



**Request for Qualifications (RFQ)
Executive Recruitment Services for Fire Chief Selection**

Truckee Meadows Fire Protection District
Washoe County, Nevada

September 5, 2024
RFQ Due Date: Friday, September 20, 2024

1. Introduction

The Truckee Meadows Fire Protection District Board of Fire Commissioners would like to determine your firm's interest, qualifications, and capacity to assist us with identifying and selecting its next fire chief. The current fire chief has announced his retirement after successfully leading the district for 12 years, establishing several significant regional programs and partnerships.

The firm we select will work closely with our leadership team to ensure the recruitment of candidates with experience, leadership capabilities, and qualities that will fit the community and organization. The firm will also lead us through an inclusive selection process.

We hope to have a new candidate in place by August or September 2025.

2. Background Information

Truckee Meadows Fire Protection District (TMFPD) was established by the Washoe County Commissioners in 1972. Since 2012, the community and the district have grown robustly. In 2014, it merged with the Sierra Fire Protection District. The District provides all-risk services from 11 full-time staffed fire stations and serves unincorporated portions of Washoe County. The district is 1,438 square miles and serves a population of 136,720.

The district's total budget is \$67,455,451, which includes \$61,718,286 in government funds and \$5,737,165 in proprietary funds. The General Fund budget is \$53,712,244.

TMFPD employs 191 full-time employees and is supported by 45 volunteers on wildland fires. The region has a significant wildland-urban interface risk. It provides paramedic life support from each station, including medical transportation in three stations.

The Board of Fire Commissioners has not yet established a revised salary range for the position, but the incumbent currently receives an annual salary of \$281,257 plus a generous benefits package.

3. Scope of Work

The recruitment firm will be expected to provide the following services:

- **Candidate Profile Development:** Work with department leadership to develop the profile of the ideal candidate based on the department's needs and priorities.
- **Search Strategy:** Develop a comprehensive strategy to source and attract qualified candidates from local, regional, and national pools.
- **Candidate Screening:** Screen and evaluate candidates based on their qualifications, leadership abilities, and alignment with department goals.
- **Interview Support:** Coordinate and facilitate interviews, provide interview questions, and assist with assessing candidate responses.
- **Background and Reference Checks:** Conduct detailed background investigations, including checking references and verifying qualifications.
- **Final Candidate Selection Support:** Provide a shortlist of top candidates with detailed profiles and support the department in the final selection.

4. Submission Requirements

Firms responding to this RFQ must include the following information in their submission:

- **Firm Profile:** Overview of your company, including history, expertise, and areas of specialization.
- **Experience:** Description of similar recruitment engagements, especially for fire chiefs or senior leadership roles in public safety organizations. Include references from previous clients.

- **Project Team:** Provide the qualifications and roles of key personnel involved in this project.
- **Approach and Methodology:** Detailed outline of your process for conducting executive searches, including candidate sourcing, assessment, and selection.
- **Proposed Timeline:** Estimated timeline for completing the recruitment process, from initial engagement to final hire.

5. Evaluation Criteria

Submissions will be evaluated on the following criteria:

- Firm's experience in executive recruitment, particularly within the public safety sector.
- Proven success in recruiting fire chiefs or similar roles.
- Qualifications and experience of key team members, and especially experience in public sector recruitment processes.
- Clarity and thoroughness of approach and methodology.
- Quality of references.
- Cost and value of services.

6. Submission Instructions

- Submissions are requested electronically by Friday, September 20, 2024, by 5:00 p.m. and should be sent to Sandy Francis, Administrative Assistant, at the following email address: sfrancis@tmfpd.us
- Any general questions or questions regarding the RFQ should be directed to Charles A. Moore, Fire Chief, at cmoore@tmfpd.us or 775.313.8903.

7. Terms & Conditions

Truckee Meadows Fire Protection District reserves the right to reject any or all submissions, negotiate terms, and award the contract to the firm deemed most qualified and suitable for the department's needs.