



**Nederland Fire Protection District,
Colorado**

Fire Chief

Recruitment Proposal

August 26, 2021



847-380-3240

info@GovHRusa.com

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About Us

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

About the Owners

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

Our Team

Recruitment Consultant & Main Point of Contact:

John Storm

Vice President

847-309-9403

JStorm@GovHRusa.com

Proposal Inquiry:

Laurie Pederson

Administrative Services Director

847-380-3198

LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer

847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Poudre Fire Authority, CO
(Fire Chief, 2021)

Ann Turnquist, Director of Administrative Services
102 Remington St.
Fort Collins, Co 80524
970-416-2872
ann.turnquist@poudre-fire.org

Wilmette, IL

(Fire Chief, 2021)

Michael Braiman, Village Manager
1200 Wilmette Ave.
Wilmette, IL 60091
847-251-2700
braimanm@wilmette.com

Sterling Heights, MI

(Fire Chief, 2021)

Mark Vanderpool, City Manager
40555 Utica Road
Sterling Heights, MI 48311
586-446-2489
mvanderpool@sterling-heights.net

Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for client review and approval



Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can send an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.



Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



PHASE III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate



All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.



GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.

Scope of Services - Continued

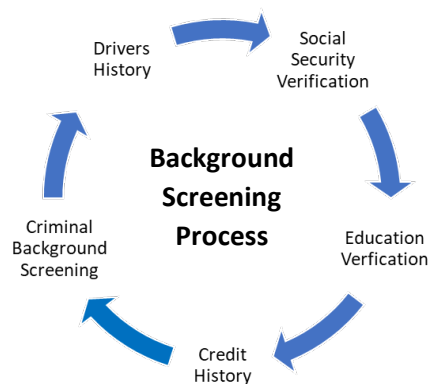
Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with interview books that include:
 - Candidates Credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of client facilities
- Interviews with senior staff

Scope of Services - Continued

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline – Full Scope Recruitment



Weeks 1 & 2

Phase 1: On Site Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

*In certain recruitments, the above schedule can be condensed to 12-weeks. Please inquire for details.

Full Scope Recruitment – Price Proposal

Summary of Costs:

We are carefully monitoring recommendations from the federal, state and local governments in regards to current COVID-19 restrictions. We are fully operational and can work with you via video and by utilizing electronic files. We will evaluate each request for travel/in person meetings taking into consideration all relevant public health restrictions and recommendations and proceed accordingly. For this reason, we have priced travel as a separate expense.

****Consultant travel expenses are not included in the price proposal and can be quoted if requested to travel.**

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.

Recruitment Fee:	\$19,000
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Recruitment Expenses:	
Expenses include candidate due diligence efforts	\$1,500
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Advertising:	
Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost.	\$2,500
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Total:	\$23,000**

****This fee does not include travel and accommodations for candidates interviewed.**

Guarantee – Full Scope Recruitment

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 38 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Nederland Fire Protection District, Colorado agrees to retain GovHR USA, LLC (“GovHR”) to conduct a Fire Chief Recruitment in accordance with its proposal dated August 26, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Nederland Fire Protection District, Colorado

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Client's choosing

Optional Assessment Center Fee: \$7,500*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a \$500 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



JOHN STORM



John Storm is a Vice President (Western Region) for GovHR USA, to which he brings considerable experience in Public Safety/Fire Department management.

John Storm has 30 years experience leading and managing fire departments with the Village of Wilmette, Illinois, and the City of Maricopa Fire and Medical Department in Maricopa, Arizona, one of the fastest growing cities in Arizona. John has vast experience at the executive staff level in operations, fire prevention and resource management. His duties included overseeing vehicle purchases, construction of a new administrative building, remodeling fire stations and equipment procurements. He was tasked with revamping the Fire Prevention/Community Services division at the Maricopa Fire & Medical Department. He brought in new technology and software to better address the needs of the city and community. Additionally, he helped create a success plan previously non-existent in the division. Operationally he worked on numerous projects to provide the most effective and efficient public safety service possible. John has a vast background in labor management and negotiations, successfully completing multiple contracts and MOU's. He also has experience in executive recruitment, mentoring and management consulting with other agencies and municipal governments throughout the country.

John was selected by the International Association of Fire Chiefs as one of their representatives to join the FEMA Peer Review Panels for the AFG, SAFER, and Fire Prevention and Safety grants. He has authored millions of dollars in federal grant funding, as well as consulted on many more successful grants. His background includes extensive experience developing and administering policies for municipal fire departments as well as the administration of grants, the CFAI Accreditation process, N.F.P.A. Standards, ISO Ratings and employee contract negotiations. In addition, he has experience in analyzing the economic impact of new development on municipal services and in the development of Mission and Vision statements.

John combines his career in executive leadership in the fire service with exceptional federal grant writing skills. John has written numerous successful federal grants for communities in Arizona, Colorado, Illinois, Maine and Virginia. He has also served on FEMA Peer Review Panels, giving him unique insight into successful proposals.

Mr. Storm is a graduate of Benedictine University majoring in Management and has a Masters degree in Public Policy and Administration from Northwestern University. He also has numerous chief certifications and designations from Illinois and has attended the National Fire Academy's Executive Fire Officer Program.

PROFESSIONAL EDUCATION

- Master in Public Policy and Administration, Northwestern University, IL
- Bachelor's degree in Management, Benedictine University, IL
- National Fire Academy, MD
- Chief Fire Officer, IL

MEMBERSHIPS AND AFFILIATIONS

- International Association of Fire Chiefs
- Western Fire Chiefs Association

PROFESSIONAL BACKGROUND

Over 30 Year of Experience in Public Safety Management

- Assistant Fire Chief, City of Maricopa Fire & Medical Department, AZ 2014 – 2020
- Acting Shift Commander/Lieutenant, Village of Wilmette, IL 2004 – 2014



Fire Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Unalaska	Fire Chief	4,768	2017
	Poudre Fire			
Colorado	District- Fort Collins	Fire Chief	206,206	2020
Florida	Gainesville	Fire Chief	133,997	2020
Georgia	Augusta	Fire Chief	200,000	2021
Illinois	Arlington Heights	Fire Chief (Virtual)	75,525	2018
	Barrington	Fire Chief	10,455	2019
	Carpentersville	Fire Chief	38,241	2016
	Champaign	Fire Chief	81,500	2014
	Collinsville	Deputy Fire Chief	25,838	2021
	Des Plaines	Fire Chief	58,364	2019
	Elburn & Countryside Fire Protection District	Fire Chief	Multi	2016
	Elmhurst	Fire Chief	43,300	2016
	Firemen's Annuity & Benefit Fund of Chicago	Executive Director	Multi	2016
	Freeport	Chief of Police	25,000	2019
		Fire Chief (Limited Scope)	25,000	2019
	Highland Park	Fire Chief	31,365	2009
	Illinois Fire Safety Alliance	Executive Director	Multi	2013
	La Grange	Fire Chief (Virtual)	15,732	2019
	Lisle-Woodridge Fire District	Fire Chief	70,000	2017
	Lombard	Fire Chief	43,165	2016
	Moline	Fire Chief	43,100	2017
	Morton Grove	Fire Chief	23,500	2021
	Northbrook	Fire Chief	37,000	2014
	Schaumburg	Fire Chief	75,000	2017
	South Holland	Deputy Fire Chief	22,030	2020
	West Chicago Fire Protection District	Fire Chief	Multi	2014
	West Dundee	Fire Chief	8,000	2011
West Dundee	Fire Chief	8,000	2019	
Wilmette	Fire Chief	27,087	2021	
Michigan	Ferndale	Fire Chief	20,428	2020
	Midland	Fire Chief	42,000	2011
	Sterling Heights	Fire Chief	129,699	2020
Minnesota		EMS/Fire Chief-Assistant		
	Woodbury	Public Safety Director	70,559	2021

Fire Client List

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
Missouri	Cape Girardeau	Fire Chief and Emergency Management Director	38,000	2019
	Clayton	Fire Chief	15,939	2018
	Kirkwood	Fire Chief	27,596	2015
Montana	Bozeman	Fire Chief	39,860	2015
	Cherry Hill Fire Protection District	Fire Chief	69,900	2012
New Jersey	Fayetteville	Fire Chief	210,000	2019
Texas	Denton	Fire Chief	135,000	2018
	Garland	Fire Chief	233,206	2011
Virginia	Winchester	Fire Chief	27,932	2018
Wisconsin	Beloit (City)	Assistant Fire Chief & Deputy Chief	36,966	2017
		Fire Chief	36,966	2019
	Burlington	Fire Chief	10,511	2013
	Menomonee Falls	Fire Chief	37,433	2019
	Waukesha	Fire Chief	71,000	2012
	Wausau	Fire Chief	39,160	2013
	Wauwatosa	Fire Chief	47,000	2010
				2017