

CHIEF OF FIRE MEDICAL 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)
 - Background/Work Experience
 - 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:
 - Experience, education, and other qualifications
 - Why they want to be Lawrence's Next Chief
 - 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: (subject to availability)	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