

August 14, 2003

Dear Council Members:

With this letter, I am recommending the appointment of Michael Humer to the position of Division Chief, Fire Rescue Department. This appointment will be on the agenda for the August 18, 2003 City Council Meeting.

Mr. Humer has served as Fire Chief for the Tolono Fire Protection District for the past eleven years and Director of Arrow Medical Services for over seven years. He is President of the Champaign County Fire Chief Association and Vice-Chair of the Local Emergency Preparedness Committee. His numerous accomplishments are highlighted on the attached resume.

Based upon these qualifications, I am pleased to submit the appointment of Mick Humer to the position of Division Chief, Fire Rescue Department for your confirmation. Mr. Humer's appointment will be effective in September, on a mutually agreeable date, following satisfactory completion of a medical exam.

Sincerely,

Tod Satterthwaite
Mayor



MEMORANDUM

TO: Tod Satterthwaite, Mayor

FROM: Bruce Walden, Chief Administrative Officer

DATE: August 14, 2003

RE: Division Chief, Fire Rescue Department

I am writing to convey the staff recommendation regarding an appointment to the position of Division Chief, Fire Rescue Department.

The vacancy was regionally and nationally advertised and, as part of the screening process, the top candidates were interviewed by the Fire Chief, an external screening committee including three other Fire Chiefs and a representative from the University of Illinois, me and the Personnel Manager. The unanimous consensus of those involved was that Michael (Mick) Humer is the top candidate and that he has the diverse administrative, managerial, technical and personal skills to successfully fill the position. Mr. Humer has served as Fire Chief for the Tolono Fire Protection District for the past eleven years and Director of Arrow Medical Services for over seven years.

Mr. Humer will be a valuable asset to the staff and is recommended for appointment upon satisfactory completion of the required medical exam. A starting annual wage of \$60,107 (norm) is proposed. Attached is a copy of his resume.

Bruce K. Walden
CHIEF ADMINISTRATIVE OFFICER