

Madison Police and Fire Commission - Fire Chief Hiring Timeline 2021-22

Reg. Mtg	SPC Mtg.	Tasks
All		Verbal Public Input: Knowledge/Skills/Abilities of Fire Chief (All Regular Meetings of the PFC will include a Public Comment Period) Written Public Input: Submit to pfc@cityofmadison.com
November 8, 2021		Public Comment Period Review Application Documents <ol style="list-style-type: none"> 1. Timeline 2. Position Announcement 3. Application Questions 4. Position Description (City HR)
	TBD (Nov.)	Finalize Application Materials
		Post Position Internally and Externally (HR Assistance to Post): Nov. 18, 2021
December 13, 2021		Public Comment Period Professional Input: <ol style="list-style-type: none"> 1. Chief Davis 2. MFD Supervisor Group Rep. 3. MFD FF Group Rep. Questions for Round 1 Interviews (Closed Session)
	TBD (Early Dec.)	Finalize question and interview process. (Closed Session)
		Applications Due to the PFC: Dec. 16, 2021
January 10, 2022		Public Comment Period Evaluation of Applicants, selection of Applicants for First Interview Process. (Closed Session) Finalize interview questions. (Closed Session)
	TBD (Jan.) If needed.	Finalize Selection of Applicants for First Interview Process (Closed Session) Finalize Interview questions for first round. (Closed Session)
	TBD (Jan.) 2 Days	Round 1 Interviews (Closed Session) ZOOM Meeting Candidate discussion at close of interviews. (Closed Session)
	TBD (Feb.)	Evaluate and determine who proceeds in process. (Closed Session)
February 14, 2022		Public Comment Period Discuss remaining process details for next round. Evaluate Candidates. (Closed Session) Finalize next round of questions. (Closed Session)
	TBD (Feb.)	Evaluate candidates. (Closed Session)
		Publically announce finalists: February Commence background checks.
	TBD (Feb./Mar.)	Final Round Interviews (Full Day, Closed Session) Public introduction of the finalists.
Mar. 14, 2022		Public Comment Period Discuss candidates. (Closed Session)
	TBD (Mar.)	Continued discussion to determine final candidate.
		Announce Selection of Fire Chief: March 18, 2022