

# 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

### January 23, 2017 Meeting Minutes

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

Committee member Laura Cronin called the 10<sup>th</sup> meeting of the Hyannis Fire District (HFD) Fire Chief Search Committee to order at 6:00PM.

#### I. Open Session

- a. Minutes: Approve the minutes of December 22, 2016;
  - i. Motion made by Eric K. 2<sup>nd</sup> by Mike D., approved unanimously.
2. Correspondence:
  - a. 1/12/17: Email from Bob C – Ideal Candidate profile and ad copy
  - b. 1/19/17: Laura C email to Bob C. requesting changes to Ad copy and Ideal Candidate profile-
    - i. Change 10 year commitment in copy, and add residency requirement.
  - c. 1/22/17: Email from Bob C. – Updated Ideal Candidate profile and final Ad copy (see notes in New Business).
3. Public Comment:
  - a. None
4. Old Business:
  - a. None.
5. New Business:
  - a. Review and approve updated draft of Hyannis Fire Chief Job advertisement from Bob C. (MRI).
    - i. Committee agreed to post in the Barnstable Patriot – They will bill the district directly. Dennis said he would inform Verna of the charges.
    - ii. All other advertising venues would be billed to MRI Consultants, and we will receive an invoice to pay.
    - iii. Eric K motion to approve, Mike D 2<sup>nd</sup> – unanimously approved

- b. Review and approve updated draft of Hyannis Fire Chief Ideal Candidate profile from Bob C. (MRI).
    - i. Eric K motion to approve, Mike D 2<sup>nd</sup> – unanimously approved
  - c. Committee discussed next steps and meeting times:
    - i. Job will be posted internally, Dennis will get .pdf version to Verna to post internally, and it will be emailed to the department members, including Board of Commissioners.
    - ii. In a couple of weeks, Laura will reach out to Bob C., and see when he thinks would be a good time to set up a mid-way point to get a feel for the response rate, are we hitting our target audience, are we on target for getting expected results?
      - 1. Tentatively set for the week of 2/13/17, or the week after, an email will be sent when determined.
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 Mike D., seconded Dennis S., and meeting adjourned at 6:15PM.

Respectfully Submitted,  
Laura Cronin, Commissioner, Committee Chair

Copies of email correspondence from MRI with final job description and Ideal Candidate Profile are on file with District Clerk/Treasurer.