

**Town of Belmont  
Fire Chief Screening Committee  
Wednesday, December 30, 2020  
REMOTE MEETING  
7:00PM  
Open Session Minutes**

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: February 24, 2021  
TIME: 2:03 PM

**Call to Order**

A meeting of the Fire Chief Screening Committee was called to order at 7:04PM on Wednesday, December 30, 2020 by Committee Chair Dan Halston. Committee Members Patrice Garvin, Kathy Keohane, Ralph Jones, John Sullivan and Stacey Zawell were present. Committee member Chao Lai was absent.

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

**Meeting Minutes**

Ms. Zawel made a motion to approve open session and executive session minutes as amended from the December 3, 2020 meeting. Seconded by Ms. Keohane. Roll Call Vote 4-0-2: Ms. Garvin Aye, Ms. Mr. Halston Aye, Keohane Aye, Ms. Zawel Aye. Mr. Jones and Mr. Sullivan abstained.

**MRI Updated on Process**

Mr. Duggan confirmed the assessment center has been completed.

Mr. Loomer gave an overview of the process and where the committee is now. A total of 22 applicants, including applicants across the country and from the department, applied. MRI reviewed the applications and identified 12 qualified applicants, 9 external applicants and 3 internal candidates. The 12 candidates were provided a series of essay questions. At this stage of the process typically some candidates withdraw. Seven candidates responded and did exceedingly well. Only one candidate was not recommended to move forward to the assessment center. The assessment center was conducted over three nights virtually due to COVID-19, the fifth virtual assessment MRI has run. Results of the assessment center will be reviewed in executive session.

Mr. Duggan noted the assessment center is driven on real world experience. This assessment center had five exercises. Exercises includes a tactical exercise, a management exercise, a team exercise how candidates react with superiors and subordinates, an exercise where a candidate is surprised with a topic and has to respond to it and a budget presentation exercise. The virtual assessment center captures the same areas an in person assessment center would.

**Executive Session**

Mr. Halston made the motion to move to executive session at 7:15pm per reason 8 and not to return to regular session. Seconded by Ms. Garvin, and approved 6-0-0

Respectfully Submitted,

Shawna Healey

Acting HR Director

Voted and Approved 1-9-2021