

**CITY COUNCIL COMMUNICATION 97-501  
OCTOBER 6, 1997 AGENDA**

**SUBJECT:**

**EXECUTIVE SEARCH FIRM  
SELECTION- FIRE CHIEF SEARCH**

**SUBMITTED BY:**

**WILLIAM STOWE  
HUMAN RESOURCES DIRECTOR**

**SYNOPSIS –**

A selection team composed of Fire Chief James Hunt, Human Resources Director William Stowe, and Personnel Analyst Ron McClurg has selected the PAR Group (Lake Bluff, IL, Paul A. Reaume, President) to conduct a national search to fill the position of Fire Chief.

**FISCAL IMPACT –**

Search firm fees plus related expenses associated with the recruitment (including candidate travel, advertising, and background checks) will approach \$24,000, excluding out-of-pocket candidate travel expenses to be paid out of the Human Resources budget.

**RECOMMENDATION –**

**Approval.**

**BACKGROUND –**

The resignation of Des Moines Fire Chief James Hunt received on August 28, 1997, will create a senior management vacancy. Recruitment for this key position may be enhanced through national recruitment relying on the resources available from an executive search firm. Accordingly, a Request for Qualifications (RFQ) was sent on September 9, 1997, to seven executive search firms with experience in City government employment searches. Six firms responded. These six responses were reviewed based on several criteria including demonstrated successes in Fire Chief searches; extensiveness of described search strategies; cost; and preference to any local provider of search expertise. This review revealed several acceptable

providers although the PAR Group (Lake Bluff, IL) has the greatest level of experience for comparably priced services.