STAFF REPORT

DATE: February 28, 2023

FROM: Nathan Cooke
Interim Director

TO: CONFIRE Admin Committee

SUBJECT: Executive Director Recruitment

Recommendation

Approve an expenditure not to exceed $50,000 to procure a professional services agreement to assist with the development of an Executive Director job classification and the recruitment of that position.

This would be funded from the General Fund (5008).

Background Information

AS CONFIRE continues to grow in complexity and capacity, it is appropriate that the organization evaluate the need to increase its executive level capacity in order to best meet the operation, fiscal and administrative vision set forth by the Board of Directors and Administrative Committee.

The current vacancy in the Director position affords CONFIRE an opportunity to undertake this effort and make an informed recommendation to the Board and Admin Chiefs prior to the recruitment for this role. The Admin Chiefs directed the Interim Director to proceed with this process, engaging a recruitment firm if deemed valuable to do so.

The Interim Director has determined that current administrative workload, changing relationship with San Bernardino County HR and potential operational changes necessitates the engagement of an experienced public safety executive recruitment firm.

CONFIRE policy authorizes the Director to seek such services up to $100,000 within an open market without the issuance of a formal request for proposal. There are several

qualified firms, CONFIRE will conduct a review of such firms and make a selection accordingly.

The goal would be to have the classification analysis completed prior to the FY24 budget adoption meeting, conduct the recruitment in late spring/early summer and have a new Executive Director in place by late summer/early fall.

Fiscal Impact

Funds are available in the FY23 General Fund (5008) to cover this expense. If required a budget adjustment will be processed and placed on the Board's March 16 meeting for approval.