

Town of Windham

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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : June 13, 2014
Re : Chiefs Search Process Timeline



Accompanying this memo is a draft search process timeline for the positions of police chief and fire-rescue chief. As announced at the end of March, Police Chief Rick Lewsen and Fire-Rescue Chief Charlie Hammond will be retiring from their positions during the course of the coming fiscal year.

The approach I have mapped out first assesses the needs of the two departments and the community with respect to these two important public safety leadership positions. We will gather input from internal and external stakeholders about where the departments are today, where they expect to be (or should be) five or so years from now, what their leadership needs are, what the Council's and community's expectations are of these two positions, and how these translate into the attributes we should be looking for to lead the town's police and fire-rescue functions.

Though the responsibility for filling these positions rests with the manager and Council, we want to have the benefit of input from those in the departments, others in the organization but not in those departments, and others in the community to inform the decisions we make. We will also look for people representing various perspectives to participate on a search committee that will assist in the candidate screening and interview process.

I have received three proposals for a range of services to assist in this effort and am awaiting a fourth. In order to get and keep the process moving I expect to have someone engaged to begin the departmental needs assessment, first in the fire-rescue department, within the next couple of weeks.