

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

February 20, 2017 Meeting Minutes

In Attendance: Laura Cronin (Committee Chair), Dennis Sullivan (Commissioner), Michael Dalmau (FF/EMT), and Capt. Eric Kristofferson, Bob Craig (MRI Consultants) via phone.

Committee member Laura Cronin called the 11th meeting of the Hyannis Fire District (HFD) Fire Chief Search Committee to order at 6:02PM.

I. Open Session

- a. Minutes: Approve the minutes of January 23, 2017;
 - i. Motion made by Dennis S. 2nd by Eric K., approved unanimously.
2. Correspondence:
 - a. 2/15/17: \$780 Invoice from MRI Consultants for Ads placed not billed to the District directly - Chair Cronin signed off on invoice and placed in Verna's mailbox for payment.
 - b. 1/24/17 - email from Bob C. with proposed local advertising venues which showed CC Times costs, L Cronin email back to Bob C. instructing Bob C. to place only in Barnstable patriot, not CC Times.
 - c. 1/26/17 – email from Bob C – with updated Ad Copy and Barnstable Patriot ad costs.
3. Public Comment:
 - a. None
4. Old Business:
 - a. None.
5. New Business:
 - a. Receive an update from Bob C. (via phone call), from MRI Consultants, on the Hyannis District Fire Chief Job recruitment and search progress.
 - i. Bob joined the meeting via phone, 6:05 PM:
 1. Recruitment began on 1/25/17, and they have 20 Applicants so far, but closing date is Fri. 2/24/17, there is plenty of time for additional ones to come in.

- a. Demographics detail not all available, Bob mentioned one from outside US, and 7 from MA which included two internal candidates at this time.
 - b. Dennis asked what amount is typical, Bob said he would like to see a range of 35-40 to review; but it all depends how many make it through the first qualification pass. If only receive 28, and majority make it through the first qualification we have a good pool to work with.
2. Committee asked Bob what the next steps are:
 - a. Bob said, after Friday's cut-off, Brian Duggan (MRI Consultants), will go through the final group and sort out the first pass, those who don't meet the minimum requirements.
 - b. He will then rate the remaining ones using the scoring matrix against how they match up against the Ideal Candidate Profile.
 - c. Once the list is narrowed down, they will bring the results back to us, and how they each scored on the scoring matrix for the committee to review.
 - d. After that, they start to revise further, requesting written essay questions, performing phone interviews, etc.
 - e. The committee will review the list with MRI, and narrow down the final 5-6 for the Assessment Center.
3. Committee asked if we don't get any more than 20, should we extend the time frame. Bob said it would depend on the first review, if not enough we could go back and relook at the advertising venue. Bob said we are competing for a lot of open municipality positions right now, which is unusual.
4. Eric asked if the pay structure was comparable to what our competition was, Mike D mentioned that the figure we used was from 2015, so it is a little higher today. Bob indicated our salary range is competitive, and the applicants understand there are other factors for earnings in these positions; so he said that we are ok, but will note the additional dollars available for the base, and will check the ranges just to be sure.
5. Committee asked how long to get the matrix process completed after they receive the final resumes. Bob said between 7 -10 days

after the deadline, they should have the matrix done, and present to us how they scored.

6. Bob agreed to send the committee an email on Monday, 2/27/17 after the deadline passes, provide us with a final count, and some more specifics on the demographics.

- b. Discuss next steps and next meeting times

- i. Committee Chair told Bob we will wait to hear from him after all resumes are in, and touch base on scheduling a meeting with them for the scoring review in about two weeks.

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 Eric K., seconded Dennis S., and meeting adjourned at 6:30PM.

Respectfully Submitted,
Laura Cronin, Commissioner, Committee Chair

Copies of MRI Invoice, and email correspondence from MRI finalizing local advertisement ad and costs are on file with District Clerk/Treasurer.