WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway, Greene, Rhode Island 02827
Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net
Chief's Selection Committee
Meeting to take place at the Greene Public Library
Monday July 22, 2024, 6:30 pm

UNOFFICIAL MINUTES

(Agenda Posted July 17, 2024) Minutes posted July 25, 2024

Members Present:

W.C.S. Mays III Excused:

Jillian Winemiller (arrived 6:50 pm) Bob Guastini

Bob Hevey Elizabeth McDonald

Chuck Smith

John Humble Mariann Gardener (clerk)

Glenn Underwood

1. Call to Order and Attendance.

Mr. Mays called the meeting to order at 6:33 pm.

2. Emergency evacuation procedure announcement.

Mr. Mays announced the emergency evacuation procedure

3. Confirmation of required meeting posting and quorum.

Mr. Mays confirmed the meeting was posted in all locations and that a quorum was present.

4. Review of Board of Director's expectations and/or guidance for Selection Committee

A motion was made by Mr. Humble and second by Mr. Hevey to accept the minutes of the July 1 Chief's Committee meeting.

All in Favor. All voted Aye

W.C.S. Mays III Aye

Bob Hevey Aye

John Humble Aye

Glenn Underwood Abstain

5. Development of Ad Campaign/outreach for Chief's Position. *

Many options for the Ad Campaign and outreach for the Chief's position were discussed.

The position is currently posted internally at the WCFD station.

The Ad will be posted on the WCFD website as well as all WCFD social media.

The internal applications are due by August 2, and the external applications are due by August 16th.

The committee will look into posting on LinkedIn and indeed employment sites.

Jillian will look into posting on the NFPA site and the Fire Chief's Association site.

All applications should be addressed to the District Clerk.

6. Review and development of Candidate Interview Questions.*

The preliminary Candidate Interview Questions have been presented. The interview questions and interview panelist will be fine-tuned at the next Committee meeting.

7. Fine tuning of resume review schedules. Establishment of preliminary interview schedule.

The internal applications are due by August 2, and the external applications are due by August 16th.

The applications will be reviewed and screened by the Chief's Committee on Monday August 19, 6:30 pm. Candidates meeting the established criteria will be invited to be interviewed tentatively commencing September 7 & 9.

8. Review of compensation proposal for Board of Director's consideration. * Tabled

9. Open Forum.

None

10. Schedule continuation session or next meeting.

The next Chief's Committee meeting is scheduled for Monday August 5, 2024 at 6:30 pm.

11. Recess or Adjourn. *

A motion is made by Mr. Mays and seconded by Mr. Underwood to adjourn the meeting at 8:35 pm.

All in Favor. All voted Aye

W.C.S. Mays III Aye

Jillian Winemiller Aye

Bob Hevey Aye

John Humble Aye

Glenn Underwood Aye

Chuck Smith Aye

Committee Members:

Bob Hevey, W.C.S.Mays,III, Jillian Winemiller, Liz McDonald, John Humble, Bob Guastini, Glenn Underwood, Chuck Smith,.

^{*}Votes may be taken