

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
SPECIAL MEETING AGENDA
Monday, February 29, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
3. NEW BUSINESS – FIRE CHIEF HIRING DISCUSSIONS
 - A. Position Parameter Discussion
 - 1) Exempt/Non-exempt classification
 - 2) Compensation Range
 - 3) Position description vis-a-vis the Authority Board
 - 4) Probation Period
 - B. Applying for the position considerations
 - 1) Ad medias to be selected
 - 2) Advertisement copy
 - 3) Initial response required for consideration
 - 4) Response to interested parties
 - 5) Application form
 - C. Applicant screening discussion
 - 1) Background verification
 - 2) Outside panel makeup and role
 - 3) Where, how and when
 - 4) Applicant evaluation review and decisions
 - D. Final Interview
 - 1) Interview panel makeup
 - 2) Where, how and when
 - 3) Decision process
 - 4) Candidate notification
 - E. Contract Negotiation
 - 1) Procedure
 - 2) Legal process
 - 3) Anticipated start date
4. MEMBERSHIP SURVEY REVIEW
5. BOARD MEMBER COMMENTS
6. ADJOURNMENT