Fire Chief Screening Committee Meeting Minutes

Tuesday, January 8, 2013

In Attendance: Mitch Cichy, Carol Conz, Nick Denno, Eric Cerreta, Roger Bisbee, William

Sayre, Karen DeSalvio Absent: Daryl Springman

Meeting called to order in Open Session 7:05 pm

All present members were sworn in by Brenda Lessard, Town Clerk.

Members introduced themselves. William Sayre announced that the Select Board appointed him as the Committee Chair; Roger Bisbee agreed to be the Vice Chair and Karen DeSalvio agreed to be the Secretary.

Handouts:

- Agenda
- Search Committee Contact List
- Fire Chief Screening Committee Charges
- Fire Chief Tasks by Chief Lawton
- Fire Department FY13 Budget
- Fire Department Report to Select Board on Chief including draft job description

Review of Charges to the Committee.

Discussion took place, with questions from the Committee revolving around parameters of the Committee's task. Does the town need an interim Chief? Chief Lawton is retiring April 2013, but may be able to serve longer, i.e., inspections. This will be between the Select Board and Fire Department and is not the Committee's issue – it may however, affect the timelines for the Committee's recommendations.

The Committee needs to review current tasks and responsibilities of the position. There is a draft job description to work from. Is the chief doing all the tasks or are other personnel taking on some of them? The total job description will be advertised and any split off of tasks to other personnel will be negotiated after the person is hired.

Do the applicants have to have the necessary certifications when they apply or can they get them once they are hired? Do we know what these certifications are? Darryl Springman, member of this committee, is a Captain in the Northampton Fire Department, and will know the specific requirements. It was also suggested to have Chief Lawton come to one of our Search Committee meetings.

Does the Committee need to look at job descriptions from other towns? The Fire Department committee that created the draft job description reviewed job descriptions from other towns and incorporated much of the boiler plate duties into the current draft.

Questions were raised about the residency of Williamsburg requirement. Does the person have to reside in Williamsburg, or do they need close proximity? What is the chain of command in terms of being 1st person on the scene? Is the primary responsibility to be first person on the scene or will the chief's primary duties be to develop the department? Will the Chief have a set number of hours per week?

If there is a residency requirement, why didn't the Select Board choose to promote from within the current fire department? WS will pose this question to the Select Board, but the Committee needs to proceed with the process.

Next steps:

- By the end of January Complete final draft of the job description and finalize qualifications
- Set timelines for the rest of the process
- Committee needs to give Select Board an update by March 1st.

WS - Attendance at meetings is important, the committee needs a quorum to conduct business. Please communicate ahead of time if you cannot attend. Meetings will be on Tuesdays, from 7pm - 9pm.

Next meeting scheduled for Tuesday, January 15 at 7pm.

Motion to adjourn made by CC. Seconded by EC. Motion carried unanimously. Meeting ended at 8:40pm.

Respectfully submitted by: Karen DeSalvio