

**Board of Fire Commissioners Special Meeting**  
**Fire Commission Conference Room at Fire Headquarters**  
**72 New Haven Avenue, Milford, CT**  
**Thursday, January 17, 2013**

**Call to Order:** Chairman Riso called the meeting to order at 1803 hours. A quorum was present.

**1. Roll Call**

Commissioners Thomas Riso, Kevin McGrath, Howard Stein, Richard Smith, Joseph Weber, Aaron Sanner, and William A. Brennan. Also present was Acting Chief Robert Healey.

**2. Review Process of Fire Chief Selection**

Commissioner McGrath provided an updated, revised copy of the Article III, Fire Chief Selection Process, to the Commissioners for review. He explained sections 3 and 6 had a few additions since Commission's regular meeting. Commissioner McGrath said the revision had been signed off on by the Milford City Attorney. He opened the floor to questions by the Commissioners.

Commissioner Brennan commented that Fire Inspectors have historically not been included as "command rank" positions. He added that they might want to consider including "preference given to science, engineering, and fire science degrees" to Section 3a.

Commissioner Stein explained Section 3 establishes minimum criteria for anyone wishing to apply for the position. Regarding the command rank positions not historically including Fire Inspector and Lieutenant, the thought process was positions within the Department should allow for growth through a series of ranks. He commented to not credit someone for their time spent as a Lieutenant is not right. He added that Section 3bi makes the command rank positions clear without redefining the positions.

Commissioner Stein said although someone with a bachelor's degree in liberal arts might meet the minimum requirements, that person might not be invited to the oral examination.

Commissioner Brennan said he is concerned that a Fire Inspector would have had no command training. Commissioner Stein added this is a process of soliciting potential candidates and paring down those that meet the minimum requirements versus those who are more suitable. He said the Department is looking to promote from within and so have laid out the criteria in two ways.

Commissioner Brennan said it is clear Article III has been well thought through. He said he would like to have the Search Committee provide several recommendations for appointment, and rank such candidates in order to give the Commissioners a chance to

**Board of Fire Commissioners Special Meeting**  
**Fire Commission Conference Room at Fire Headquarters**  
**72 New Haven Avenue, Milford, CT**  
**Thursday, January 17, 2013**

vote. Commissioner Stein said this issue had been discussed by the Committee, although the suggestion of ranking the potential candidates had not been discussed. Commissioner Brennan explained if the position is offered to a candidate, who then is aware that there are other candidates, said candidate might not make a counteroffer on the position. Commissioner Stein commented that any candidate who is offered the position is aware there are other potential candidates available if he/she rejects the offer. Chairman Riso said the Board may enter executive session to discuss the potential candidates when the search process reaches that point. Commissioner Brennan commented the ranking system makes the process fair. Commissioner McGrath said if it comes to the point where there are two potential candidates who are equally qualified, executive session for discussion will aid the Board in making their ultimate decision. He said there might be some legal issues with ranking candidates, but he understands the comments made by Commissioner Brennan. Commissioner Stein said the original thought process was that it is not a good idea to rank the candidates in a public forum. The ranking is accomplished in the Committee's selection process. He said if the recommended candidate is offered the position and then rejects it, another recommendation will be made by the Committee to the Board. Commissioner McGrath further explained the Committee's recommendation to the Board will be the Committee's #1 rank of the potential candidates.

Chairman Riso said Commissioner McGrath has consulted with the City Attorney and with the City's Human Resources Department. Commissioner McGrath explained there is no standard employment application in use in the City of Milford. He said the next step in this process will be to create a general application. Commissioner Brennan inquired if there is any disclaimer language in the employment application. Commissioner McGrath said the application does not currently exist; a generalized document will have to be created as the next step.

Commissioner Stein extended kudos to Commissioner McGrath for his diligence in this matter. He said Commissioner McGrath has worked hard to vet out the next chief of the Department. Chairman Riso added Mayor Blake has been kept "in the loop" as the process as progressed. Commissioner McGrath said all drafts of the revision have been provided to the Mayor.

Commissioners Stein and Smith made and seconded a motion for the Board of Fire Commissioners to adopt Article III of the Fire Chief Selection Process revision as presented, to be included in the policies and procedures of the Fire Department. Motion carried unanimously.

(Please see attached Article III)

**Board of Fire Commissioners Special Meeting**  
**Fire Commission Conference Room at Fire Headquarters**  
**72 New Haven Avenue, Milford, CT**

**Thursday, January 17, 2013**

Chairman Riso said the Committee with keep the Board informed of all goings-on as the process progresses.

Commissioner McGrath said the next step is to deal with the general application. He said once a document is created, the position will be posted. Commissioner Stein inquired if the Department or some other faction of the City posts the position; Commissioner McGrath said that is unknown at this time. Chairman Riso said this will be worked out with Human Resources.

**3. Adjournment**

Commissioners Smith and Stein made and seconded a motion to adjourn at 1835 hours.  
Motion carried unanimously.

Recorded by C. Birney