

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-09

**RESOLUTION OPENING PROMOTIONAL EXAMINATIONS FOR VACANT FIRE & EMS
CHIEF TO OUTSIDE QUALIFIED CANDIDATES**

WHEREAS, as of January 1, 2021 the position of Fire & EMS Chief is vacant; and

WHEREAS, the Fire & EMS Chief position is a classified position within the Civil Service; and

WHEREAS, the appointing authority for the Fire & EMS Chief position is the City Manager pursuant to Part One, Title Five, Chapter 152, Section 152.02; and

WHEREAS, Part One, Title Seven, Chapter 185, Section 185.06, provides:

185.06 Promotional Examinations.

The promotional examinations for positions in the classified service may be opened to qualified candidates outside the City's service, upon the adoption of a resolution by Council, passed by an affirmative vote of at least five (5) members elected thereto.

(Ord. 2016-16. Passed 11-21-16.)

WHEREAS, Part One, Title Seven, Chapter 185, Section 185.03 (b), provides:

185.03 (b) Additional Powers and Duties: The Civil Service Commission shall also have any other powers or duties assigned to it by the Council, by ordinance or resolution, and/or by the civil service laws of the State, to the extent that those laws do not conflict with the provisions of the City's Charter.

WHEREAS, The City Manager recommends the City employ The Ohio Fire Chiefs' Association ("OFCA") Fire Chief Selection Process. The Fire Chief Selection Process prepared for the City of Franklin is attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, that:

Section 1. It is in the best interest of the City of Franklin to consider both internal and outside qualified candidates to fill the vacant Fire & EMS Chief position, which is subject to mandatory competitive testing.

Section 2. The promotional examinations for the vacant Fire & EMS Chief position in the classified service is hereby opened to qualified candidates outside the City's service pursuant to Section 185.06 and 185.03(b).

Section 3. The services of OFCA shall be retained to conduct the Fire Chief Selection Process, which shall be conducted in compliance with all mandatory Commission rules and regulations governing the application process for Fire & EMS Chief, including but not limited to mandatory competitive testing, Chapter Six governing the application process, and general and specific candidate qualifications.

Section 4. The affirmative vote of at least five (5) members of council is required for passage of this Resolution.

Section 5. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 6. This Resolution shall become effective immediately upon its passage.

ADOPTED: February 1, 2021

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Brent W. Centers
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on February 1, 2021

Khristi Dunn
Khristi Dunn, Clerk of Council



PREMIER • PROFESSIONAL • PROACTIVE

The Ohio Fire Chiefs' Association

Fire Chief Selection Process

January 8, 2021

Prepared for the City of Franklin

The Ohio Fire Chiefs' Association (OFCA) provides assistance to all types of government agencies in the search and selection of new Fire Chiefs and executive and administrative officers. With our experience and attention to detail, we are able to streamline and coordinate search efforts to identify the best candidate for your organization. Our services are designed to be customized for any type of organization; municipal, township or fire district, and any type of structure; volunteer, career or combination department.

The OFCA has developed a multiple-step process to evaluate applicants for executive level positions such as Fire Chief. There are numerous options associated with the process. The recommend steps and options for consideration are described below:

1. The OFCA will develop and monitor a timeline for significant events of the selection and testing process, making appropriate adjustments when required.
2. The OFCA will develop a position profile for the Franklin Fire Chief position that will provide the foundation for the selection process. Based on the existing job description of the position and input from City officials and others, the position profile provides a description of skills and experience the new Chief should possess; i.e. accomplishments and expertise, leadership, knowledge, experience, training and education. The position profile is developed by the OFCA team meeting with city administration officials and fire department personnel.
3. Based on information developed for the position profile during meeting with city officials and fire department members, a job ad will be developed. The position is then advertised utilizing the OFCA Web Page and two statewide email distributions. The email distribution is also typically picked up by several out-of-state outlets. This should

effectively reach the target audience and typically yields a significant number of qualified applicants to review.

4. All resumes and applications are received by the OFCA. If Franklin has an application form that they wish to be included in the application process, this can be accommodated. All phone calls, questions or information requests are handled by the OFCA.
5. All resumes will be carefully reviewed independently by an experienced panel to identify applicants that possess the requisite training, education and experience as outlined by the City. An applicant summary will be developed with a narrative outlining each candidate's background and experience, including a list of candidates recommended for further consideration. The applicant summary can be used by the City to select those who proceed to the next step of the process, which is an assessment center.
6. At this stage, the City may opt to have an initial interview with selected candidates. This can be facilitated and completed by the City, or it can be facilitated by the OFCA with City staff. This interview can be used to initially screen selected candidates and determine which move forward to the assessment center.
7. The OFCA will custom design an assessment center for the Fire Chief position. This is the most detailed and comprehensive test of all testing methods. Moreover, OFCA's assessment services include the exercises that most national personnel groups and universities consider necessary for a valid experience. This testing process is used to evaluate in an objective manner if the candidate can demonstrate the necessary skills and abilities for the position, in actual job-related exercises. Upon completion of the assessment center testing, the OFCA provides a score, percentage, and profile of each candidate's performance in all of the evaluative areas detailing the candidate's strengths and weaknesses. This information can then be used to determine which candidates will advance to a finalist interview with the City.
8. The candidates selected will have a finalist interview with the City.
9. The City makes the selection and offer of employment to the new Fire Chief.

The OFCA will monitor the process from beginning to the final selection. *However, the City has the final decision on which candidates advance in each phase of the selection process.*

This provides an outline of the various options available in the executive search process. You can choose the options that you feel best fits your needs. I would be happy to further discuss and explain the advantages of each of the options and steps outlined. Thank you for allowing the OFCA to provide this summary.

Respectfully,

RS Crosley

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Consulting Division Manager
937-489-3256
scrosley@woh.rr.com

Previous Clients

Bloom Township (Fairfield County)

Fire Chief Selection

Ms. Anne-Darling Cyphert, Administrator to the Board

614-306-7552

City of Grandview Heights

Fire Chief Selection

Ms. Greta Kearns, Mayor

614-570-1837

Madison Township (Franklin County)

Fire Chief Selection

Ms. Susan Brobst, Administrator

614-836-5308

City of Seven Hills

Fire Chief Selection

Mr. Eric Zipay, Civil Service Commission Chair

216-346-0856

Brookfield Township (Trumbull County)

Fire Chief Selection

Mr. Dan Suttles, Trustee

330-770-7785

BST&G Fire District (Delaware County)

Fire Chief Selection

Mr. Dick Fisher, Board Chair

740-272-1941

City of Urbana

Fire Chief Selection

Mrs. Leila Anderson, Human Resource Manager

937-652-4313

Madeira-Indian Hill Joint Fire District (Hamilton County)

Fire Chief Selection

Mr. Robert Gehring, Esq., Board Chair

513-579-1500