



City of Waukesha
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Committee: Common Council	Date: 1/11/2024
Common Council Item Number: ID#24-8772	Date: 1/16/2024
Submitted By: Anthony Brown, City Administrator	City Administrator Approval: Click here to enter text.
Finance Department Review: Joe Ciurro	City Attorney's Office Review: Brian Running
Subject: Consideration and Possible Action to Engage GovHR for Fire Chief Executive Recruitment Services	

Details:
ISSUE: Should the Common Council approve an agreement to engage GovHR to partner with the Police and Fire Commission for the recruitment of a new Fire Chief?

Waukesha Fire Department Fire Chief Steve Howard announced his retirement, effective Wednesday, May 1, 2024, last week. Chief Howard served the City of Waukesha with distinction for 36 years in roles such as Firefighter, Lieutenant Fire Inspector, Deputy Chief, Assistant Fire Chief, and ultimately, as Fire Chief. His unwavering dedication to the fire service and the City of Waukesha has been evident throughout his career and his legacy will live on. Recently, Chief Howard was honored as the 2023 First Responder of the Year.

With Chief Howard's impending retirement, the Police and Fire Commission, in accordance with Wisconsin State statute, is responsible for appointing his successor. The selection of a Fire Chief is a crucial task for the Commission. To facilitate this process and identify candidates with exceptional technical and managerial skills, the Police and Fire Commission would like the City to engage GovHR for a national search. GovHR has proposed a 14-week national search, screening, and selection process, like the recruitment process for Police Chief Daniel Thompson. The process comprises six (6) phases:

- Weeks 1 & 2 Phase 1: Interviews & Brochure Development
- Weeks 3 thru 6 Phase 2: Advertising, Candidate Recruitment & Outreach
- Weeks 7 thru 9 Phase 3: Candidate Evaluation & Background Screening
- Week 10 Phase 4: Presentation of Recommended Candidates
- Week 11 & 12 Phase 5: Interview Process & Additional Background Screening
- Weeks 13 & 14 Phase 6: Appointment of Candidate

To assist in facilitating this effort, Staff is requesting the Common Council approve engaging GovHR to provide the outlined recruitment services.

Options & Alternatives:

The Human Resources Department could assist in the search for a Fire Chief. While a possibility, HR is working on several year-end tasks and undertaking the Classification and Compensation Study. The addition of such a significant and major undertaking would present capacity issues that would need to be explored.

Engaging an executive recruitment consultant for a national search offers several benefits:

- Expertise and Experience
- National Reach
- Access to a Network
- Streamlined Process
- Confidentiality
- Comprehensive Candidate Assessment
- Time and Resource Savings
- Market Insights
- Increased Candidate Pool Diversity

Overall, engaging an executive recruitment consultant streamlines the hiring process and increases the likelihood of quality and culturally fit candidates due to their reach and network.

Financial Remarks:

2023 carryover funds from the Management Recruitment Services account would be utilized to support this effort.

Executive Recommendation:

Staff recommend approval of the GovHR agreement.

RECOMMENDED MOTION: "I move that GovHR be engaged to perform recruitment services for the Fire Chief position." OR "Move to accept Executive Recommendation."