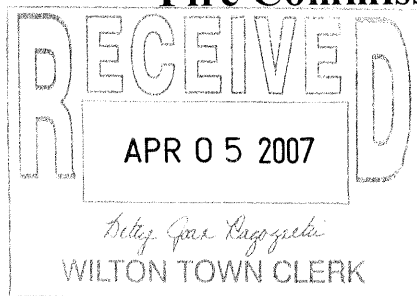


Fire Commission



236 DANBURY ROAD
WILTON, CONNECTICUT 06897

Minutes of Special Meeting Cider Mill School – School Road, Wilton, CT

January 20, 2007

Present: Commissioners Rich McCarty, J. Casey Healy and Gary Mecozzi

Others: Lt. Mike Michelsen, Lt. Greg Kitik, Firefighters Brad Carlson, Dave Chaloux and Pat Garber and Director of Human Resources, Labor Relations, and Administrative Services Sarah Taffel.

- A. **Call to Order:** Chairman McCarty, noting that a quorum was present, called the meeting to order at approximately 1112 hours.
- B. **Deputy Chief Search Hiring Procedures**
 1. Chief Milositz advised the Commission that 29 applicants submitted a letter and resume for the Deputy Chief's position. The Commission discussed the following search process steps that were outlined by Chief Milositz and Ms. Taffel:
 - a) The letters and resumes will be reviewed and those applicants that are not qualified for the position will be so notified. The applicants who qualify will be sent the Town's standard application form and a request for writing sample (list of questions to be provided with the Town's application form).
 - b) Two (2) outside fire chiefs will review the writing samples and rank them from first to last. The Fire Commissioners and Chief will also independently review and rank the writing samples.
 - c) Based on the application materials submitted thus far, the Fire Commission will decide which applicants are to advance to the Oral Board.
 - d) The Oral Board will be conducted by three (3) outside chiefs (exclusive of the two chiefs who reviewed the writing samples) and the Board will assign a rating of qualified, not qualified or highly qualified to each applicant.
 - e) The Fire Commission will determine which Oral Board candidates to interview and will conduct said interviews (Chief Milositz requested that he be permitted to interview those candidates as well, independent of the Commission).

- f) After selecting a first choice candidate, the Fire Commission will make a salary recommendation for said candidate to the Board of Selectmen. The Fire Commission will also offer the First Selectman an opportunity to interview the candidate.
- g) After the Board of Selectmen acts on the salary recommendation, the Commission will tender a job offer contingent upon successful completion of post-offer, pre-employment tests required by the Town.

C. **Adjournment:** At approximately 1153 hours, upon motion duly made and seconded, the meeting was adjourned.

The next scheduled meeting of the Commission will be held on February 6, 2007 at Fire Department Headquarters.

Respectfully submitted,



J. Casey Healy
Secretary - Fire Commission