

**FIRE SERVICE COMMISSION  
MINUTES OF MEETING  
Tuesday May 18, 2023**

The Fire Service Commission held a meeting on Tuesday, May 18, 2023, in the Boards and Commissions Room pursuant to 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.  
Chief John S. Ingram  
Ms. Roberta Fitzpatrick  
Chief Peter J. Burke Jr.  
Secretary Terrance M. Reidy

**Commission members absent from the meeting:**

Chief Peter Shedd

**Guests present at the meeting:**

Undersecretary Jeanne Benincasa Thorpe

**DFS staff present** at the meeting:

State Fire Marshal Peter Ostroskey  
Public Information Officer Jake Wark  
General Counsel Glenn Rooney  
Deputy General Counsel Rachel Perlman  
JoAnne Caruso

Meeting called to order by Chairman Gregory Burns at 10:03 a.m.

**AGENDA**

**A. Approval of Minutes of the April 20, 2023 Meeting**

A motion was made by FF Richard MacKinnon and seconded by Chief Ingram to approve the minutes of the April 20, 2023 meeting as written.

The vote was unanimous in favor of the motion.

**B. Approval of Minutes of the May 15, 2023 Meeting**

A motion was made by Captain McCullough and seconded by FF Richard MacKinnon Jr. that the minutes of May 15, 2023 meeting be approved as written.

The vote was unanimous in favor of the motion.

**C. Credentialing/Re-Credentialing Process**

A motion was made by FF MacKinnon Jr. and seconded by by Chief Ingram to award accreditation to:

- Deputy Chief Shane Clark – Cotuit Fire Department

The vote was unanimous in favor of the motion.

A motion was made by FF MacKinnon Jr and seconded by Chief Ingram to award accreditation to:

- Deputy Chief Robert O'Brien – Hanson Fire Department

The vote was unanimous in favor of the motion.

A motion was made by Chief Ingram and seconded by by FF MacKinnon Jr. to award accreditation to:

- Lieutenant Patrick Hill – COMM Fire Department

The vote was unanimous in favor of the motion.

A motion was made by Chief Ingram and seconded by by FF MacKinnon Jr. to award accreditation to:

- Captain Brian Whitney – Concord Fire Department

The vote was unanimous in favor of the motion.

A motion was made by Chief Ingram and seconded by by FF MacKinnon Jr. to award re-accreditation to:

- Captain Kenneth Case – Weston Fire Department

The vote was unanimous in favor of the motion.

A motion was made by FF MacKinnon Jr and seconded by Chief Ingram to award re-accreditation to:

- Captain Brian Morrison – COMM Fire Department

The vote was unanimous in favor of the motion.

A motion was made by FF MacKinnon Jr and seconded by Chief Burke Jr. and Chief Ingram to award re-accreditation to:

- Chief Mark Sadowski – West Boylston Fire Department

The vote was unanimous in favor of the motion.

#### **D. Preliminary screening committee's presentation of finalists to full Commission for the position of State Fire Marshal**

##### **a) Presentation of finalists for position of State Fire Marshal**

General Counsel Rooney announced that the preliminary screening committee reviewed twelve (12) resumes; interviewed eight (8) candidates over the course of two days, and have identified the following four (4) individuals as finalists for the position of State Fire Marshal:

- Jon Davine

- Maribel Fournier
- Michael Winn
- Eric Littman

DFS Staff will provide the resumes for these candidates to Commission members for their review following the conclusion of the meeting.

- b) Discussion and potential vote on question(s)/format/criteria for second round of interviews for position of State Fire Marshal

The Commission discussed possible scenario questions that would be given in advance of round two interviews allowing finalists adequate time to research and prepare.

The Commission also discussed having the members that were not part of the preliminary screening committee submit questions to Chairman Chief Burns to select four to five additional questions to ask of the candidate without providing advance notice and time to prepare.

DFS Staff will provide Commission members round one interview questions asked by the preliminary screening committee to ensure they are not redundant following the conclusion of the meeting.

The Commission determined that they would like the structure of the second-round interview to be conducted as follows:

- 1) Introduction
- 2) Predetermined Interview questions – Commission will decide by close of business Tuesday May 23<sup>rd</sup> on a list of 4 or 5 questions to be asked of each finalist to ensure uniformity.
- 3) A Presentation topic which will be provided to the finalist when their interview is scheduled.
- 4) Scenario-based questions which will be provided to the finalist when their interview is scheduled.

A motion was made by Chief Burke Jr. and seconded by Ms. Fitzpatrick to accept the interview questions and presentation/scenario topics as read but with potential edits to clarify if needed for the position of State Fire Marshal.

The vote was unanimous in favor of the motion.

A motion was made by Chief Burke Jr. and seconded by Chief Ingram to have members of the preliminary screening committee compile the 4-5 predetermined interview questions submitted by the Commission.

The vote was unanimous in favor of the motion.

#### **E. Annual DFS Budget Presentation**

Marshal Ostroskey presented a comprehensive review of DFS' FY2024 Budget for the Commission.

#### **F. General Issues and Updates from DFS**

Marshal Ostroskey began by welcoming Deputy General Counsel Perlman. He also briefed the Commission on other key staff member status; the ASHER Director begins Monday, May 22<sup>nd</sup>; Deputy Director of Special Operations and Technical Rescue, Paul Betti, has begun in his new role; the Director of Hazardous Materials Response job opening has been posted; Director of Fire Safety Division, Brian Ingram, has been leading (with support from Legal) the Newburyport explosion investigation meetings to determine whether our chemical process regulations are consistent with the rest of the country; and the rollout of an Active Shooter program, which will be developed in conjunction with MPTC, will soon be underway.

#### **G. Determination of Next Meeting Date and Adjournment**

The date of the next meeting of the Fire Service Commission is scheduled for Tuesday, May 30th at 8:00am.

A motion to adjourn was made by FF MacKinnon Jr. and seconded by Chief Burke Jr.

The vote was unanimous in favor of the motion.

The meeting of the Fire Service Commission concluded at 11:42 a.m.