

Tilton – Northfield Fire Chief Search Committee Meeting

Meeting Called By: Committee Date & Time: October 9, 2013 at 5:30 pm

Transcribed by: Jim Clements Place: Tilton-Northfield Water Commission

Committee Chair called the meeting to order at 5:40

Present: Jim Clements, Scott Davis, Joe Jesseman, Kevin LaChapelle, Joyce Fulweiler, and Steve Bluhm.

1. All members reviewed and signed the Fire Chief Search Confidentiality Agreement.
2. The committee reviewed the current job description for the Fire Chief as provided by the Fire Commission. Search Committee members agreed it is not the role of the Committee to make changes to the document but to raise questions or make recommendations to the Fire Commission. With this in mind, the Committee made the following recommendations:
 - a. Every effort should be made to make sure the job description and the job-opening announcement are consistent.
 - b. Committee respectfully recommends that the Commission add to last sentence under job summary the following, “and the direction of the three publically elected Fire Commissioners. “
 - c. Committee respectfully recommends that under the minimum qualifications section, second bullet point language should be changed from, “full time fire fighting experience with a Firefighter Ii, Fire Officer II, Fire Inspector I and Emergency Medical Technician-Intermediate” to “full time experience with a NH Firefighter II certification and EMT-Advanced certification”
 - d. Committee respectfully recommends that under minimum qualifications, last bullet point, the length of the probationary period be identified.
 - e. Lastly, the Committee respectfully recommends the job description document have a heading similar to the format used in the 2006 version of the job description, that the pages of the document be numbered, that the document contain a date of approval, and a notice that the job description has been approved by the Tilton-Northfield Fire Commission.
3. The Committee reviewed various documents including:
 - a. The Tilton-Northfield Fire District By-Laws. The Committee observes that Article VI: Committees indicates: “The

Commissioners shall appoint committee member consisting of balanced representation from both Tilton and Northfield with the odd numbered member being currently serving Commissioner or their representative” The Search Committee respectfully recommends to the Commission that they designate Jim Clements as their representative and further that the Commissioners acknowledge the Search Committee is composed of an even not od number of members.

- b. State Statutes regarding the definition of residency. The Committee understands residency within the district is a job requirement for the successful candidate and respectfully recommends to the Commission that it spell out the relationship of this requirement with the probationary period of employment.
 - c. All other documents reviewed were thought to provide helpful information and background to candidates.
4. The Committee discussed a range of questions that might be asked of candidates. After several ideas were exchanged it was agreed the Committee should identify a list of desired characteristics for the new Chief and then design questions aimed at determining whether the candidates possess those desired characteristics. Following further discussion a list of eight characteristics was identified including; professional competency, professional and personal character, leadership, effective communicator, community minded, demonstrated ability to engage and work effectively with diverse community groups, budget and finance expertise, high energy and work ethic. The Committee agreed to consider this list and share any suggested revisions at its next meeting.
5. At 6:40 pm upon motion made by Joe Jesseman and seconded by Steve Bluhm and as provided for under RSA 91- A:3, II (c) the Committee voted to go into non-public session.
6. At 7:24 upon motion made by Scott Davis and seconded by Joe Jesseman the Committee voted to return to public session.
7. At 7:25 upon motion made by Joe Jesseman and seconded by Kevin LaChapelle the Committee voted to seal the minutes of the non-public session.
8. Under other business the Committee there was no reason to meet on Wednesday, October 16 as previously scheduled and instead to meet on Wednesday, October 30 at 5:00 pm at the Water Commission office on Academy St, Tilton.
9. The Committee agreed on the following action steps;

- a. Joyce will make sure the public notice for next weeks meeting will be removed and the one for the meeting on October 30 will be posted.
- b. Jim will complete the minutes and distribute them to both the Committee members and to the Commission members.
- c. All Committee members agreed to review resumes submitted by candidates prior to our next scheduled meeting and to pre-qualify them using the minimum qualifications contained in the job description as a guide in assessing the candidates.

10. There being no further business and upon motion made by Joe Jesseman and seconded by Scott Davis, the Committee voted to adjourn.

Respectfully Submitted by Jim Clements
10/14/2013

Approved October 30, 2013