

1. Agenda

Documents:

[FIRE_CHIEF_SELECTION_COMM_-_AGENDA_-_2.14.19.PDF](#)

2. Meeting Materials

Documents:

[2019-02-14_-_FIRE_CHIEF_SCREENING_CMTE.PDF](#)

Town of Southborough, Massachusetts

Fire Chief Screening Committee

Thursday February 14th, 2019

7:45 AM

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St. Mark's School, Center Conference Room, Room 248 2019 FEB -4 A 8:56

25 Marlboro Road

SOUTHBOROUGH, MA JFH

Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes from February 11th, 2019
- III. Other business that may properly come before the Committee
- IV. Executive Session – The Committee will be entering into Executive Session per M.G.L. Chapter 30A §21 (Exemption 8) for: 1) the screening of candidates for Fire Chief, including interviews, as the Chair has determined that doing so in an open meeting would have a detrimental effect in obtaining qualified candidates, and 2) Approve the Executive Session Meeting Minutes from February 11th, 2019 on the same topic. The Committee will not be returning to Open Session at the conclusion of Executive Session.
- V. Adjournment


Jason W. Malinowski
Chairman

Fire Chief Screening Committee
Executive Session
St. Mark's School
25 Marlboro Road, Southborough
February 14, 2019, 7:45 a.m.

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AMB

Present: Jason Malinowski, Janet Maney, Sam Stivers, Chief Breen, Chief Paulhus. Also present: Bob Craig of MRI.

At 7:55 a.m. the Committee voted by roll call to move to Executive Session. (Malinowski, aye; Maney, aye; Stivers, aye).

Mr. Malinowski moved to accept the Executive Session meeting minutes from February 11, 2019, as edited. The motion was seconded by Mr. Stivers. Roll call vote, all in favor 3-0 (Malinowski, aye; Maney, aye; Stivers, aye).

The Committee interviewed the four scheduled candidates:



Each interview was scheduled for 45 minutes.

After discussion of each candidate, Mr. Malinowski moved to invite candidates [REDACTED] to move on in the process by participating in the Assessment Center which will be held on March 4th (snow date March 5th). The motion was seconded by Ms. Maney. Roll call vote, all in favor 3-0 (Malinowski, aye; Maney, aye; Stivers, aye). During discussion, Chief Paulhus and Chief Breen noted their agreement with these candidates moving forward. They will be joined by [REDACTED] who were selected after the round of interviews in December.

Mr. Malinowski moved, and Ms. Maney seconded, that the Committee direct MRI to send letters to the remaining candidates informing them that they had not been selected to move on in the process. Further, MRI will contact the two who were selected [REDACTED] to inform them of the Committee's decisions. MRI will also get back in touch with [REDACTED] to assure them of their continued consideration as candidates and participation in the Assessment Center. Roll call vote, all in favor 3-0 (Malinowski, aye; Maney, aye; Stivers, aye).

The Committee discussed plans to meet in Executive Session at the conclusion of the March 4th Assessment Center and concluded that it would have the necessary

information to provide the final committee report to the Board of Selectmen after that meeting. Mr. Malinowski suggested that the BOS may want to move up the date of their finalist interviews currently scheduled for March 19th.

The Committee discussed the final screening steps for the candidates. They will be asked to sign an affidavit that background checks will turn up nothing in their background of concern and authorizing comprehensive checks to be performed. (Each candidate during today's interviews was asked "Is there anything in your background that we will find or be concerned about? Please let us know and explain now." All candidates stated that there was nothing of concern.)

Mr. Malinowski will prepare updates for the BOS, the Fire Department and community on the Committee's progress and plans.

At 11:52 a.m., Mr. Malinowski moved for adjournment, seconded by Ms. Maney. Roll call vote, all in favor 3-0 (Malinowski, aye; Maney, aye; Stivers, aye).

Submitted by: Janet Maney, Vice Chair

Documents Referenced:

- Meeting Minutes (with proposed revisions) from January 11th meetings
- Applicant Submissions and Resumes
- Applicant Essay Responses