

MINUTES

THE CITY-COUNTY OF BUTTE-SILVER BOW FIRE COMMISSION

JANUARY 5, 2021 @ 10:00 A.M.

1. Meeting called to order at 10:05 a.m. at the Butte Public Archives
2. Roll call via Sign-in Sheet:
 - a. Present – Steve McArthur, Jim Kennedy, Tom Little, Lowell Stuck, J.P. Gallagher, Ryan McCarthy, Jim Merrifield, Shane Worley, Leslie Clark, and Beth Wurm
 - b. Absent -- John Amtmann
3. Steve McArthur made a motion to adopt the minutes from the December 22, 2020 meeting, Jim Kennedy seconded motion. All were in favor, minutes approved as written.
4. Review of Applications/Resumes of Candidates Selected by Battalion Chiefs for Interview – Discussion took place about the process to be used for narrowing down the applicant pool and selecting those to be interviewed. It was decided that Shane Worley, representing the Battalion Chiefs, would present the overview of the qualifications of each applicant (based upon their directly related experience, supervisory experience, administrative/budget experience, and hands-on firefighter experience) and their rationale for determining their initial rankings. Upon presentation and discussion of each applicant, the pool was narrowed down to six candidates to interview.
5. Finalization of Interview/Selection Process – It was agreed that the first round of interviews will be conducted via WebEx and the second round, if necessary, will be conducted in person. Out-of-town applicants will be responsible for their own travel expenses.
6. Schedule of Availability to Conduct Interviews for Director of Fire Services – Tuesday January 12, 2021 from 2:00 p.m. - 8:00 p.m. was selected for the first round of interviews. It was also agreed that when contacting individuals, the Human Resources Office would remind the candidates of the salary range for the position (for those that listed a much higher expected salary) and that, if chosen for a second-round interview, travel would be at their own expense (for those out-of-town candidates).
7. Next Meeting: January 8, 2021 at 10:00 a.m. at the Butte Public Archives.
8. Meeting adjourned at 12:15 p.m.