to, is evaluated by, and may be removed by the City Manager pursuant to Section 1–303, Article 3, Chapter 1 of City Code:

"...all appointments shall be made upon merit and fitness alone"

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Department Structure

Department funding is provided by both City and County as outlined in the original agreement and its amendments

FIRE MEDICAL CHIEF Department Structure

- County Responsibilities-
all costs associated with ambulatory services
- City Responsibilities-
all costs associated with City-related fire prevention & suppression

Capital items are split on a project-by-project basis

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Department Structure

The total 2019 City budget for
Fire/Medical is \$23,526,000

FIRE MEDICAL CHIEF Department Structure

Pursuant to the agreement:

"...the City agrees to defend and hold harmless the County from any and all liabilities and claims for the provision of emergency medical services after the effective date of the merger pursuant to Section 3 of this agreement."

FIRE MEDICAL CHIEF Recruitment & Selection Model

- Recruitment- process that facilitates the creation of a diverse and inclusive applicant pool for candidate selection
- Selection- process that assesses candidate knowledge, skills and abilities compared to candidate profile, reduces rater-bias, and expedites comparison feedback to the hiring official for decision making

FIRE MEDICAL CHIEF Recruitment Process

- Job Description update
- Job Bulletin creation & distribution
- Advertise on local, regional, and national levels
- Target industry-specific groups and diverse populations

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Selection Process

- Develop job-relevant screening criteria, approved by the hiring official, using input from subject matter experts (SME) and candidate profile
- All electronically-submitted documentation screened against established criteria by Human Resources

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Selection Process

- Utilize progressive screening stages to narrow applicant pool, including written exercises, work samples, interviews
- Extensive reference and background checks authorized by candidates; candidacy subject to verification and clearance

FIRE MEDICAL CHIEF Selection Process

- Provide pertinent materials to finalists
 - Includes City/County Budgets, Agreements, & Ordinances, IAFF Agreements
 - Candidates provided reference contacts from City, County, IAFF president, LDCFM Division Chief
- Finalist candidates are invited to the community for public introductions and interviews

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Final Selection Proceedings

Public = any interested person

CHIEF OF FIRE MEDICAL DEPARTMENT (DIRECTOR)
PUBLIC PROCESS

(All itinerary times, dates, and locations subject to change)

CHIEF OF FIRE RESCUE DEPARTMENT (DIRECTOR) PUBLIC PROCESS
ON-SITE FINALIST INTERVIEW SCHEDULE*

*All itinerary times, dates, and locations subject to change

Evening of Friday, May 31, 2019:

CANDIDATE INTRODUCTIONS & RECEPTION

Introduction

- Tom opening remarks (5 min.)
- Candidate presentation of introductory information (5 min. each)
 - o Background/Work Experience
 - o Interest in the position, the City/County

Public Reception

- Candidate Meet & Greet
- Public submit written questions & digital submissions via email
- Public Feedback Forms available

Morning of Saturday, June 1, 2019:

(Candidates arrive, each taken to 3 separate locations; sequestered)

CANDIDATE PUBLIC PRESENTATIONS (30 mins) AND QUESTIONS & ANSWERS (30 mins)

- Recorded, broadcast Monday morning
- PowerPoint Presentation to include:
 - o Experience, education, and other qualifications
 - o Why they want to be Lawrence's Next Chief
 - o SWOT Analysis type of review of LDCFM (Strengths, Weakness, Opportunities, Threats)
- Question and Answer
 - Evaluation Forms available (Paper & Email)

END OF PUBLIC PRESENTATIONS

Afternoon of Saturday, June 1, 2019

INTERVIEW AND COMMUNITY TOUR:

Stage:	Executive Team Interviews	Tour #1	Tour #2
Location:	City Hall/Library	Baldwin Station* Lawrence Station #5/Training Tower*	Eudora Station* Lawrence Station #1*
Invitees: <small>(subject to availability)</small>	Executive Staff Interviewers (Selected by City Manager)	Assistant City Manager Interim County Administrator IAFF President Emergency Management Director	Planning & Development Director KU Representative Haskell Representative LMH Representative
Time	Participants		
1:30 PM	Candidate #1	Candidate #2	Candidate #3
2:50 PM	Candidate #2	Candidate #3	Candidate #1
4:10 PM	Candidate #3	Candidate #1	Candidate #2

*Tours to Baldwin, Eudora will include visit with Fire Chief and City Administrator at each jurisdiction; Lawrence tours to include visit with a Division Chief at each facility

Monday, June 3, 2019: Post Candidate Public Presentations to City YouTube Channel

Thursday, June 6, 2019: Public Feedback Due

Friday, June 7, 2019: Feedback information tallied and presented to City Manager for consideration

Post-June 7, 2019: City Manager reviews entirety of information received during selection process, compare/contrast final candidates and selects strongest finalist to receive offer of employment

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Final Selection Proceedings

- City Manager reviews entirety of information received during selection process, compare/contrast final candidates
- City Manager selects strongest finalist to receive offer of employment

FIRE MEDICAL CHIEF 2019 Recruitment & Selection

Questions?