

**Town of Belmont  
Fire Chief Screening Committee  
Thursday, December 3, 2020  
Remote Meeting  
7:00PM**

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 11, 2021  
TIME: 10:08 AM

**Call to Order**

A meeting of the Fire Chief Screening Committee was called to order at 7:03PM on Thursday, December 3, 2020 by Committee Chair Dan Halston. Committee Members Patrice Garvin, Kathy Keohane, and Chao Lai were present. Ralph Jones, John Sullivan and Stacey Zawell were absent.

Stacey Zawell arrived at 7:06pm

Also present: Brian Duggan, MRI Consultant, Shawna Healey Acting HR Director, and Bob Loomer, MRI Consultant

**Meeting Minutes**

Mr. Lai made a motion to approve open session and executive session minutes as amended from the October 29, 2020 meeting. Seconded by Ms. Keohane. Roll Call Vote 4-0-0 Ms. Garvin Aye, Ms. Keohane Aye, Mr. Lai Aye, Mr. Halston Aye.

**Update on Process**

Mr. Duggan stated essays were returned by seven of the eleven candidates. Of the seven respondents six were sufficient to move forward. After being evaluated, MRI conducted telephone interviews and comprehensive background checks on six of the seven candidates.

Mr. Loomer noted some of the candidates chose not to move forward with the essays, and could be for various reasons.

**COVID Impact on Assessment Center**

Mr. Loomer noted the situation with COVID has not improved and the numbers today across the country and Massachusetts are shocking. MRI's recommendation is to conduct the assessment center virtually in December.

The committee agreed a virtual assessment center was best at this point due to COVID.

Mr. Halston asked if getting only seven of the eleven candidates is of any concern and if having six candidates is sufficient to go forward with the assessment center.

Mr. Loomer confirmed this was typical, each step of the process applicants determine not to proceed for a variety of reasons. In some searches about half of the responses on essays are not good enough to move forward but the quality of the essays for this search were strong and only one candidate was not strong enough to move forward.

Ms. Garvin made the motion to move to executive session at 7:12pm per reason 8, no to go back to regular session. Seconded by Ms. Keohane 5-0-0

Respectfully Submitted,

**Town of Belmont  
Fire Chief Screening Committee  
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Shawna Healey  
Acting HR Director  
Voted and Approved 12-30-2020