MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
Special Meeting – Chief Executive Search – Prothman Company
May 20, 2015

CALL TO ORDER
Chairperson Stevens called the meeting to order at 6:45 pm.

The following were in attendance:

Board of Directors:

Gary Bontrager	Michael Stevens
Dave DeMarco	Donna Wright
Marilyn Sheldon	Rob Toyer

Staff Members:

Joyce Savage, Human Resource Manager
Paula DeSanctis, Board Secretary

Chairperson Stevens welcomed Greg Prothman of the Prothman Company.

As the Board members reviewed the Recruitment Schedule for the Fire Chief search, Greg Prothman explained that the Chief Profile was posted and the position was advertised on April 27, 2015. Greg stated they have received six applications thus far and the application closing date is June 7, 2015. Greg expressed his concerns with the proposal of pushing out the work session and final interviews to September. He stated, in his opinion, if we were to push the dates out we would lose a lot of our candidates to other jobs. He suggested that if we were to decide to move the dates that we stop the recruitment process immediately and start again at a later date. Greg informed the Board that during the work session to review the semi-finalists they would have access to all information collected on each candidate including rankings, notes from interviews, Google searches, findings, and each candidate's application questions and essays. Commissioner DeMarco stated he would like the opportunity to review all applications received. Greg stated he would send him a link to view all applications received.

The work session to review the semi-finalists and choose the final candidates was scheduled for July 7, 2015, at Station 62 from 4:00pm – 6:00pm.
The evening candidate reception was scheduled for July 23, 2015, time and place TBA.
The final panel interviews were scheduled for July 24, 2015, time and place TBA.

With no further action, the Chief Executive Search Special Meeting was adjourned at 7:15 pm

Paula DeSanctis
Board Secretary

6-17-15
Date approved