

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

OFFICIAL MINUTES
(Agenda Posted July 17, 2024)
Minutes posted September 11, 2024

Members Present:

W.C.S. Mays III

Jillian Winemiller (arrived 6:50 pm)

Bob Hevey

Chuck Smith

John Humble

Glenn Underwood

Excused:

Bob Guastini

Elizabeth McDonald

Mariann Gardener (clerk)

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 public notice will go live on August 2. The WCFD internal notice is posted two weeks in advance of the public notice, and all applications are due by August 16th. The committee will look into posting on LinkedIn and www.indeed.com 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 Ad will be posted on the WCFD website as well as all WCFD social media. The public notice will go live on August 2. The WCFD internal notice is posted two weeks in advance of the public notice, and all 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

*Votes may be taken

Committee Members:

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