

Beaver Island Emergency Services Authority
Timeline and Process for Hiring Executive Director BIEMS
For Approval at 12/19/2019 BIESA Meeting

OCTOBER 30, 2019:

1. BIESA board accepts resignation of Executive Director Brian Meade
2. Board appoints Cody Randall as Acting Director for a period of three months
3. Board appoints subcommittee of McNamara and Turner to work with Cody Randall to research and make recommendations about staffing for board decision making within next three months.

NOVEMBER 21 AND DECEMBER 10, 2019

1. Subcommittee meets

DECEMBER 2019 AND JANUARY 2020

2. Subcommittee presents drafts to BIESA Board for Approval
 - a. Executive Director Job Description
 - b. Posting for Position
 - c. Timeline for Hiring
 - i. December 19, 2019 – Board Approval of Process
 - ii. December 19, 2019 – Board Appoints Interview Committee
 - iii. December 20, 2019 - Posting for Position
 1. Township and BIEMS Websites
 2. Local Media Outlets
 3. PNR
 4. Facebook
 - iv. January 10th Noon – Deadline for Applicants
 - v. Interview Committee reviews applicants and holds interviews
 - vi. January 30, 2020 – BIESA Board hears recommendation and authorizes hiring