



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2013-0109

Final Action:

Sponsor(s): Administration & Finance Committee

MAY 07 2013

Resolution regarding the transfer of \$7,500 from the City's Contingency Fund to the Police & Fire Commission 2013 Budget for expenses related to the recruitment and selection of a new Fire Chief.

WHEREAS, Chief Steven Hook has retired from the Fire Department effective February 28, 2013; and

WHEREAS, the Police & Fire Commission needs to recruit and select a new Chief; and

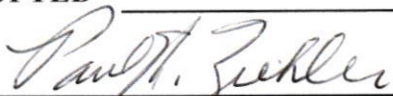
WHEREAS, to recruit and select a new Fire Chief, the Police & Fire Commission has requested \$7,500 to pay for this effort; and

WHEREAS, the Police & Fire Commission budget for 2013 does not have any funds for this purpose; and


WHEREAS, a transfer from the City's Contingency Fund to the Police & Fire Commission budget for such expense is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that \$7,500 is hereby approved for transfer from the City's Contingency Fund to the Police & Fire Commission budget for expenses related to the recruitment and replacement of the West Allis Fire Chief.

ADM\ORDRES\ADMR445

ADOPTED MAY 07 2013


Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 5/13/13


Dan Devine, Mayor



Board of Police and Fire Commissioners

May 7, 2013

City of West Allis
Dan Devine, Mayor
Thomas G. Lajsic, Common Council President
Members, West Allis Common Council
7525 W. Greenfield Avenue
West Allis, WI 53214

COMMISSIONERS

Joseph F. Kempen
President
Kevin Haass
Vice-President
Wayne B. Clark
Secretary
Donald R. Nehmer
Harold Mester

Dear Mayor Devine, President Lajsic and members of the West Allis Common Council,

This communication is intended to serve as an update regarding the recruitment process for the next Fire Chief in West Allis. Because the selection of a Chief is one of the Commission's most important functions, as President of the Commission, I appointed a "Fire Chief Hiring Process Committee" to establish a clear plan for selecting our next Fire Department leader. Human Resources Manager, Audrey Key provided invaluable support to the Committee as we established this process. We also thank City Administrative Officer Paul Ziehler and City Attorney Scott Post for their input.

The Fire Chief Hiring Process Committee has adopted a package of recommendations for the purpose of developing a comprehensive recruitment plan that has been approved at the April 18, 2013 Police & Fire Commission meeting. A key recommendation that was adopted is to seek applicants from both inside and outside the West Allis Fire Department. A supermajority of the Commission supports these positions, and we are being proactive in communicating these decisions to you today.

None of these decisions should reflect negatively on Retired Fire Chief Steven Hook. We believe he, and his team, have done an outstanding job protecting our City and developing leaders within this organization. We also believe the residents of West Allis expect us to do our due diligence in selecting the next Fire Chief.

The expected cost for this recruitment process is \$7,500 with advertising approximately \$2,500.00 of that amount. The remaining balance will be used for professional services for preparing interview materials, questions, etc., potential candidate expenses, expenses of the Peer Review Committee, background check for the selected candidate, physical exam and psychological review.

These items are consistent with the actual expenses incurred for the "Police Chief Selection Process" conducted last year.

The Commission's number one goal remains public safety for the residents we serve. We always welcome further dialogue between the Commission and the City's elected leaders, so feel free to contact us or attend future Commission meetings.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Kempen', with a long horizontal flourish extending to the right.

Joseph F. Kempen, President
West Allis Board of Police and Fire Commissioners

CC: Interim Fire Chief Gary Streicher
City Administrative Officer Paul Ziehler

RECEIVED
APR 25 2013
CITY OF WEST ALLIS
CAO

**NOTICE OF BUDGET
APPROPRIATION CHANGES
City of West Allis**

On May 7, 2013, the Common Council of the City of West Allis met at City Hall, 7525 West Greenfield Avenue, and approved an appropriation change to the 2013 City Budget. The action was as follows:

1. Transfer \$7,500 from the City's Contingency Fund to the Police & Fire Commission 2013 Budget for expenses related to the recruitment and selection of a new Fire Chief.

Questions by the public in regard to these changes may be directed to the City Administrative Office at City Hall.

Published: May 16, 2013

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Patti Guerrero hereby states that she is authorized by Journal Communications Inc. to certify on behalf of Journal Community Publishing Group, publisher of Community Newspapers, public newspapers of general circulation, printed and published in city and county of Milwaukee; was published in the My Community Now- Midwest on 5/16/2013; that said printed copy was taken from said printed newspaper(s).



Patti Guerrero

State of Wisconsin

County of Milwaukee

Subscribed and sworn before me this 23 day of May, 2013.



Notary Public State of Wisconsin

My Commission Expires 1-25-15

