

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

December 1, 2016 Meeting Minutes

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

Committee Chair Laura Cronin called the 7th meeting of the Hyannis Fire District (HFD) Fire Chief Search Committee to order at 6:00 pm.

I. Open Session

- a. Minutes: Approve the minutes of November 22, 2016; motion made by Dennis S., 2nd by Eric K., approved unanimously.
2. Correspondence:
 - a. Received final contract from MRI updated with the recommended changes we submitted.
 - b. Received an email from Brian Duggan (MRI), with available dates he and/or Bob Craig are available for meetings to start the process and all day interviews.
3. Public Comment:
 - a. None
4. Old Business:
 - a. None
5. New Business:
 - a. Sign MRI contract: Dennis S. and Chair Cronin signed the recruitment service contract with Municipal Resources, Inc. (MRI), and discussed how to get deposit check to them. Dennis S. will bring signed contract to Verna, District Clerk/Treasurer, and request a check for the deposit.
 - b. Discuss available dates provided by MRI for onsite interviews, finalize participants, and set dates:
 - i. The dates provided by MRI were 12/1/16, 12/8/16, 12/12/16, 12/13/16, 12/19/16, 12/20/16, and 12/22/16. Chair Cronin informed the committee she would be travelling on business, and would not be available 12/12/16 or 12/13/16.

- ii. Chair Cronin told the committee she communicated to Brian Duggan the Search Committee wanted to use the first available date for a separate meeting with the committee and MRI, before the department interviews take place, and requested 12/8/16 as the first meeting. She had not heard back from Brian yet if the date was available.
 - iii. Committee discussed what they hope to accomplish from the first meeting with MRI, and all agreed they needed to speak with the consultants before they talk with the department. They also wanted to see an example of an ad they've used, better understand how they rate resumes, experience vs. education, etc.; and because this is the first time in quite a while the district has gone through a recruitment of this importance, wanted to better understand the process. This would also assist in communicating with the participants what to expect.
 - 1. Committee will put together a list of topics and questions we want to address with MRI at the first meeting. Chair Cronin asked for each to send theirs to other committee members, so we have one set of questions to work from.
 - iv. Mike and Eric stated they had compiled a list of potential department personnel for the interviews with MRI, which was suggested as 4 captains, and three from Executive Board; but it will be more finalized once we know who, if anyone, might be applying for the Chief position in which case they would be substituted for a different member.
- c. Prepare outline and Agenda for start-up meeting with MRI:
- i. Committee discussed the time line and dates once again, and if the 12/8/16 date was accepted by MRI as the Search Committee start-up meeting, they could arrange to have the all-day interview sessions with MRI on Monday 12/12/16, or Tues. 12/13/16. This would keep the time line and process moving forward. If the 12/8 date did not work, then earliest date the Search Committee could meet would be 12/19/16.
 - ii. Discussion also covered whether the other Commissioners would want to meet with MRI during the day of interviews, and if they did, would need to schedule to come to the department on that day.
 - 1. Because the next Board of Commissioners meeting isn't until 12/15/16, Chair Cronin said if the 12/12/16 interview date with MRI is confirmed, she would reach out to the other commissioners to see if they are interested, once the date is

finalized. If the meeting date is moved out to the 19th, Dennis said he would speak to the commissioners then.

- iii. Committee discussed the communication talked about earlier, regarding posting something internally to the department and day staff, updating them on the process now that we have signed the contract with MRI. It was agreed the communication should come from the Board of Commissioners (BOC), and posted internally.
 - 1. Chair Cronin said she would draft a letter and review it with HFD Board of Commissioners Chair, Peter Cross, for his input and approval.
 - 2. Dennis also confirmed he would bring up the timeframe for the transition to assigning, Deputy Chief Melanson as Acting Chief with the BOC; to request it be on the agenda for 12/15/16; and if necessary, the Board could have a special meeting to discuss in more detail before the 1/8/17 deadline. This will ensure a smooth transition succession order through the department.
- iv. The next meeting will depend on MRI confirming if they can make 12/8/16 date. Chair Cronin said she would call Brian Duggan on Friday, 12/2/16, to see if we can finalize the date; and will let the committee know as soon as she hears back.

- 6. Items not reasonably anticipated by the Chair at least forty –eight (48) hours to the meeting:
 - a. None
- 7. Public Comment:
 - a. None.

II. No Executive Session

Motion to adjourn made by Dennis S., seconded Eric K., and meeting adjourned at 6:45PM.

Respectfully Submitted,
Laura Cronin, Commissioner, Committee Chair

Copies of final MRI contract, and email correspondence on file with District Clerk/Treasurer