

**FIRE SERVICE COMMISSION  
MINUTES OF MEETING  
Tuesday, April 25, 2023**

The Fire Service Commission held a meeting on Tuesday, April 25, 2023, via conference call under Mass. General Law Chapter 30A, Section 20.

**Present** at the meeting were the following Commission members:

Chief Gregory J. Burns  
Captain Michael McCullough  
FF Richard D. MacKinnon Jr.  
Undersecretary Jeanne Benincasa Thorpe

**DFS staff present** at the meeting:

General Counsel Glenn Rooney  
JoAnne Caruso

Meeting called to order by Chairman Gregory Burns at 10:17 a.m.

**AGENDA**

**A. Open Session**

Chairman Chief Burns publicly announced the purpose for executive session, citing to G.L. c. 30A, § 21(a) (8). Specifically, the Commission will be discussing the interview questions to be asked by the preliminary screening committee for the State Fire Marshal position.

Chairman Chief Burns states at the conclusion of the Executive Session, the Massachusetts Fire Service Commission will not reconvene in open session for the purpose of establishing the next meeting date and time to adjourn.

**B. Executive Session [G.L. c. 30A, § 21(a) (8)]**

A motion was made by FF McKinnon Jr. and seconded by Captain McCullough to enter Executive Session.

The vote was unanimous in favor of the motion.

1. For preliminary screening committee of the Fire Service Commission to review, discuss and approve interview questions and screening process for the position of State Fire Marshal
  - a. Discussion regarding possible interview questions and screening process for the position of State Fire Marshal among all members. Questions will be finalized and submitted for approval at next meeting. Captain McCullough submitted questions as exhibit for working group review and reference.
2. For preliminary screening committee to determine the interview dates and times for applicants for the position of State Fire Marshal

- a. Tentative schedule proposed and working group and full Commission will be polled for availability.
  - May 3rd at 11:00am (Executive Session) - to finalize interview questions
  - May 15th (Executive Session) - Interviews Round 1 – with backup date of May 11th
  - May 18<sup>th</sup> - Full Commission for Round 2 Interviews
  - Additional meeting May 30th or 31st to hold normal business meeting and deliberate finalists.

**C. Adjournment from Executive Session**

The date of the next meeting of the Fire Service Commission preliminary screening committee is tentatively scheduled for Wednesday, May 3rd at 10:00am.

A motion was made by FF McKinnon Jr. and seconded by Captain McCullough to adjourn at 11:36am.

The vote was unanimous in favor of the motion.