

**MINUTES OF WORKSHOP
BOARD OF FIRE COMMISSIONERS
SOUTHERN MANATEE FIRE & RESCUE DISTRICT
APRIL 7, 2011**

Date: Thursday, April 7, 2011

Location: Administrative Offices, Southern Manatee Fire & Rescue District, 2451 Trailmate Drive, Sarasota, Florida, 34243

Present: Charles A. Durant, Chairman; Robert A. Kulchar, Vice Chairman; and Anthony Evans, Treasurer, Mark D. Ruben, Secretary and John J. Barry, III, Commissioner were in attendance. Also in attendance was Administrative Assistant Debbie Tuckerman. The guest sheet containing signatures is attached.

Call to Order

Chairman Durant called the workshop to order at 6:04 p.m. and welcomed everyone.

Invocation/Pledge

Commissioner Kulchar gave the invocation and the Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Durant welcomed everyone, and explained that this is a workshop and there would be no comments from the public at tonight's meeting.

SELECTION PROCESS OF FIRE CHIEF

Discussion took place regarding a four step process for the hiring a Fire Chief. The first step would be advertising. The second step would be to create a short-list committee to narrow down the applicants to 10 or so. The third step would be for the commissioners to interview each applicant. The fourth and final step would be to have each applicant do a brief presentation at a Board meeting and the Commissioners would then rate them from 1 to however many applicants there are doing presentations.

The advertisement was discussed. They discussed having Chief Johnson and JR Thayer write the ad using legal staff's assistance. The Commissioners suggested having an advertisement prepared by April's Regular Board Meeting. The Commissioners discussed an application period for up to 30 days.

The Commissioners discussed the selection committee composition, and a suggestion was made that each Commissioner would bring possible names forward by the May 5th Workshop. There were three to four possible fire chiefs that they suggested Chief Johnson to speak with regarding participation on the committee: Chief Stulce, Chief Teates, Chief Dezzi and Julius Halas (if he was in town and available). It was suggested that there would be a union representative, such as DVP Chevalier on the committee. Discussion proceeded regarding the number of members on the committee and that based upon the discussion there would be between 10-15 members on the committee. These

potential committee members could be trimmed down to 10 members. The Commissioners discussed that they need to complete a packet that would have the job description and several items that we are looking for in the next Fire Chief which would be given to each committee member.

The interview process would take place after the committee short-listed the applicants. Each board member would meet, individually, with each candidate that was short-listed. This would occur sometime in late June or early July.

At the July Board Meeting, each candidate will do a brief presentation to the Board and then the Board will rank them 1 to however many are doing presentations. The one with the lowest number will be offered the Fire Chief position at that meeting.

There was some discussion on requiring a \$25 to \$50 application fee for each applicant and also requiring them to submit enough copies for each committee member and Board member.

COMMISSIONER'S/ADMINISTRATION COMMENTS

There were no additional comments.

The workshop was adjourned at 7:15 p.m.

Respectfully submitted,

Charles A. Durant, Chairman

Attest:

Mark Ruben, Secretary