

HYANNIS FIRE DISTRICT

95 HIGH SCHOOL ROAD EXT
HYANNIS, MA. 02601

DISTRICT SEARCH COMMITTEE

Laura Cronin, Commissioner, Chair
Dennis Sullivan, 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 17, 2016 Meeting Minutes

In Attendance: Laura Cronin (Committee Chair), Dennis Sullivan (Commissioner), Michael Dalmau (FF/EMT)

Excused: Capt. Erik Kristofferson

Committee Chair Laura Cronin called the 2nd meeting of the HFD Fire Chief Search Committee to order at 6:00 pm.

I. Open Session

1. Minutes: Approve the minutes of October 3, 2016 as amended:
 - a. Under 4 a.; meetings will be on Monday 6PM, add: *as needed*;
 - b. Under 4 c.; change the consultant's name who C.O.M.M used for their Chief search from MMA to *MRI*.
 - c. Motion made by Dennis Sullivan, 2nd by Mike Dalmau, all approved.
2. Correspondence: Received references from search consultants MRI (Municipal Resources Inc.), and an introduction letter from MMA (MMA Consulting Group, Inc.), along with details of their services offered.
3. Public Comment: None
4. Old Business:
 - a. Review Existing HFD Fire Chief Job Description: the committee reviewed existing Hyannis Fire District (HFD) Chief Job description and deemed it to meet current requirements, and recommended we leave as is.
 - i. Motion made by Mike Dalmau, and seconded by Dennis Sullivan; approved unanimously.
 - b. Update on Open Meeting Law feedback on executive session guidelines from HFD Attorney, and RFP process:
 - i. Chairman Cronin updated committee on the discussion she had with Brandon Moss (attorney for the District), about the rules for the search committee potentially using executive session during the initial search process.

1. Executive session is allowed under M.G.L (*Massachusetts General Law*) Open Meeting Law, for search committees such as ours, provided there is no quorum of the parent body; in our case the Board of Commissioners. With that advice, Commissioner Atsalis removed himself from the search committee, however, he can attend open meeting sessions to be involved in the open discussions.
2. Brandon also said he could also assist us with the RFP process when the time comes. Although he did state that the Chapter 218 of the Acts Of 2016 known as the Municipal Modernization Act, rules will be changing on Nov. 7th; and the RFP requirements will be increasing the RFP requirement to \$50,000; so if our search consultants are estimated to be in the \$25,000 range, an RFP will not be required. Committee discussed this change and determined, that based on the time frame we will be interviewing the consultants, the Nov 7th date works for us and we may avoid the RFP process. Committee agreed to address it closer to the time we need to make the decision.

5. New Business:

- a. Update on Consultant Services and Commissioner's direction.
 - i. Chairman Cronin reached out to both consultant services and have set up meetings with them to present to the search committee.
 1. MMA (MMA Consulting Group), confirmed on Fri. 10/14, they will be able to meet with the committee on 10/17/16,
 2. MRI (Municipal Resources Inc.), will meet with the committee on 10/31/16.
 - ii. Chairman Cronin updated the Commissioners at the October 13th Board of Commissioners meeting on the search committee progress and also requested, and received, permission to retain the services of a search consultant, with an authorization to spend "a not to exceed number" of \$25,000.
 - iii. Additional discussion at the Board of Commissioner's meeting, discussed whether we should keep the search committee at 4. The Commissioners recommended and agreed to keep at 4, and should a deadlock occur at the subcommittee level, we could ask for a special meeting to address the issue so as not to delay the search proceed. The Board of Commissioners agreed.
- b. Update on list of tasks needed to be covered during the Chief's absence.
 - i. Commissioner Sullivan confirmed Deputy Chief Melanson will assume the role of Officer in Charge, from Nov 1st through Jan.7th, and will fill the tasks required in the Chief's absence the same as he would during a vacation. Due to this extended coverage period, Dennis also confirmed the Deputy Chief is going over all of the responsibilities to make sure he is

up to speed on all of the tasks necessary to keep the day to day operations running.

6. Items not reasonably anticipated by the Chair at least forty –eight (48) hours to the meeting:

- a. On Friday, 10/14, Chairman Cronin confirmed MMA Consulting Group agreed to meet with the search committee at today's meeting, 10/17.
 - i. Mark Morse, MMA Consulting Group president, and Gary McCarraher MMA Consulting Group Inc. Fire and Rescue Consultant; gave a presentation on their firm's services, and provided lists of references of Fire Chief placements they have performed in the North East area; also reviewed the Assessment Center services they provide, and which they currently provide today for the districts officer assessment tests.
 - ii. In addition, MMA provided the search committee a list of their various service levels and the costed tiers.

7. Public Comment: None

II. No Executive Session

Motion to adjourn made by Dennis Sullivan, meeting adjourned at 7:35PM.

Respectfully Submitted,
Laura Cronin, Commissioner, Committee Chair