



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: September 3, 2024

DATE: August 16, 2024

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us

SUBJECT: Presentation, discussion, and possible action on the selection and appointment of an interim Fire Chief and development of a search process and timeline for selection of a permanent Truckee Meadows Fire Protection District Fire Chief, including but not limited to the selection of an executive search firm. (All Commission Districts) **FOR POSSIBLE ACTION**

SUMMARY

Presentation, discussion, and possible action on the selection and appointment of an interim Fire Chief and development of a search process and timeline for the selection of a permanent Truckee Meadows Fire Protection District (TMFPD) Fire Chief, including the possible selection of an executive search firm.

PREVIOUS ACTION

In 2011 and 2012, the TMFPD Board directed Washoe County Human Resources to conduct a national search for a Fire Chief.

February 28, 2012, the Board interviewed the three finalists for the Fire Chief position and, following the interviews took action to offer Mr. Moore the position of Fire Chief and directed staff to negotiate an employment agreement with Mr. Moore and return to the Board for ratification.

March 13, 2012, the Board appointed Charles Moore Fire Chief for the Truckee Meadows Fire Protection District and approved an Employment Agreement setting forth salary and benefits with an effective date of April 2, 2012. Chief Moore has served as Fire Chief from April 2012 through present.

July 2, 2024, Chief Moore announced that he will be retiring from TMFPD on January 24, 2025.

BACKGROUND

The Chair requested a presentation regarding recommendations and timelines for the transition and succession of Chief Moore's position, including a timeline to address short-term and long-

term matters. Chief Moore has conferred with staff at Washoe County Human Resources for some general guidance.

Short Term:

Pursuant to the Board's direction, Chief Moore has discussed succession issues with present command staff members. Deputy Chief of Fire Prevention, Dale Way has expressed a desire to serve as your interim Fire Chief, and the current Deputy Chief of Operations, Chris Ketring, has agreed to extend the term of his contract to remain in his current capacity through the transition. Chief Moore highly recommends both Chief Way as Interim Fire Chief and extending Chief Ketring's employment contract.

Chief Moore will bring forward these two action items (1) recommending Chief Way as the interim Fire Chief and (2) an extension of Chief Ketring's contract for Deputy Chief of Operations. Both Chief Officers are fully capable of managing the district's administration and operations.

If the Board approves these future action items, you should have no concerns about the district's continuity of operations.

Long-Term:

In regard to the selection of a permanent Fire Chief, if the Board desires to conduct a national search, contracting with an executive recruiting firm is recommended. A list of potential firms is provided herein, and the point of the beginning is to request a proposal from each to gauge their interest and capacity. Simultaneous to an RFQ outreach, a document that details the qualities and qualifications of candidates will be developed and presented to you. When the Board selects the recruiter, the firm will prepare a recruitment brochure and begin the search process.

The Board should expect the process will take about 6 to 8 months to completion, and perhaps another month for the candidate to relocate. I estimate the entire process, from start to finish is approximately 10 months to one year.

Outlined below is a proposed timeline.

- **September 2024:** Direct the Fire Chief to prepare an RFQ for executive search firms and distribute the RFQ to gauge interest and capacity for the work.
- **October 2024:** Report to the Board on RFQ responses and present a qualities and qualifications document to the Board for approval.
- **November 2024:** Narrow the field of recruitment agencies and interview.
- **December 2024:** Select a Recruiter and authorize the process
- **January 2025:** Process begins
- **March 2025:** First Review of candidates
- **April 2025:** Narrow the field of candidates to a top 10 to 15 list
- **June 2025:** Board approves the selection of a top 5-7 list.
- **July 2025:** Candidate Interviews and Board selection.
- **August 2025:** Candidate begins.

Truckee Meadows Fire Protection District Human Resources Manager compiled a list of known executive recruitment firms:

William Avery & Associates

Paul Kimura

PaulK@averyassoc.net

16 Lyndon Ave., Suite 200

Los Gatos, CA 95030

408-399-4424

<https://averyassoc.net/>

Bob Murray & Associates

Gary Phillips or Valerie Gaeta Phillips

1544 Eureka Road, Suite 280

Roseville, CA 95661

For proposal, pricing and services apply@bobmurrayassoc.com

916-784-9080

Ralph Anderson & Associates

5800 Stanford Ranch Road, Suite 410

Rocklin, California 95765

info@ralphandersen.com

916-630-4900

John Slaughter is a Senior Consultant here

CPS HR Consulting

Pam Derby

Sacramento CA (HQ)

2450 Del Paso Road, Ste. 220

Sacramento, CA 95834

Info@cpsshr.us

916.263.3600

<https://www.cpsshr.us/executive-level-recruitment/>

<https://www.cpsshr.us/executive-level-recruitment-2/>

Strategic Government Resources (SGR)

<https://www.governmentresource.com/recruitment-employer-resources/executive-recruitment/full-service-recruitment>

817-337-8581

customerservice@governmentresource.com

FISCAL IMPACT

There is no fiscal impact associated with this staff report; however, based on the Board's direction, there may be a future fiscal impact with direction given by the Board that may be brought back to the Board for approval.

RECOMMENDATION

Staff recommends the Board direct the Fire Chief to develop an RFQ document and solicit qualifications and interest.

POSSIBLE MOTION

Should the Board agree with staff's recommendation a possible motion would be:

"I move to give the following direction on the selection and appointment of an interim Fire Chief and a timeline for the development of a search process, including the distribution of an RFQ for the selection of an executive search firm....."