

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 8, 2016 Meeting Minutes

In Attendance: Laura Cronin (Committee Chair) at 5:40PM, Dennis Sullivan (Commissioner), Michael Dalmau (FF/EMT), and Capt. Eric Kristofferson

Committee member Mike Dalmau called the 8th meeting of the Hyannis Fire District (HFD) Fire Chief Search Committee to order at 5:00 pm.

I. Open Session

- a. Committee agreed to move agenda items out of order and start meeting with New Business, Bob Craig from MRI (Municipal Resources Inc.).
 - b. Minutes: Approve the minutes of December 1, 2016;
 - i. Dennis noted the date of the minutes was incorrect on the agenda, the date should be December 1, 2016 (not December 2); motion made by Eric K. approve as amended, 2nd by Dennis S., approved unanimously.
2. Correspondence:
- a. Phone conversation from Brian Duggan, (MRI), and confirming MRI availability dates on 12/8/16 and 12/12/16.
 - i. See New Business notes.
3. Public Comment:
- a. None
4. Old Business:
- a. None
5. New Business:
- a. Meet with Bob Craig from MRI consultants, kick-off meeting with Search Committee. (*Note: Brian Duggan may connect via phone*).
 - i. Bob Craig on site, Brian Duggan by phone until 5:45 PM.
 - ii. Bob and Brian outlined the process for the onsite meetings planned for 12/12/16, and what they hope to achieve.
 - iii. They talked about how important it is to get input from stakeholders on their perspectives and what they are looking for in a new Chief.

- iv. They explained how education and experience are weighted when looking at resumes of prospective candidates; both are equally important, however, the candidate needs to have other qualities, skills, and traits as well, to balance off what they can bring to the table to match the needs we are looking for.
 - v. MRI will take all of the feedback from the on-site sessions, as well as job description (in the by-laws), and any SOP's (Standard Operating Procedures) available, to develop a draft of the job advertisement for the committee to review before posting.
 - vi. When finalized, posting will be posted internally, locally, and various professional recruitment channels.
 - vii. Mike D. said he spoke with Deputy Chief Melanson and secured the Commissioners Meeting room for all day Monday 12/12/16.
 - viii. Eric K. said he would be on shift that day, and will set up conference room, provide lunch; will introduce the people, and give some information about them, (like what they do, etc.), before they begin with Bob.
- b. Review draft of internal communication letter for the department.
- i. Committee reviewed the draft of internal correspondence, Chair Cronin said she heard back from Commissioner's Cross and Skende, with no changes.
 - ii. Committee approved the letter content, and agreed this should be posted by Friday, 12/9/16 so the department and staff have a chance to read it before MRI comes on board Mon. 12/12/16.
 - iii. Bob Craig requested a copy to review back at his office, which Dennis S. sent, and will send back any recommended changes to Chair Cronin by Fri. 12/9/16. Once received, Chair Cronin will update the letter, and send to Deb Schiavi to copy on to Department letterhead and ask her to post it.
 - iv. Committee asked Bob when we could reasonably expect to have the first draft of the job advertisement, as this will determine the next meeting date. Bob C. said he would need to wait until after the session on 12/12/16 to see if there would be any follow up needed. He said he would let us know, but could possibly have something the week of 12/19/16. Committee agreed we would meet whatever time necessary to keep the process moving forward.
- c. Finalize department staff for interviews on 12/12/16, and any other arrangements needed.

- i. Mike D. and Eric K. identified the list of employees to interview; the committee added Verna L. and Deb S. as key stakeholders, and Chair Cronin confirmed Commissioners Cross and Skende would be attending and they requested 11:00AM and 1:00PM respectively, to meet with Bob C. Chair Cronin will combine the lists and provide a schedule to Bob, and to post internally.
 1. Copy of the schedule will be attached with the 12/8/16 minutes.

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 6:15PM.

Respectfully Submitted,
Laura Cronin, Commissioner, Committee Chair

Copies of internal correspondence and 12/12/16 MRI Meeting schedule are on file with District Clerk/Treasurer