



Racine Fire Department
810 Eighth St, Racine WI 53403

September 12, 2017

Police and Fire Commission,

The Fire Chief is requesting the Police and Fire Commission (PFC) to set future dates to interview potential new hires for the fire department.

At the present time the recruitment effort is moving along very well and we will be ready to conduct interviews sometime after October 16, 2017. We anticipate up to 45 individuals will need to be interviewed. We would recommend interviewing at the rate of three (3) individuals per hour.

We are also suggesting that each candidate selected for the interview process prepare a brief summary, ahead of time, of why they would like to be a Racine firefighter. That summary would be available to the commissioners prior to the interview. This would be limited to one page, double-sided if necessary, touching on their thoughts regarding their potential contributions to the department, fairness, honesty, cooperation, educational goals and team spirit. This would be in addition to questions posed by PFC members.

If approved by the PFC, we will send the summary request out with the interview invitations.

Respectfully Submitted,

Steve Hansen, Fire Chief