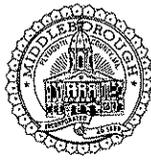


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**Town of Middleborough**  
**Massachusetts**

Town Manager

508-947-0928  
FAX 508-946-2320

**MEMORANDUM**

To: Board of Selectmen  
From: Charles J. Cristello, Town Manager   
Date: July 25, 2008  
Re: Hiring Process for a New Fire Chief

I have been reading of your recent discussions regarding the hiring of a new Fire Chief. I suggest that you allow me to do the recruitment and screening for this position. I have done this successfully in Hingham and I would be able to save you the time and expense of hiring a consultant. I have drafted a timeline below:

Advertising and Recruitment	August 1- September 19
Screening Interviews	September 29 – October 3
Finalists Announced	October 6
Board of Selectmen Interviews	October 13
Board of Selectmen Appointment	October 27

I would advertise the position in MMA Beacon, Fire Chief Magazine, the International Fire Chief's Association bulletin and any other relevant publications. A draft job announcement is attached. The long lead time for advertising takes into account the summer vacation season. I would also suggest that we hire a consulting firm to assist us in the recruitment process, similar to the role that was played in the Town Manager search. It is very important that we get a sufficient number of quality candidates before we start the screening process. The cost for this service is approximately \$2,000.

I would ask a Fire Chief and another Town Manager or Human Resource Professional from other towns to participate in the screening interviews with me. We would identify as many finalists as you would want to interview. I would recommend no less than three and no more than five.

I know that there is some interest in having an outside firm conduct an assessment center as part of the process. While I did not include it in the timeline above you could incorporate it into the process once the finalists are announced. An assessment center

would add about three weeks to the timeline above. The cost would be approximately \$7,000-8,000.

I have left time at the end of the process to allow for community visits in the event that some of the finalists you are considering for appointment are from outside of Middleborough.

If you are comfortable with this approach I ask that you vote to authorize the Town Manager to initiate the recruitment and screening process to hire a new Fire Chief, including hiring a consultant for recruitment.

We also need to review and update the current job description, attached. I have asked several other towns for their job descriptions which I will include with my recommendations in a separate memo to you next week. I suggest that we put a discussion of the job description on the agenda for your next meeting.

Please feel free to call me if you have any questions.

**DRAFT**



**TOWN OF MIDDLEBOROUGH  
POSTING  
JOB VACANCY**

Title: **Fire Chief**  
Location: Middleborough Fire Department  
Status: Full-time  
Grade: Contractual

The Town of Middleborough with a population of 22,207 is accepting resumes and letters of intent for the position of Fire Chief. The department has an annual budget of \$2.5 million with approximately 33 regular employees and 15 call firefighters. Requirements include fifteen (15) years of firefighting and five (5) years in a command or supervisory position. The successful candidate will possess at the minimum: an Associate's degree in fire science or a related field; strong management, leadership, training and communication skills; familiarity with union negotiation and contracts; and the ability to interact positively with the Board of Selectmen, Town Manager, department heads and the public. Salary is commensurate with experience and skills.

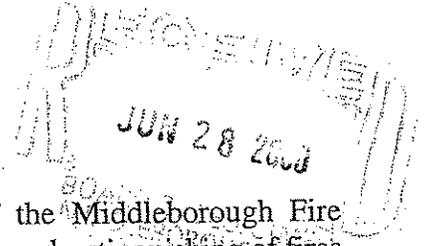
Send letter of interest, resume and salary requirements to Town Manager, 10 Nickerson Avenue, Middleborough, MA 02346.

**Deadline Friday, September 19, 2008**

Date of posting: August 1, 2008

*The Town of Middleborough is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.*

## FIRE CHIEF



### Definition

Administrative and supervisory work in directing the operation of the Middleborough Fire Department, in the protection of life and property and in the prevention and extinguishing of fires and emergencies in accordance with federal and State codes and regulations; all other related work as required.

### Supervision

Works under the policy direction of the Board of Selectmen and under provisions of the Town Charter; virtually self-supervising.

Work is accomplished in conformance with Departmental regulations, applicable provisions of the Massachusetts General Laws, and professional standards.

Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Fire Department, and in the enforcement of State and local laws, and Town and departmental rules and regulations.

Supervises an entire department of 31 full-time employees; supervises 40 call firefighters.

### Job Environment

Work is performed primarily in an office setting and outdoor settings; work performed at fire sites is performed under variable weather conditions. Employee is exposed to hazards associated with fighting fires, which may involve the exposure to smoke, fumes and toxic substances, temperature extremes, and risk of electric shock. On-call 24 hours a day, 365 days a year to respond to all fires and emergency incidents.

Operates motor vehicle; when in the office, operates computer and standard office machines; when at fire or emergency site, may be required to operate the following **in an emergency situation**: large and small trucks; heavy and light equipment; various power, hand and pneumatic tools; fire apparatus; medical equipment and all other standard firefighting equipment.

Makes constant contact with the general public; makes frequent contact with other Town officials and departments, especially Middleborough Police Department and State Police, architects, State officials, engineers, outside contractors, the media and insurance companies.

Has access to extensive confidential information, such as personnel records, criminal investigations and records, **C.O.R.I. information**, law suits, as well as collective bargaining negotiating positions. Errors could endanger persons and property, cause delay and confusion, and have serious financial and/or legal repercussions to the Town.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them*

*from the position if the work is similar, related, or a logical assignment to the position.*

Directs, supervises and coordinates firefighting services for the Town in order to ensure an effective and efficient firefighting force in the provision of emergency services.

Oversees the operations and activities of two fire stations.

Directs the firefighting operations at all major Town fires and emergency incidents; works with local and State Police.

Enforces compliance with laws and regulations maintaining prescribed firefighting standards for the Town.

Oversees the maintenance of all Department vehicles and mechanical and electrical equipment used during fire or other emergencies.

Recommends and promotes basic and advanced training sessions for the staff on regular basis.

Investigates the nature and causes of fires to determine the extent of losses. In cases of suspicious fire origin or suspected fire-related criminal activity, such as arson, works in conjunction with local and State law enforcement officers and State Fire Marshal's Office.

Initiates and drafts proposed bylaws and regulations and bylaw amendments in an effort to maximize measures for protecting life and property in the Town.

Preplans and develops advanced firefighting techniques in combating the more unusual situations of fires, chemical explosions and potential disasters.

Represents the Department in court on cases of arson or serious violation of fire laws.

Reviews and approves compliance with official Fire Department requirement on any new construction and alterations of hospitals, nursing homes, hotels/motels, and other buildings, for occupancy regulations, installation of smoke detectors, sprinkler systems, extinguishers, storage of flammable materials and adequacy of exits, stairways, etc.

Oversees the general upkeep and condition of all Department buildings. Maintains and reviews records of conditions of all pieces of equipment and need for repair or replacement.

Furnishes supporting justification and cost estimates for purchase of equipment.  
Prepares, justifies and operates under an approved departmental budget.

Performs similar or related work as required or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Associate's Degree in fire science; minimum of 15 years of experience in firefighting, with five to ten years in supervisory capacity; or any equivalent combination of education and experience.

### **Special Requirements**

Possession of a Massachusetts Class **D** motor vehicle operator's license.

Certified Fire Inspector.

**Skill and Knowledge as a Fire Investigator.**

CPR and First Responder certification.

### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of firefighting and fire prevention principles, practices and equipment. Thorough knowledge of managing a department and preparing and managing a department budget. Thorough knowledge of the geography of the town and its fire risks. Comprehensive knowledge of State fire laws, town bylaws, building codes and hazardous materials.

*Ability.* Ability to plan, assign, direct and review the work of department employees. Ability to direct the operations of personnel and equipment under emergency conditions. Ability to conduct inspections and investigations. Ability to establish and maintain harmonious relationships with subordinates, town officials and the general public. Ability to communicate clearly and concisely in writing and orally and to speak publicly on behalf of the town in crisis situations. Ability to prepare and manager departmental budget. Ability to work in a high stress environment on a regular basis.

*Skill.* Managerial and organizational skills. Skill in the operation of all fire equipment and tools. Excellent public relations skills. Computer skills.

## **Physical Requirements**

Minimum physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies which require significant periods of walking and standing. On occasion, will be required to lift fire equipment/apparatus which may weigh up to 100 pounds. During some emergency situations may have to climb, stoop, kneel, crouch, crawl, reach with hands and arms.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject by the employer, as the needs of the employer and requirements of the job change.*



## Town of Middleborough

### CONSERVATION COMMISSION

#### MEMORANDUM

**TO:** Board of Selectmen  
**FROM:** Patricia J. Cassady, Conservation Agent *pnc*  
**DATE:** July 18, 2008  
**RE:** Baseline Document & Memorandum of Understanding for the Conservation Restriction on the Edward Parks Property (Map 106, Lot 526 & Map 106, Lot 1382)

Attached you will find a draft copy of the Memorandum of Understanding (MOU) and a final copy of the Baseline Document for the Edward Parks Conservation Restriction. The MOU is for both the Town of Middleborough and The Nature Conservancy to agree on who is responsible for what regarding the two properties. The Baseline Document is to show how the property existed when the Conservation Restriction was recorded at the Registry of Deeds.

Also attached you will find the changes that Dan Murray, Town Council suggested be incorporated into the MOU. If it pleases the Board, these changes will be made to the final MOU document.

These documents will be before the Board on July 21<sup>st</sup>, 2008. Please review these documents carefully and let me know if there are any changes that need to be made.

We hope that the Board will vote to approve and sign both documents on July 21<sup>st</sup>, 2008 so that the Conservation Restriction process can be complete.

*Documents are on file in Selectmen's Office.*

**FILE**