

Truckee Meadows Fire Protection District – Fire Chief

Executive Search Draft Timeline – Bob Murray & Assoc.

Task	Who	Date
Kick off Meeting	BMA & Truckee Meadows Team	12/6/24
Stakeholder Interviews	BMA	Through 1/10/25
Community Town Hall	BMA & Truckee Meadows Team	1/24/25 or 1/25/25 (Fri or Sat)
Text Approved and Brochure Generated	BMA & Truckee Meadows Team	1/31/25
Brochure Approved by Board	Truckee Meadows	2/7/25
Targeted Outreach (ads placed)	BMA Ads run for 5 weeks	Week of 2/14/25
Email Blast & Brochures Mailed	BMA	Week of 2/14/25
Outreach	BMA phone calls, social media, advertising, email blasts	Ongoing for 5 weeks from ad placement
Filing Deadline		3/23/25 (ends on a Sunday)
Recruiter reviews resumes	BMA	Week of 3/28/25
Recruiter conducts preliminary interviews	BMA	Week of 4/4/25
Recruiter presents candidates and makes recommendations.	BMA and Commission/Board Via Zoom	Week of 4/11/25
1 st round Assessments with Panel	BMA facilitates in person?	Week of 4/21/25
Background and References on Final 2 Candidates	BMA	5/2/25
2 nd round Assessments	Board Panel BMA facilitates in person?	TBD
Offer negotiated	Truckee Meadows Team/BMA	Weeks of TBD
Contract approved in open session	Board of Directors	TBD

- TMFPD 12/10/24 Chief Moore #7(A.3.) -