

**TOWN OF SOMERS
FIRE DEPARTMENT STUDY AD HOC COMMITTEE
MEETING MINUTES
MONDAY, MARCH 30, 2015
6:00pm
Selectmen's Conference Room**

Call to Order: First Selectman Lisa Pellegrini called the meeting to order at 6:00pm.

Members Present: First Selectman Lisa Pellegrini, Selectman Kathy Devlin, Fire Commission Chairman Keith Burger and Fire Commission Members David Palmer and Andrew Rockett. Those also in attendance included former Fire Chief Bill Myer, Somers Volunteer Association Fire Department Division President Tim Percoski, Somers Volunteer Association Chairman of the Board/EMS Division Chairman Rick McDonald and Firefighter Al Baker.

Volunteer Fire Department Association/Town of Somers Agreement:

Ms. Pellegrini distributed copies of a draft agreement received from the Volunteer Association as well as comments received by the Town Attorney regarding the draft agreement. Also distributed was the document from the Volunteer Association regarding their suggestions for the Hiring Committee and Hiring Process of a paid Fire Chief. The Volunteer Association will be providing the town with an updated draft agreement in the near future and thus, after a brief discussion, it was agreed to hold off on further discussion until the new draft was ready.

The Committee decided to devote its attention to the process of hiring a paid Fire Chief and discussed in length with those present the selection of the hiring committee and the interview process.

Mr. Burger made a motion to formulate, as directed below, a Hiring Sub-Committee framework to review resumes, interview candidates and to provide to the Board of Selectmen a recommendation for the hiring of a paid Fire Chief, seconded by Mrs. Devlin. A unanimous vote followed.

Hiring Sub-Committee Framework:

There will be an Initial Resume Review/First Interview Sub-Committee and a Secondary Interview/Final Candidate Recommendation Sub-Committee.

The Volunteer Association will work with the Career Firefighters to submit to the Fire Dept. Study Ad Hoc Committee a list of names to consider in the below two sub-committees:

Up to 5 Chiefs/Deputy Chiefs of similar Fire Departments

Up to 4 Career Staff Members (full or part time)

Up to 4 Volunteer Association Members

Two Fire Commission Members

Up to 3 Citizens at Large

The Fire Dept. Study Ad Hoc Committee will vote on the proposed make-up of the two sub-committees and then submit them to the Board of Selectmen for final approval.

The Board of Selectmen will review and take into consideration the Ad Hoc Committee's recommendations and will vote on the final make up of both committees.

The Initial Resume Review/First Interview Sub-Committee will be made up of 5 voting members from a pool of three Fire Chiefs and/or Deputy Fire Chiefs from similar fire departments, one member (full or part time) from the Career Fire Department and one member from the Volunteer Fire Department.

A Fire Commission Representative will be chosen to serve as the Chairman of both Sub-Committees, however he will only have voting rights while serving on the Secondary Interview/Final Candidate Recommendation Sub-Committee.

The Initial Resume Review/First Interview Sub-Committee will conduct initial resume screening and first interviews with the goal to forward a select group of candidates for second interviews.

The Secondary Interview/Final Candidate Recommendation Sub-Committee will be made up of 5 voting members consisting of one member from the Board of Selectman, one member (full or part time) from the Career Fire Department, one member from the Volunteer Fire Department, one Somers Citizen at large and the Fire Commission Member serving as the Chairman of both Sub-Committees.

The Secondary Interview/Final Candidate Recommendation Sub-Committee will conduct secondary interviews and assessments and provide to the Board of Selectmen a recommendation for hiring.

The Ad Hoc Committee tentatively agreed to meet on April 14th at 6pm pending receipt of Agreement Revisions from the Volunteer Association.

Staffing and Budget:

Ms. Pellegrini shared with the Committee the Fire Chief's salary was added to the proposed 2015/2016 Budget as per a recommendation made by the Board of Finance.

Approval of Minutes:

Mr. Palmer made a motion to accept the minutes of the January 22, 2015 Fire Department Study Ad Hoc Committee Meeting, seconded by Mrs. Devlin. The motion passed.

Adjournment:

Mr. Burger made a motion to adjourn the meeting at 7:12pm, seconded by Mrs. Devlin. The meeting was adjourned.

Respectfully Submitted,

Lisa Pellegrini-Recording

Minutes are not official until accepted at a subsequent meeting.