Fire Commission

APR 05 2007

Minutes of Special Meeting
Fire Department Headquarters

January 29, 2007

Present: Commissioners Rich McCarty, J. Casey Healy and Gary Mecozzi

Others: Fire Inspector Bill Meehan, Captain Stu Carter, Lt. Mike Michelsen, Firefighters
Rocco Grosso and John Krozer and Director of Human Resources, Labor Relations,
and Administrative Services Sarah Taffel.

A. **Call to Order:** Chairman McCarty, noting that a quorum was present, called the meeting to
order at approximately 1901 hours.

B. **Personnel Search Committee**

1. Chairman McCarty reported that in the course of reviewing the Deputy Chief applications, the
Personnel Search Committee noted that the wording of the "Minimum Requirements" in the
posting and job description lacked clarity. As a result, the Personnel Search Committee
recommended that the "Minimum Requirements" of the posting and job description be revised
in order to clarify those requirements. The Personnel Search Committee further recommended
that the job opening be reposted in an effort to ensure that those applicants who might not have
applied based on the "Minimum Requirements" set forth in the first posting had the
opportunity to do so upon reading the revised posting. **A MOTION** was made by Chairman
McCarty to issue a revised posting dated January 30, 2007 for the Deputy Chief position,
which revised posting will clarify the "Minimum Requirements" for the position with a closing
date of February 14, 2007 and indicating that individuals who have already submitted a letter
and resume in response to the original posting need not resubmit. The Motion was seconded
by Commissioner Mecozzi and unanimously approved.

C. **Adjournment:** At approximately 1907 hours, upon motion duly made and seconded, the
meeting was adjourned.

**The next scheduled meeting of the Commission will be held on February 6, 2007 at Fire
Department Headquarters.**

Respectfully submitted,

J. Casey Healy
Secretary - Fire Commission