



Memorandum

**Date:** 1/19/2021  
**Meeting of:** City Council

**File No.** AM No. 21-015  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Human Resources	Cathryn Laird	425-556-2125
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**DEPARTMENT STAFF:**

Human Resources	Kristy Hulverson	Human Resources Deputy Director
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**TITLE:**

Confirmation of the Appointment of Adrian Sheppard to Serve as Redmond’s Fire Chief

**OVERVIEW STATEMENT:**

The City has made an offer of employment to Adrian Sheppard as the City’s Fire Chief. This offer is contingent on confirmation of his appointment by the City Council.

**Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

**Receive Information**       **Provide Direction**       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Mr. Sheppard provides the experience and leadership capability needed for the Fire Chief role. His background and skills will make him an asset to the department, the City’s leadership team, and the community in general.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**
  - Executive search firm, Bob Murray and Associates, was retained to assist with the recruitment for Fire Chief in August 2020; engagement of Bob Murray and Associates announced to Council, City Staff and Fire Department on August 25, 2020;
  - Recruitment was opened on October 1, 2020;
  - Top candidates reviewed by Mayor, Chief Operating Officer, Police Chief, HR Director, Finance Director and TIS Director on November 24, 2020;
  - Four first round interview panels were conducted with City Directors, Professional Staff, Community representatives and other City Staff on December 8, 2020;
  - Second round interviews and employee forums were conducted on December 9, 2020;
  - Background and reference checks began on December 14, 2020, and results received January 7, 2021;
  - Verbal offer extended January 6, 2021;
  - Confirmation appointment by Council scheduled for January 19, 2021
- **Outreach Methods and Results:**

To develop the job brochure, the consultant solicited feedback from various stakeholders such as the IAFF union and Fire District 34 Commission. In addition to advertising, the consultant contacted other fire departments and actively recruited for diverse and qualified candidates, which resulted in 27 applications. The City interviewed six candidates initially and identified three top candidates to move forward to second round interviews.
- **Feedback Summary:**

Mr. Sheppard displayed the characteristics and traits that are required of a Fire Chief. The process found him to be an excellent candidate and a valuable addition to the Redmond Fire Department, and the City's leadership team. His references highly recommend him.

**BUDGET IMPACT:**

**Total Cost:**

Funding for this position is included in the adopted 2021-2022 City Budget.

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

221, 227, and 229

**Budget Priority:**

Safe and Resilient

**Other budget impacts or additional costs:**       Yes       No       N/A

*If yes, explain:*

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
1/19/2021	Special Meeting	Receive Information

**Time Constraints:**

The anticipated start date of Adrian Sheppard is February 1, 2021.

**ANTICIPATED RESULT IF NOT APPROVED:**

The Fire Chief position would remain unfilled. A delay in the appointment of a Fire Chief would result in continued use of an Interim Chief/Director appointment.

**ATTACHMENTS:**

N/A