

Proceedings of a special called meeting of the City Commission of the City of Palatka, Florida, held on the 29th day of January, 2002.

PRESENT:	Mayor	Karl N. Flagg
	Commissioner	Mary Lawson Brown
	Commissioner	Hernan Azula
	Commissioner	James Norwood, Jr.
	Commissioner	George E. Sanders

Also Present: City Manager Allen R. Bush, City Clerk Betsy Jordan Driggers, Fire Captain Randy Porter, Firefighter Aaron Connell.

Mayor Flagg called the meeting to order per the following call:

January 24, 2002

TO MESSRS: MARY LAWSON BROWN, HERNAN AZULA,
JAMES NORWOOD, AND GEORGE SANDERS:

You are hereby notified that a special called meeting of the City Commission is called to be held at the regular meeting place of the City Commission at City Hall, 201 N. 2nd Street, in the City of Palatka at 8:45 a.m. Tuesday, January 29, 2002.

The purpose of the meeting is to participate in the interview process with the final candidates for the position of Palatka Fire Chief.

/s/ Karl N. Flagg, Mayor

We acknowledge receipt of a copy of the foregoing notice of a special meeting this 29th day of May, 2002

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Hernan Azula
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ George Sanders
COMMISSIONER

Fire Chief Selection Committee/Interview Panel Members: City Manager Allen R. Bush, Patrick Alexander, G-P Human Resources Director; Wayne McClaine, Putnam County BOCC Human Resources Director; Owen Preston, Retired Putnam Co. Volunteer Fire Chief; Hastings Williams, Retired Jacksonville FD Battalion Chief.

Background: Applications for the position of Palatka Fire Chief were accepted by the City until January 10, 2002. Forty-one applications were received. The Fire Chief Selection Committee was directed to short-list the applicants and conduct public interviews. They met and ranked each candidate based on the application. Nine candidates were chosen to interview. One of those candidates accepted another offer of employment. One candidate withdrew his application one day prior to interviews. Seven candidates for the position of police chief were interviewed. Those candidates were (in order of interview):

9:00 a.m.	Kenneth E. Venables
10:00 a.m.	James White
11:00 a.m.	Henry Sheffield
(12:00 noon – 1:00 p.m. – recess for lunch)	
1:00 p.m.	Paul S. Shanks
2:00 p.m.	John W. Holley
4:00 p.m.	James W. Dwertman
5:00 p.m.	Michael V. Kalasanckas

The interview panel asked the following questions:

1. Explain your work experiences over the last five years, and how they would help you qualify as Fire Chief. Briefly include your educational background.
2. What attracted you in your decision to apply for the position of Fire Chief with the City of Palatka?
3. What are your career goals?
4. What do you perceive as the most important goals of a fire department?
5. What do you perceive the working relationship should be between the Palatka Fire Department and other fire agencies, such as the County's volunteer system?
6. Has your administrative work experience included budget preparation and personnel matters (i.e. hiring, firing, promotions) and department diversity? Please elaborate.
7. What are your goals regarding training to develop your personnel
8. What would be the first thing you would do upon becoming Fire Chief?
9. What are some of your proudest career achievements? What areas do you feel you need to develop?
10. Describe in your own words the position of Fire Chief.
11. Describe your style of leadership.
12. Why should we pick you over all other candidates?

Applicants were scored by each member of the interview panel on a scale of 1 – 10, based upon their answer to each question. After the interview panel asked their questions, members of the City Commission were given the opportunity to pose their own questions to each candidate. The public was not given the opportunity to ask questions.

When interviews were concluded, Mr. Bush said the interview committee would set up a meeting to rank the candidates. Once the top-ranking candidate is chosen, he will negotiate salary terms and come back to the commission at the February 14 meeting with the committee's recommendation, for their concurrence. Per the Mayor's question, the commission concurred that they each believe a suitable Fire Chief can be chosen from the candidates interviewed, and understood the concurrence process.

There being no further business to discuss, the meeting was adjourned at 6:00 p.m.

CITY CLERK

MAYOR