

HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT
HYANNIS, MA. 02601

DISTRICT SEARCH COMMITTEE

Laura Cronin, Commissioner, Chair
Dennis Sullivan, Commissioner
Demetrius Atsalis, Commissioner
Michael Dalmau, FF/ EMT
Eric Kristofferson, Captain

BOARD OF COMMISSIONERS

Peter Cross, Chairman
Demetrius Atsalis, Vice Chairman
Victor Skende, Clerk
Laura Cronin
Dennis S. Sullivan

HYANNIS FIRE DISTRICT FIRE CHIEF SEARCH COMMITTEE

October 3, 2016 Meeting Minutes

In Attendance: Laura Cronin (Committee Chair), Dennis Sullivan (Commissioner), Demetrius Atsalis (Commissioner), Michael Dalmau (FF/EMT), Capt. Erik Kristofferson

Committee Chair Laura Cronin called the 1st meeting of the HFD Fire Chief Search Committee to order at 6:10 pm.

I. Open Session

1. Minutes: None
2. Correspondence: None
3. Public Comment: None
4. New Business:
 - a. Establish regular meeting date, time, and frequency: The committee agreed to Mondays, 6PM, as needed. *(Note: next Monday, 10/10/16 is Columbus Day Holiday, and the committee agreed to skip that week, next meeting will be 10/17/16).*
 - b. Review Existing HFD Fire Chief Job Description: copies of the Hyannis, and other Fire District's, job descriptions were distributed to the committee for review.
 - i. Committee agreed to read and review the job descriptions for discussion at the next meeting.
 - ii. Make sure the job description is inclusive of what the present needs are for the department.
 - iii. Make recommendations for what we want to include in the job advertisement.
 - c. Update on findings from other departments:
 - i. Dennis spoke with C.O.M.M, they used a part internal process and outside consultant, (MRI), and did some internal process along with the consultant.
 - ii. Mike D spoke with Brewster, and Marlboro departments. Brewster used an internal committee, made up of town department managers, and

citizens, and presented 3 finalist to the Town Council. Marlboro used part internal process and outside consultant (MRI).

- iii. Dennis updated the committee on the process used last time the district looked for a Chief. It was all handled through the five commissioners, trading all of the resumes back and forth until they narrowed down to 5 applicants. Then used an Assessment Panel, made up of Fire Chiefs, HR person, and performed an assessment of the candidates. The committee agreed this process would not be efficient due to the work load on all of the commissioners with the new building, etc.
- iv. MMA (Massachusetts Municipal Associates) sent a letter to Chair Cronin for consideration, and both the Hyannis and other Fire Districts used them in the past for officer assessment training.

d. Discussion on Strategies and Next Steps:

- i. The committee discussed the timeline of the Chief's departure date, October 31, 2016 last day at the facility and January 7th official retirement date; and what a reasonable timeframe we want to map out for filling the position. Target will be to have a replacement in place by April 1st.
- ii. The backfill protocol for Nov 1st through Jan 7th would be for the department to operate as though the Chief were taking a vacation, the Deputy Chief would become the Officer-In-Charge, and no other positions need to move up or change. However, as of Jan. 8th, the department would need to have an Acting Chief assigned, and the department succession protocol process would take effect. This decision needs to be made by the District's Board of Commissioner's when the time comes. The Committee Chair, will make a recommendation to the Board at the next update they provide.
 - 1. Because the time frame of the Chief's absence for the department is more extended, Dennis will talk with Chief Brunelle to get a list of activities the Deputy may need to execute from Nov. 1st to Jan. 8th; to see if special instructions or direction is needed to effectively cover the department needs.
- iii. Committee discussed the advantages of using an outside consulting firm with the specificities and unique needs of today's fire department. The two consultant firms identified by the other departments (MMA Consulting Group, and MRI, Municipal Resource, Inc.); have well respected reputations and have experience in this process.
 - 1. Dennis and Laura discussed a letter MMA had sent to the department outlining their services, and Dennis had contact information from MRI when they were used in 2009 by the HFD to do a feasibility study for the district and operations.
 - 2. The committee agreed to pursue using one of these consultant groups, and to take advantage of the turn key option, along with input from the committee. We anticipate the cost to be around \$20k to \$25k, and will need the Board of Commissioner's to

approve the funding. Chair Cronin agreed to bring it forth at the 10/13 commissioner's meeting, for a "not to exceed number of \$25k". If approved, this will require an RFP, Committee Chair Cronin will contact Brandon moss at the HFD attorney's office for guidance in complying with this process.

3. Committee Chair Cronin will contact both MMA and MRI, to see if they could meet with us and present their services to us at the next meeting on Mon., 10/17. Committee agreed to ask them to come 6PM and 7PM; (team agreed to start 5PM if that time worked better for them). If they are unable to meet in person at that time, she will request if they could send their information packet for our review.
5. Items not reasonably anticipated by the Chair:
 - a. Commissioner Cronin mentioned her review of the MA Open Meeting Law, to understand the options for going into executive session.
 - i. The law allows for executive session, specifically for search committees if *"...the open meeting will have a detrimental effect in obtaining qualified applicants..."* however, we need clarification on the clause which states the meeting could not have a quorum of the public body, we need clarity on whether that is for the executive session discussion, or for the search committee itself. Chair Cronin will send email to Brandon Moss for clarity and update the committee at the next meeting.
6. Public Comment: None

II. No Executive Session

Motion to adjourn made by Dennis Sullivan, meeting adjourned at 7:05PM.

Respectfully Submitted,
Laura Cronin, Commissioner, Committee Chair