



**RESOLUTION 12-2025**

**RESOLUTION AMENDING THE 2025 BUDGET AND AUTHORIZING ENTERING INTO AN AGREEMENT WITH MCMAHON ASSOCIATES, INC. FOR THE FIRE CHIEF RECRUITMENT AND SELECTION PROCESS  
(7-14-25)**

**WHEREAS**, the Fire Chief has submitted his resignation, effective August 1, 2025; and

**WHEREAS**, the Police & Fire Commission has requested funding to engage McMahon Associates, Inc. to assist with the recruitment and selection of the next Fire Chief; and

**WHEREAS**, the Village Board agrees that it is in the best interest of the Village to proceed with funding the recruitment and selection project with McMahon Associations, Inc.; and

**WHEREAS**, a budget amendment is necessary to allocate funds from fund balance in the amount of \$30,000 to proceed with the project.

**NOW THEREFORE**, the Village Board of the Village of Mount Pleasant does hereby resolve:

1. To accept the costs of services as set forth in Exhibit A at a cost not to exceed \$30,000.
2. To amend the 2025 Budget as follows:
  - a. Increase by \$30,000-Account 100-143-54100 (Human Resources Professional Account).
  - b. Decrease by \$30,000-Account 100-140-57900 (Contingency).
3. That all Village officials and employees are authorized and directed to execute such agreement subject to review and revisions as deemed necessary by the Village Attorney.
4. That the Village Clerk shall publish budget amendment in compliance with Wisconsin Statutes.

Adopted by the Village Board of the Village of Mount Pleasant, Racine County, Wisconsin, this 14<sup>th</sup> day of July, 2025.

**VILLAGE OF MOUNT PLEASANT**

By   
David DeGroot, Village President

Attest   
Jill Firkus, Village Clerk



July 10, 2025

Village of Mount Pleasant  
Attn: Mary Cole, Human Resources Director  
8811 Campus Drive  
Mount Pleasant, WI 53406

RE: Executive Recruitment for Fire Chief

Dear Ms. Cole:

Thank you for the opportunity for McMahon Associates Inc. to provide you with a scope of services, project schedule, and estimated fee for an executive recruitment for your next Fire Chief. These items are outlined below.

### **SCOPE OF SERVICES**

#### **Preliminary Planning and Development of Candidate Profile**

- Meet with the Village Staff to discuss and confirm our recruitment approach, strategy, and methodology. We will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the Village.
- Review with the Village the expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services. We will use the information obtained through Village interviews and questionnaires conducted during the 2024 recruitment.
- Review the candidate profile for the Fire Chief position and a community profile from the 2024 recruitment and make any necessary or suggested changes to attract top quality applicants.

#### **Advertising/Candidate Search**

- Develop the Fire Chief position advertisement based on the Village's candidate profile.
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective.
- Place advertisements to obtain national exposure for the position.
- Pursue potential candidates through firm resources and networks (i.e., websites inside and outside of Wisconsin, state, regional and national fire contacts we have developed over the years).

### **Resume Review**

- Serve as the point of contact between candidates and the Police and Fire Commission, answering candidate's questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the Police and Fire Commission to review.

### **Pre-Qualify Candidates**

- Facilitate a meeting with the Police and Fire Commission to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
- McMahon will conduct virtual/telephone interviews with the first cut applicants.
- Based on the virtual/telephone interviews, we will develop a summary of first cut applicants for the Police and Fire Commission to review.
- We will facilitate a meeting with the Police and Fire Commission to narrow the list of applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.

### **Personal Interviews**

- We will provide the Police and Fire Commission with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Schedule interviews with candidates.
- Facilitate candidate interviews and make all necessary interview arrangements.
- Review interview results with the Police and Fire Commission after the interviews are complete.
- Offer our professional observations and assist the Police and Fire Commission in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

### **Pre-Employment Checks of Finalist**

- Verify past employment history.
- Obtain 3 - 5 professional references of finalist (our vast network of contacts in the municipal management profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.

- Conduct a criminal, internet, and financial background check of the finalist.

**Assessment Center Process**

- McMahon will provide an assessment center process for up to 5 candidates to assist in evaluating specific Fire Chief roles and assess their competencies and cultural fit.

Employment contract negotiations and employment transition services will not be included as part of McMahon’s services.

**PROJECT SCHEDULE**

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience in projects like that requested in the RFP, a Fire Chief recruitment of this nature typically will take 3 - 4 months to complete, plus any additional transition time needed for an individual to move to the area and begin employment. Assuming a start date of July 21, 2025, we anticipate the following project timeline:

Weeks	July 21, 2025 – August 15, 2025	August 18, 2025 - September 12, 2025	September 15, 2025 - October 6, 2025	October 13, 2025 - November 7, 2025
Preliminary Planning/Development of Candidate Profile				
Advertising/Candidate Search				
Resume Review				
Pre-Qualifying Candidates				
Personal Interviews and Assessment Center				
Pre-Employment Checks of Finalists				
Employment Contract Negotiations				
Employment Transition				

## ESTIMATED PROJECT FEE

McMahon Associates, Inc. estimates the costs to provide the Scope of Services described in this letter for Executive Search Services as follows:

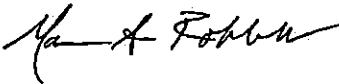
- Recruitment Services: Time and expense, with a not to exceed amount of \$30,000, all inclusive.

Our goal would be to use some of the information gathered in the 2024 recruitment to limit the above costs. We will work with Village leadership to make this happen.

Should the Village and its PFC choose to proceed with this work, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated November 10, 2024, which will be incorporated into the Agreement for reference.

Thank you for reaching out and considering McMahon. Please feel free to contact me at (920) 850-9282 or by email at [mrohloff@mcmgrp.com](mailto:mrohloff@mcmgrp.com). We look forward to working with you on this important project!

Respectfully,  
McMahon Associates, Inc.



Mark A Rohloff  
Division Manager, Public Safety and Municipal Management