



**BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
Wednesday, November 8, 2017
81 Main St.
Essex Junction, VT 05452
7:00 P.M.**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD/PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Discussion re: Aligned Fire Departments – Pat Scheidel, Charles Cole, Chris Gaboriault, Peter Maloska
 - b. Manager Recruitment update – Max Levy & George Tyler
 - c. Discussion; Governance – Elected Officials
 - d. *Manager Evaluation Format
6. **EXECUTIVE SESSION**
 - a. *An executive session is anticipated for the evaluation of a public official.
7. **ADJOURN**

Agenda Item 5a.
11/8/17

Fire Service Background Highlights (Peter):

Began his fire service career in the late sixties as a member of the South Kensington Ct. Fire Department

One of the founding members of St. Michaels Fire & Rescue

Longtime member of the Essex Junction Fire Department attaining 1st Assistant Chief rank

Essex Fire Department Chief


Program organizer, faculty member, and first Department Chair for the VTC Fire Science Program

Faculty member in the Fire Science Program at Southern Maine Community College

Worked for Maine Fire Training Institute during early 2000s

Involvement in various other fire science and fire service activities in the region

MEMORANDUM

TO: Selectboard and Trustees
FROM: Patrick C. Scheidel, Municipal Manager 
DATE: November 3, 2017
SUBJECT: Aligning Fire Departments

Issue

The issue is to discuss aligning of the fire departments.

Discussion

During the past several months, the Fire Chiefs, Peter Maloska and I met to discuss aligning fire departments. The intent is to align the primary functions of each department to reach similarity in structure, operations and procedures. To that end, a plan has been developed to move forward with the two chiefs working together with a fire professional facilitator to accomplish these objectives.

In addition, Peter Maloska will provide neutral technical guidance, training and while responding to fire calls, serve as evaluator of fire ground procedures. Moreover, Peter will utilize his vast fire management experience to help guide the implementation of policies and other areas of alignment during the immediate future.

The first sign of the alignment will be seen in upcoming budget discussions so there will be much more to follow.

Cost

At this point it will be similar to costs for fire service presently provided.

Recommendation

This memo is for informational purposes.

ALIGNMENT OF CURRENT DEPARTMENTS

Chief Officers	No Change
Line Officers	No Change
Responsibilities	No Change
Organizational Structure	No Change
Policy, Procedures, Operations, Training	Alignment, consistency, review for best practices and implementation

Memo

To: Essex Junction Board of Trustees, Essex Town Selectboard

From: Max Levy, Chair, Essex Town Selectboard
George Tyler, President, Essex Junction Board of Trustees

Re: Manager Recruitment Update

November 1, 2017

BOT/SB Should Recruit Citizen Panel Participants – As part of its contractual agreement, MRI will convene and facilitate three panels to evaluate candidates for the municipal manager position. One of these panels will consist of 10-12 citizens of Essex/Essex Junction. An invitation to participate on this panel will be posted in local media by Town and Village staff. MRI will select panel members from the pool of respondents to achieve what they believe is a balanced representation of the community on the basis of age, occupation, background, and other qualities. To ensure an adequate pool of respondents from which to choose (20 - 30 is desirable), we suggest each member of the Board of Trustees and Selectboard ask one community member they know to volunteer for the panel. Please stress that volunteers must be willing to commit an entire working day to the process. They should send their name, address, contact information, and a very brief biographical sketch to MRI. The panel interviews will take place on Friday, December 1.

BOT/SB Should Observe Professional Panel Interviews – In addition to the citizen panel, MRI will organize and facilitate a 'professional' panel consisting of municipal managers and government professionals familiar with municipal manager responsibilities, and an employee panel, consisting of 10-12 Town and Village staff. These three panels will interview the top six candidates selected by MRI. Based on the panels' analysis and rankings, MRI will choose the top three candidates to be interviewed by the two elected boards the following day. Panel interviews are set for Friday, December 1 and elected board interviews are set for Saturday, December 2.

The MRI contract had initially and tentatively called for panel interviews to take place on Thursday, November 30 followed by elected board interviews on Friday, December 1. It also tentatively presumed that no elected board members would attend the Thursday panel sessions, and that board members would abide by MRI's decision on the three finalists. However, we believed some board members (ourselves included) would want to observe the interviews of all six finalists to ensure that we concurred with MRI's judgment about the final three. To accommodate that change, MRI has suggested that all board members silently observe the professional panel interviews. Because this would require board members to commit two working days to the process, we have changed the interview dates so that the elected board interviews will occur on Saturday. We felt this was an acceptable change due to the fact that board members had already committed to taking Friday off.

Memo

To: Essex Junction Board of Trustees, Essex Town Selectboard

From: George Tyler, President, Essex Junction Board of Trustees

Re: Notes from 24 Oct. Joint Meeting Governance Discussion

30 Oct. 2017

Below is a simple sketch of your suggestions for approaches and background information we should have on hand as we enter a discussion about governance. My notes are incomplete so my apologies if I didn't capture the essence of what you said. Nevertheless, my impression was that most of us had already given this subject some thought and have some ideas we'd like to explore or share.

I would like to suggest we all take a look at what I've copied below, try to hone our ideas a bit more so we can get any necessary information, documents, etc. ready for a joint meeting at which we focus exclusively on this question. I had suggested this take place as an informal work session retreat, perhaps in the setting of Saturday lunch at the Essex or a similar venue. I noted different levels of enthusiasm for this idea, but I would respectfully point out that the complexity of this topic doesn't easily lend itself to a structured evening meeting after a long working day. I'd like to make sure we not only get all our own ideas out but also have the extended time necessary to see how our ideas might align with each others'. With everything else going on right now, I had suggested we try to hold this meeting in March, sometime after the Town Annual Meeting.

Suggestions for Governance Discussion background

Elaine – What should we look like in ten years?

Lori – How have other legislative bodies been created? What do other communities our size look like? What are their actual governance structures?

Sue – What are our options? Speak to someone with experience with different models.

Irene – We need to have a running list of new mergers we've created and a To Do list for continuing ongoing consolidation efforts. We should consider continuing a 'bottom up' approach before tackling the top level of governance.

Mike – We should talk to people who've been through this before, such as in Waterbury, St. Albans, and maybe Greenfield MA

Dan – What does it take to bring vision to fruition? We should check with VLCT and our attorneys to understand what's possible. Don't be afraid to take our time, even up to 10 years. Favor a top down rather than bottom up approach.

George – Let's get a clear understanding of the incorporated village model – voting, finances, etc. How important is it to retain village/town identities? What are our 'identities' and what can we do to keep them in place?