

California City
X City Council, RDA, Planning Commission
Staff Report
City Manager
December 11, 2006

Status: X Routine Closed Session

Meeting Date: December 19, 2006

Item: Fire Recruitment Process

Background: City Council requested a report on the process used for recruitment of a fire chief. Attached is a report of the specific process used for two recruitments, as prepared by our Human resource Specialist Michelle Pengilly.

Background checks were conducted by Michelle and Chief Lunsford. Both will be present at the 12/19/06 City Council to comment on that process. It should be noted that discussion regarding specific candidates is best conducted in closed session.

Critical Timelines: N/A

Recommendation: N/A

Council Motion: N/A

Fiscal Impact: N/A

Environmental Action: N/A

NBI

Memo

To: City Council, Bill Way City Manager
From: Michelle Pengilly, Human Resource Specialist
Date: December 11, 2006
Re: Fire Chief Recruitment

The city has recruited for the position of Fire Chief twice with the first attempt beginning in May 2006 and the second attempt beginning in July 2006. The process for the recruitment is outlined below:

I. Form Interview Panel and ranking team:

Linda Lunsford, Police Chief

Chris Hayes, Acting Fire Chief

Dan Allen, Public Works Director

Mike Coty, Kern Co. Fire Dept.

Greg Garrett, Tehachapi Asst. City Manager

Michelle Pengilly, Human Resource Spec.

II. Develop Ranking Criteria

This was completed with information from surrounding Fire Departments. Bill, Linda, Chris, Dan and Michelle compiled questions and formed ranking score sheet.

III. Posting and Advertisement of Position for June 9th recruitment

Michelle formed job announcements and position was posted in May with a closing date of June 9th. 50 announcements were mailed to Fire Departments in Kern County and the surrounding areas. 40 announcements were mailed to municipalities in the surrounding areas. Ad's were placed in the following publications and or websites:

- govjobs.com
- Jobs Available
- firecareers.com (Perfect Fire Firefighter)
- CPF California Professional Firefighter cffiac@cpf.org

- Western Cities website
- National Fire Academy U.S. Fire Administration
- Career Svc Center Mojave
- Mojave Desert News
- Antelope Valley Press

IV. Application Review Process

Seven applications were received; Bill Way, Chris Hayes and Michelle Pengilley reviewed each application for completeness and qualifications. Each ranking team member prior to interview also reviewed applications and it was determined to interview each applicant. Interview invite letters and phone calls were made to each applicant inviting them for an oral interview, which was held on July 14th 2006

V. Interview - July 14, 2006

Interviews were held at the Police Department. Each member of the ranking team was present and went round table asking questions to each applicant, scores were placed on each interview-ranking sheet to determine top candidates. The top three or four candidates were to be rescheduled for a later date for a second round of interviews. Three of the seven applicants did not attend the interview and two of the applicants requested to have phone interviews due to they were from out of state. From the applicants only two scored within a hiring range but the team did not feel a match was made. At the close of the interview the interview panel made the recommendation to Bill Way to continue the recruitment. The team did not feel they had a match for the position and making a decision without further recruitment would not benefit the department nor the City.

VI. Letters mailed to each of the applicants for notification

The Second Recruitment began July 21, 2006 with a Closing date of August 21, 2006

I. Form Interview Panel and Ranking Team:

Bill Way, City Manager

Linda Lunsford, Police Chief

Dan Allen, Public Works Director

Terry Hicks, Assistant City Mgr/Finance Director

Greg Garrett, Tehachapi Asst. City Manager

Tim McLaughlin, Tehachapi Fire Chief

Michelle Pengilley, Human Resource Specialist

II. Develop Ranking Criteria and form questions

Previous ranking criteria was used. Each local ranking team member submitted an area of concern that they felt the candidates should address to determine they're visionary planning. These topics were included with the questions asked of the applicants.

III. Posting and Advertisement of Position for August 21, 2006 Recruitment

484 job announcements mailed to California Fire Departments

190 job announcements mailed to Arizona Fire Departments

175 job announcements mailed to Utah Fire Departments

154 job announcements mailed to California Municipalities

Announcements sent to National Fire Academy

Posted advertisement with:

Mojave Desert New

Firehouse.com

Firecareers.com

Govtjobs.com

California Professional Fire Fighters (cffiac@cpf.or)

Jobs Available

Western Cities (westerncity.com)

IAFC International Association Fire Chiefs

Career Svc. Center – Mojave

IV. Application Review Process

Twelve applications were received. Applications were reviewed by Bill Way and Michelle Pengilley for completeness and qualifications. It was determined to interview three of the applicants. Each team member reviewed the three applications prior to the interview. Invitation letters and phone calls were made to each of three applicants inviting them to a formal oral interview conducted on September 5, 2006. Letters were also mailed to applicants not invited for an interview.

V. Interview – September 5, 2006

Interviews were held at the Police Department. Each member of the ranking team was present and went round table asking questions to each applicant, scores were placed on each interview-ranking sheet to determine top candidates. Only two applicants were interviewed due to one of the applicants did not attend the interview. A luncheon was scheduled with both of the candidates, as well as the interview panel, Mayor and Acting Fire Chief. This was arranged to view the candidates from a different perspective. Both candidates went on a ride-a-long with Chief Lunsford and Chief Hayes for a tour. Later that evening the candidates were scheduled for a meet and greet with the Council. The ranking between the candidates was very close.

VI. Applicant Selection

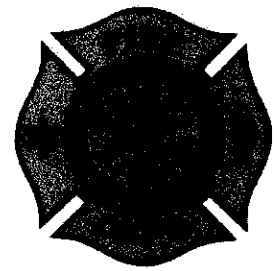
It was determined for Chief Lunsford to perform a background and reference check for each applicant. Linda and Michelle contacted three listed and three non-listed references. A report was formed to give the City Manager and Council personal information on both applicants, so that they could make an informed decision as to which candidate would meet the needs and qualifications needed for the position of Fire Chief and the City. An applicant was chosen.

VII. Position offered

The position was offered to the candidate chosen and proposed contracts were agreed upon between City Manager and perspective Chief. A contingent job offer was accepted based upon results of physical and background check (livescan). Applicant was working with Michelle to find rental places, he was prepared to begin soon. After physical results were received and applicant was notified of actual hire date, applicant declined position due to Spouse receiving job offer elsewhere. The other candidate was then, notified for a possible second interview, he did not respond.



FIRE CHIEF



The City of California City invites your interest for the position of Fire Chief

Salary: Negotiable Recruitment: Open to all qualified applicants Deadline: August 21, 2006
Range \$33.94/hr \$5882monthly – \$43.31/hr \$7507monthly

The Community:

The City of California City (population 11500 approx.) is located in the Southern California High Desert at the northern end of the Antelope Valley. We are a short 120 miles from Los Angeles and the Pacific Ocean; only 180 miles to Nevada's state line, from California City you are never more than a 2 hour drive to the mountains, beaches, cultural centers, museums and all the attractions that make Southern California one of the world's most popular destinations.

California City is the third largest city in California encompassing 204 square miles at an elevation of approximately 2400 feet. California City's climate is dry and mild in all four seasons. Low humidity and lots of sunshine provides a pleasant year round climate, which allows everyone to enjoy the outdoors.

We are a wholesome, family oriented community. People who live here and visit enjoy a wide array of recreational opportunities; with 2 golf courses, an 80 acre Central Park, 18 acre lake, public swimming pool, tennis courts, basketball courts, baseball, softball, and soccer fields, all the fishing, hiking, bicycling, camping and off-road riding you have ever dreamed of. The community is the fastest growing off road vehicle recreation site in the state.

City Government:

California City is a master planned general law city featuring a Council/City Manager form of government with various government owned structures housing a city hall, fire station, police station, maintenance yard, sports arena, community center, medical center, and airport terminal. California City is proud of its progressive City Council, Planning Commission, Redevelopment Agency, City Administration, and various support groups, such as the Chamber of Commerce and the California City Economic Development Corporation.

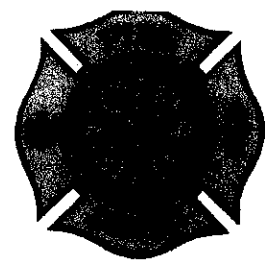
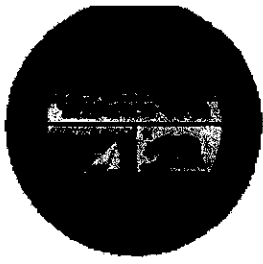
The Department:

The California City Fire department protects the life and property of California City residents and visitors through a variety of comprehensive safety services, including: fire suppression; emergency rescue, arson investigation, fire prevention training, code enforcement, fire safety inspection, and ALS emergency medical response.

The department serves an area of approximately 204 square miles. The department has 1 Fire Chief, 1 Battalion Chief, 3 Captains, 3 Engineers, 3 Firefighters, 14 auxiliary Fire Fighters and 1 Code Enforcement Officer. Equipment includes: three type 1 engines, one type 3 engine, one type 4 engine, 1 water tender and 1 air trailer and tow vehicle.

California City Fire Department Mission:

"To preserve the quality of life and the environment within our community, state, and nation through education and professional delivery of emergency medical, fire, and rescue services, and responsive community support services."



The Position:

Under the administrative direction of the City Manager, the Fire Chief is responsible for directing, and managing all fire fighting, fire prevention, and fire service activities of the City. He/she shall have strong team building skills that will encourage cooperation with the focus on the Department's mission. The Fire Chief's administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The department has a fiscal year 2006 budget of \$1.6 million. The Fire Chief is the Safety Officer for the city. The Fire Chief also represents the City at City Council meetings and at various civic, community and business forums.

Qualifications:

The Ideal candidate will possess the following qualifications:

- A commitment to public service, fiscal responsibilities and innovation in government.
- Effective leadership skills with the capacity of earning respect from the public, city officials, and staff
- Strong team building skills.
- The ability in budget development and management
- Competency in exercising fiduciary responsibility to protect the interests of the City and the public.
- Excellent problem solving skills with the ability to proactively identify and support creative and viable business solutions.

Five years of supervisory fire fighting experience at a level, which has afforded the opportunity to become familiar with all phases of departmental operations and possession of a bachelor's degree, supplemented by successful completion of supervisory courses in fire administration, would be a typical way to demonstrate these qualifications. Other combinations of experience and education that meet minimum requirements may be substituted.

Benefits:

Cafeteria Plan: The successful candidate will be eligible for participation in the City's cafeteria plan at \$652.93 per month, which may be used to purchase medical, dental, vision, life insurance, and several optional benefits or a taxable cash option.

Sick Leave: 8 hours per month

Vacation: 1-3 years with the City gives you 8 hours of vacation per month; 4-10 years/12 hours, 11 + years/ 16 hours

Admin Leave: 8 hours monthly

Retirement: PERS 3% at 50 with employee's contribution to PERS @ 9%

Holidays: 13 paid holidays annually with 10 regular and 3 floating

Selection Process:

To be considered for this position, please submit resume and city approved application; applications can be obtained and mailed to the City of California City's HR office, 21000 Hacienda Blvd. California City, CA 93505, or find on our website at www.californiacity-ca.us. Deadline is August 21, 2006. For additional information contact HR at 760-373-7377 or email hrcalcity@ccis.com.

California City is a non-Social Security employer. The city participates in the California Public Employee Retirement program PERS

EEO/ADA/Drug Free Workplace/Veteran's Credit Applies



Fire Chief City of California City



The City of California City, population 11500 approx, is located in the Southern California High Desert. The City is the third largest city in California, encompassing 204 square miles. We are a short 120 miles to Los Angeles and the Pacific Ocean; 180 miles to Nevada's state line, from California City you are never more than a 2 hour drive to the mountains, beaches, cultural centers, museums and all the attractions that make Southern California one of the best places to live. The City is seeking a new Fire Chief to oversee an operating budget of \$1.6 million and a staff of 15 employees. The ideal candidate will be responsible for directing, and managing all fire fighting, fire prevention, fire education, and fire services of the City. The Fire Chief will lead a complex organization and be an effective, responsive and credible manager that is committed to staff development, a strong team spirit, and public service.

The City will consider applications with 5 years of supervisory fire fighting experience at a level, which has afforded the opportunity to become familiar with all phases of departmental operations and possession of a bachelor's degree, supplemented by successful completion of supervisory courses in fire administration. Other combinations of experience and education that meet minimum requirements may be substituted. The annual salary is negotiable. The city offers a generous benefit package that includes a cafeteria plan to be used to purchase medical, dental, vision, life insurance, and other optional benefits or taxable cash option. Paid Vacation, Sick Leave, Holidays and Administration leave are also among the benefits. California City is a non-Social Security employer. The City participates in the California Public Employees Retirement Program PERS 3% at 50 with employee contribution at 9% for the first 5 years.

Selection Process: Please submit resume and City approved application; applications can be obtained and mailed to City of California City, City Hall, HR office, 21000 Hacienda Blvd. California City, CA 93505, or find application on our website www.californiacity-ca-us. Deadline for applying is June 9, 2006. For additional information contact HR at 760-373-7377 or email hrcalcity@ccis.com

EEO/ADA/Drug free Workplace/Veteran's Credit Applies