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Staff Report HR2020-007

Title of Report: HR2020-007- Volunteer Deputy Fire Chief
Appointment
Department: Human Resources
Council Date: April 8, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-007 for information.

Background:

The following resolution was passed at the February 19, 2020 Regular Meeting of Council:

No. 2020-101

Moved by Deputy Mayor Milne, Seconded by Councillor Shipston

Be it resolved that Council receive Staff Report CAO2020-016 for information, including the complete motion from this report; and

That Council approve the job description for the position of a Volunteer Deputy Fire Chief as presented following the Job Evaluation Committee review; and

That Council approve the Job Evaluation Committee review of the job description of Volunteer Deputy Fire Chief to place the position in pay band 9 on the Southgate Employee Pay Grid; and

That Council direct staff to proceed with an internal job posting closing March 6, 2020, with appropriate advertising. **Carried**

Staff Comments:

The position was posted internally on February 20, 2020 with a closing date of March 9, 2020. 2 internal applications were received, and those candidates were interviewed via phone on March 16 and 17, 2020 by the Fire Chief, CAO, Mayor and HR Coordinator. Warren Gilkes was the chosen candidate and he is scheduled to begin in his new role on March 30, 2020.

A press release was done to announce the appointment on March 25, 2020, listed as Attachment #1 to this report.

Financial Implications:

There are no financial implications associated with this report as the position has been included in the 2020 Operating Budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

Staff are pleased to welcome Warren into his new role as Volunteer Deputy Fire Chief.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head: *Original Signed By*

Derek Malynyk

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

- Attachment #1: Southgate Press Release – Southgate Volunteer Deputy Fire Chief Appointment March 25.