

City of Waukesha, Wisconsin Request for Proposal Fire Chief Recruitment & Selection



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Suite 225
Northbrook, IL 60062

Primary Contact Person:

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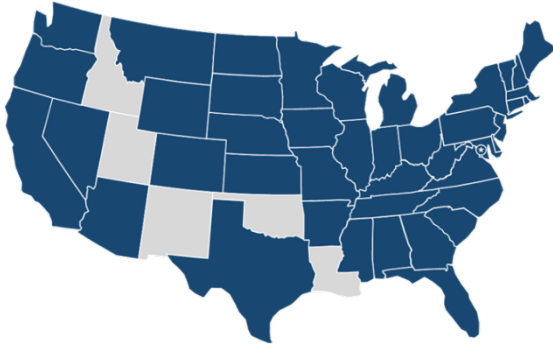
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Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 29 full-time and 12 permanent part-time employees including 12 full-time recruiters and more than 30 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,250 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **44 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice President Lee Szymborski and Vice President Tim Sashko. They will act as your project managers and primary points of contact for this project. Their full biographies can be found as part of the Appendix and their client lists are available on our website.

Project Managers & Main Points of Contact



Lee Szymborski
Senior Vice President
414-750-7799
LSzymborski@GovHRusa.com



Tim Sashko
Vice President
847-561-3886
TSashko@GovHRusa.com

Proposal Inquiries



Laurie Pederson
Senior Vice President
Operations & Client Services
847-380-3198
LPederson@GovHRusa.com

References

We are a proven leader in public sector consulting. **More than one-third of the organizations served by GovHR are repeat clients.** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

Menomonee Falls, WI

(Fire Chief, 2020)

Mark Fitzgerald, Village Manager

W156N8480 Pilgrim Rd.

Menomonee Falls, WI 53051

262-532-4200

mfitzgerald@menomonee-falls.org

Mike Santimauro, Chair of the Police & Fire Commission

262-331-0194

Wheeling, IL

(Economic Development Director, 2023)

(Director of Public Works, 2023)

(Community Development Director, 2020)

(Director of Economic Development, 2020)

Michael Crotty, Assistant Village Manager/Director of Human Resources

2 Community Boulevard

Wheeling, IL 60090

847-459-2600

MCrotty@wheelingil.gov

South Milwaukee, WI

(Fire Chief and Director of Emergency Services, 2022)

Patrick Brever, City Administrator/Economic Development Director

2424 15th Avenue

South Milwaukee, WI 53172

414-768-8051

brever@smwi.org

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers
 - Social media: LinkedIn (posted on GovHR Executives LinkedIn news feeds to reach over 50,000 connections), Facebook and Instagram
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References provided by the candidate are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will meet with the Client to review the recruitment report and provide additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment

- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates’ credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

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

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion. Since our firm’s inception we have supported, with our time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of our website at GovHRusa.com.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting in Today's Candidate Market

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee: (fee includes \$1,000 repeat client discount)	\$19,500
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include candidate due diligence efforts 	\$1,500
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total:	\$23,500**

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services:

1st Invoice: Contract Award (40% of the Recruitment Fee)

2nd Invoice: Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date)

Final Invoice: Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses)

Payment of invoices is due within thirty (30) days of receipt.

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Waukesha, Wisconsin agrees to retain GovHR USA, LLC (“GovHR”) to conduct a Fire Chief Recruitment in accordance with its proposal dated December 6, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Waukesha, Wisconsin

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Client's choosing

Optional Assessment Center Fee: \$8,500*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a \$750 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski’s experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski’s track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon’s Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee’s experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City’s management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA’s classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin – Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon – Thiensville Chamber of Commerce’s Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- City Administrator, Mequon, WI 1999-2014
- Assistant Village Manager, Buffalo Grove, IL 1987-1999
- Milwaukee County and City of Wauwatosa, WI 1980-1986





TIM SASHKO



Chief T.E. Sashko (retired) is a Vice President with GovHRUSA and is a 38-year veteran of the fire service and is a state certified Fire Officer III in Illinois.

He began serving in the fire service as a paid-on-call firefighter/paramedic with the Village of Buffalo Grove, IL in 1979 retiring as the fire chief/EMA Director and following his career in Buffalo Grove he served the Village of Mundelein as the fire chief/EMA Director. He served as the Executive Director for the Illinois Fire Chiefs Association as is a Past-President. He is a member of the Lake County Board of Health since 2003 and was honored to be elected as the President/Chairman in November of 2013 and continues to function in that role. The Lake County Health Department is a \$85(+) million/year Federally Qualified Health Care and Local Public Health Department provider employing over 900+ personnel in Lake County, IL. He represents the Health Department on various committees for Lake County and advisory boards for the United Way of Lake County and the Lake County Veterans and Family Services Foundation. He was one of the founding members of the successful Lake/Cook Critical Incident Protocol promoting public and private partnerships in planning and preparedness for emergency management coordinated by Michigan State University.

He has an extensive background in labor relations and has negotiated numerous contracts successfully. He was instrumental in creating succession plans for both municipalities he served to provide the necessary guidance and direction for the development of personnel as well as employee performance rating systems for current performance and predictive performance for personnel advancement. During his career, he has coordinated various strategic plans and Emergency Operational Plans. He broadened initiatives that provided fiscal balance, while maintaining high-level service profile and Community Risk Reduction strategies within the communities he served. He has been active in legislation development, management, negotiations, and representation at the local, county, state, and federal levels both in public safety and public health. Throughout the past 10+ years he has been focused on providing a balanced, professional approach to critical issues governed within Illinois in emergency medical services, public health, fire service and community driven emergency service delivery.

PROFESSIONAL EDUCATION

- Bachelor’s degree in Management, Southern Illinois University

MEMBERSHIPS AND AFFILIATIONS

- Chairman, Combined Area Fire Training Partnership
- Lake County Board of Health, President
- Operation North Pole, Board Member
- Greater Chicago Red Cross Heroes Program, Former Member
- W.S. Darley Corporation, Fire Advisory Board Member
- United Way of Lake County - 2-1-1, Advisory Board Member
- United Way of Lake County - 2-1-1, Disaster Planning Committee , Chair
- Illinois Fire Chiefs Association, Former President
- Metropolitan Fire Chiefs Association, Former President
- Lake County Fire Chief’s Association, Former President
- Lake and McHenry Counties Specialized Response Teams, Former Chairman
- Illinois Fire Chiefs Foundation Fund Raising Committee, Former Chair
- Metropolitan Fire Chiefs Association, Former Director
- Illinois Fire Chiefs Association, Former Area Representative
- Trauma Region X, Former Committee Member

- Buffalo Grove Exchange Club, Former Founder and President
- Libertyville, Vernon Hills, Mundelein Exchange Club, Former Member

AWARDS

- Illinois Association of Blood Banks
- Chief of the Year, Illinois Fire Chief’s Association - 2006
- Alumni of the Year from Buffalo Grove High School
- ADRP International Division of ABC – 2019 International Humanitarian Award

PROFESSIONAL BACKGROUND

- IChiefs Solutions, Mundelein, IL 2017 - Present
- Lake County Board of Health 2003 - Present
- Executive Director, Illinois Fire Chiefs Association 2015 - 2017
- Fire Chief/EMA Coordinator, Mundelein, IL 2007 - 2015
- Fire Chief/EMA Coordinator, Buffalo Grove, IL 1979 - 2007





Fire Client List

State	Client	Position Title	Year	Population
Alaska	Unalaska	Fire Chief	2017	4,768
Colorado	Larkspur Fire Protection District	Fire Chief	2023	6,500
	Poudre Fire District	Fire Chief	2020	206,206
Florida	Gainesville	Fire Chief	2020	133,997
	Orlando	Fire Chief	2021	307,573
Georgia	Augusta	Fire Chief	2021	200,000
Illinois	Arlington Heights	Fire Chief (Virtual)	2018	75,500
	Arlington Heights	Fire Chief (Virtual)	2022	75,500
	Barrington	Fire Chief	2019	10,455
	Buffalo Grove	Deputy Fire Chief (Virtual)	2022	42,909
	Carpentersville	Fire Chief	2016	38,241
	Champaign	Fire Chief	2014	81,500
	Collinsville	Deputy Fire Chief	2021	25,838
	Des Plaines	Fire Chief	2019	58,364
	Elburn & Countryside Fire Protection District	Fire Chief	2016	Multi
	Elmhurst	Fire Chief	2016	46,387
	Firemen's Annuity & Benefit Fund of Chicago	Executive Director	2016	Multi
	Fox River and Countryside Fire Protection District	Fire Chief	2023	25,000
	Freeport	Fire Chief (Limited)	2019	25,000
	Highland Park	Fire Chief	2009	31,365
	Illinois Fire Safety Alliance	Executive Director	2013	Multi
	Itasca Fire Protection District	Assistant Director of Administration and Planning (Virtual)	2023	9,000
	Itasca Fire Protection District	Fire Chief	2021	9,000
	La Grange	Fire Chief (Virtual)	2019	15,610
	Lake County	Emergency Management Coordinator	2016	703,462
Lincolnwood	Fire Chief	2022	12,590	
Lisle-Woodridge Fire District	Fire Chief	2017	70,000	
Lombard	Fire Chief	2016	43,815	
Moline	Fire Chief	2017	43,100	
Morton Grove	Fire Chief	2021	23,500	
Northbrook	Fire Chief	2014	35,000	
Peoria	Fire Chief	2022	115,234	
River Forest	Fire Chief	2021	11,635	
Rochelle	Fire Chief	2021	108,662	
Schaumburg	Fire Chief	2017	75,000	
South Holland	Deputy Fire Chief	2020	22,030	
Sycamore	Fire Chief	2022	18,577	
West Chicago Fire Protection District	Fire Chief	2014	Multi	

	West Dundee	Fire Chief	2011	8,000
	West Dundee	Fire Chief	2019	8,000
	Wheaton	Fire Chief	2022	53,389
	Wheeling	Fire Chief	2023	38,878
	Wilmette	Fire Chief	2021	27,087
Iowa	Clive	Fire/EMS Chief	2023	18,601
	Dubuque	Fire Chief	2021	59,700
	Marion	Fire Chief	2022	30,000
	Scott County	MEDIC EMS Director	2023	172,943
	Urbandale	Fire Chief/Emergency Preparedness Director	2023	45,580
Kansas	Lawrence	Fire Chief	2022	101,211
Michigan	Battle Creek	Fire Chief	2022	52,721
	Ferndale	Fire Chief	2020	20,428
	Grand Rapids	Fire Chief	2023	200,217
	Midland	Fire Chief	2011	42,000
	Orion Township	Fire Chief	2023	40,209
	Sterling Heights	Fire Chief	2020	129,699
Minnesota	SBM Fire Department	Chief Executive Officer/Fire Chief	2022	Multi
	Woodbury	EMS/Fire Chief-Assistant Public Safety Director	2021	70,559
Missouri	Cape Girardeau	Fire Chief and Emergency Management Director	2019	38,000
	Clayton	Fire Chief	2018	15,939
	Kirkwood	Fire Chief	2015	27,596
	Webster Groves	Fire Chief	2021	22,800
Montana	Bozeman	Fire Chief	2015	39,860
New Jersey	Cherry Hill Fire Protection District	Fire Chief	2012	69,900
North Carolina	Fayetteville	Fire Chief	2019	210,000
Pennsylvania	Middletown Township	Chief of Fire and Emergency Services (Virtual)	2022	45,057
Texas	Denton	Fire Chief	2018	135,000
	Garland	Fire Chief	2011	233,206
Virginia	Virginia Beach	Fire Chief	2022	442,707
	Winchester	Fire Chief	2018	27,932
Wisconsin	Beloit (City)	Assistant Fire Chief & Deputy Chief	2017	36,966
	Beloit (City)	Battalion Fire Chief	2022	36,966
	Beloit (City)	Fire Chief	2019	36,966
	Burlington	Fire Chief	2013	10,511
	Fort Atkinson	Fire/EMS Chief and Emergency Management Coordinator	2023	12,300
	Menomonee Falls	Fire Chief	2023	36,433
	Menomonee Falls	Fire Chief	2019	37,433
	River Falls	Fire Chief (Virtual)	2022	15,200
	South Milwaukee	Fire Chief/Director of Emergency Management	2022	21,239
	Waukesha	Fire Chief	2012	71,158
	Wausau	Fire Chief	2013	39,160
	Wauwatosa	Fire Chief	2010	47,000
	Wauwatosa	Fire Chief	2017	47,000