

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 August 12, 2024, 6:30 pm

WORKSESSION OFFICIAL MINUTES

(Agenda Posted August 6, 2024)

Minutes posted August 26, 2024

Members Present:

W.C.S. Mays III

Jillian Winemiller

Bob Hevey

Chuck Smith

John Humble

Glenn Underwood

Bob Guastini

Elizabeth McDonald

Excused:

Mariann Gardener (clerk)

1. Call to Order and Attendance. (Chairman Mays)

Mr. Mays called the meeting to order at 6:38 pm as a work session due to the SOS website not properly posting the meeting.

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 physical locations however the SOS website did not properly post the meeting. That is why the meeting was held as a work session. A quorum was present.

4. Acceptance of Minutes of 7/22/2024 meeting. * (tabled)

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

None communicated

6. Update of Ad Campaign/outreach for Chief's Position. *

The position is currently posted internally at the WCFD station. So Far, One internal candidate has applied.

The Ad is posted on the WCFD website as well as Nextdoor social media. Also, LinkedIn employment site and the Fire Chief's Association site.

The applications are due by August 16th.

All applications should be addressed to the District Clerk.

7. Appointment of two members to applicant initial screening review.

Chairman Mays appointed Jillian Winemiller and Elizabeth McDonald to perform the applicant initial screening review.

8. Review and development of Candidate Interview Questions. *

The preliminary Candidate Interview Questions were discussed. The interview questions will be worked on for the next meeting

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

The 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. The number of qualified candidates will determine if the position will need to be reposted. Candidates meeting the established criteria will be invited to be interviewed tentatively commencing September 7 & 9.

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

The compensation proposal was discussed. Members agreed to bring ideas to the 8/19 meeting.

11. Open Forum.

None

12. Schedule continuation session or next meeting.

The next Chief's Committee meeting is scheduled for August 19 at 6:30 pm.

13. Recess or Adjourn. *

The work session ended at 8:22 pm.

Committee Members:

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