



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075
Tel: (413) 534-5748 - Fax: (413) 517-6054

December 30, 2019

Convened: 5:00 p.m.

Adjourned: 5:47 p.m.

Present:

Prudential Committee Chair: Kenneth McKenna

Members: James Menard & Kenneth LeBlanc

South Hadley District #2: Fire Chief Scott Brady

Asst. Chief Todd Calkins

Treasurer Barbara Miller

Others Present:

Brian Fay
Michael Cote
John Moriarty
Ryan Moore
Chad Coderre

Joel Prough
Tom Stark
Bob Authier
Sam Lemanski
Jon Szymonik

Sam Bernash
Ira Brezinsky
Collin Mick
Scott Libby
Lisa Calkins

Meeting called to order by Chairman McKenna. He announced that it is not a public hearing. The meeting is for the Prudential Committee to discuss the process going forward for the fire chief position. He announced that the meeting is being recorded.

B. Miller stated that she reached out in several different areas in the search for companies to perform the fire chief examination and hiring process. She heard back from the Collins Center, UMass Boston at 3:00 pm today and they provided a list. B. Miller attempted to contact those on the list. Badge Quest responded with a proposal. She stated that she is expecting a proposal from Public Management Consultants, she also called MMA Consulting they haven't responded. B. Miller stated that the Collins Center charges \$10,000 to \$14,000, they do not do the assessment and therefore are not an option but the price provides a comparison for the recruitment portion of the other proposals.

Municipal Resources Inc.

\$12,000 Recruitment w/ Assessment

\$9,950 Limited Recruitment w/assessment proposal

\$1,550 background check

Badge Quest

\$10,995 Recruitment

\$6,800 Assessment (\$6,500 if included with recruitment)

\$3,000 Background Check

Public Management Consultants

Proposal not received prior to meeting but in phone conversation they were priced similar to MRI.

B. Miller stated that she asked each of them to provide a proposal with the assessment costs separate so the PC could determine how much they wanted, there is also the cost of background checks. She stated that there are a couple unknowns, the travel expense and other reasonable expenses.

B. Miller went through the original MRI proposal and crossed out everything that is not included in the revised proposal from MRI with the price below \$10,000. She feels there is a lot of valuable work no longer included. Her opinion is that if they are going to spend that much money, they should spend the additional \$2,000 and get the full proposal. She stated that she does not have the legal experience, that a Human Resources person would have. All agreed that the assessment center is the most important part.

There was discussion regarding the entire process, how much of the process to have done by the consulting firm, how much money could be saved by doing more of it ourselves, whether it is preferable to have the PC members out of the process until the final decision. J. Menard said that the assessment can help set goals for the next chief.

J. Menard stated there are two options: the initial proposal from MRI or the revised lower priced proposal from MRI because they are the most reasonable of the three. B. Miller stated that the third company that had not yet submitted their proposal (through no fault of their own, as they had been contacted only 45 minutes before the meeting.) She said he hadn't seemed that interested in the work; he gave the prices over the phone and said, if he wasn't in the ballpark tell him now so he didn't bother to do the proposal. His numbers were close to MRI so she expected to receive his proposal, at some point. J. Menard recommended going with the revised proposal from MRI and as the process goes on, if the additional work were needed, add it on.

K. LeBlanc said there is still one additional option. To forego the proposal and look at hiring from within, what would that process be? B. Miller said that it is up to the PC but she would think at a minimum they would post it within station to anyone currently employed by the District. Have the applicants submit as much or as little information as they choose to submit and then each PC member could receive copies to be reviewed prior to a meeting. At a meeting determine how many to interview, and if necessary, do a second round of interviews. Then the PC can, if they choose, make the decision.

The PC agreed that they hope everyone considers taking the exam, because it would be good for them to get the experience.

J. Prough requested to ask questions. K. McKenna stated that it was not a hearing, it is strictly for the PC to work toward hiring a Fire Chief. J. Prough continued with his questions. K. McKenna ask the PC not to respond. Question 1: in terms of the assessment is it a standardized assessment with ranking, is it the person with the highest score comes in at No. 1, he's interested in how that works? Question 2: How do we make sure we are getting what's most important to this District?

Motion made by J. Menard to hire MRI for the Fire Chief Assessment; the original proposal. Second by K. McKenna. K. McKenna-yes J. Menard-yes K. LeBlanc-abstained

The next Prudential Committee meeting will be Tuesday January 7, 2020 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____