

SELECT BOARD MEETING MINUTES
MONDAY, June 24, 2024
APPROVED

SB Members Present: Alison Manugian, Chair; Becky Pine, Vice Chair; Peter Cunningham, Clerk; Matt Pisani; John Reilly;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Art Cheeks and Jon Belanger, Fire Chief Candidates; Melisa Doig, Human Resource Director; Groton Fire Lieutenant James Crocker; Groton Fire Lieutenant Chase Lundgren; Tom Orcutt, Groton Water Superintendent, Brian Callahan, DPW Director in Training

Ms. Manugian called the meeting to order at 6:00 PM.

ANNOUNCEMENTS

Ms. Pine wanted to compliment the Diversity, Equity, and Inclusion Committee for displaying the Juneteenth flags on Main Street and for organizing the Annual Juneteenth Celebration, which took place last Wednesday, June 19th, at Lawrence Academy. She also wanted to thank Representative Margaret Scarsdale and Senator Payano for attending the session for local business leaders at the Groton Hill Music Center earlier today.

Due to the July Fourth holiday, Mr. Haddad announced that the Groton Town Hall will be closed to the public on Thursday, July 4th, and Friday, July 5th. On Friday, July 5th, employees will work remotely, take personal time, or take a vacation day. He also announced that Groton's Annual Fireworks show will take place on Monday, July 8, 2024, starting at 6:00 PM at Town Field.

Mr. Haddad read aloud a proclamation dedicated to Mr. Robert DeGroot for his many years of service to the Town of Groton. Mr. DeGroot has been a member of the Community Preservation Committee since 2004 and the Historical Commission since 2003 and has decided not to be reappointed for his next term. This proclaims June 24, 2024, as "Bob DeGroot Appreciation Day."

PUBLIC COMMENT PERIOD #1

Ms. Laura Hankin, of 82 Duck Pond Dr., was present to ask about the status of the Home Rule Petition. Mr. Haddad said that Town Counsel was currently drafting it. He also mentioned that the Warrant would open for the Fall Town Meeting on July 15th. Ms. Hankin wanted to know if the Board was in favor of a Home Rule Petition. Mr. Haddad clarified that the Board would decide on their position on the Home Rule Petition once they receive and review it from Town Counsel.

Mr. Francisco announced that at the Groton Transfer Station Tire Drop event on June 22, 2024, they received 77 tires and thanked residents who participated.

TOWN MANAGER'S REPORT

- 1. Consider Ratifying the following appointments of the Town Manager: Samuel Rivet, Jackson Malloy, Ryan Huang, and Evan Fitzgerald-GCC Golf Staff; Alexander Lampe, Rachel Holland, Siyu Chen and Jacob Misner – GCC Lifeguard; Mackenzie Waisnor-GCC Camp Staff.**

Mr. Cunningham made a motion to ratify the Town Manager's Appointments of Samuel Rivet, Jackson Malloy, Ryan Huang, and Evan Fitzgerald-GCC Golf Staff; Alexander Lampe, Rachel Holland, Siyu Chen, and Jacob Misner – GCC Lifeguard; Mackenzie Waisnor-GCC Camp Staff. Mr. Pisani seconded the motion. The motion carried unanimously.

- 2. Review Anticipated Line-Item Transfers.**

Assistant Director of Finance/Town Accountant Ms. Patricia Dufresne was in attendance for this discussion. Mr. Haddad said the Board would meet in Joint Session with the Finance Committee on July 15th to approve the final FY 2024 Line-Item Transfers. Ms. Dufresne prepared a preliminary list and provided it to the Board for review. She walked the Board through the list. Mr. Haddad explained that the list may change once the final FY 2024 invoices are submitted. Ms. DuFresne said that Enterprises are included with the Line-Item Transfers as well. Ms. Dufresne presented a proposed amount of \$168,838 in line-item transfers to the Board.

- 3. Consider Ratifying the Employment Agreement with Police Chief Michael Luth.**

Mr. Haddad said that he would like to align the Police Chief's contract with the Town Manager's contract. He clarified that the employment agreement with Police Chief Michael Luth would cover the period from July 1, 2024, through June 30, 2025. The contract stipulates an annual salary of \$158,000 in Fiscal Year 2025. He respectfully requested that the Board ratify the employment agreement.

Mr. Cunningham made a motion to ratify the Employment Agreement with Police Chief Michael Luth, effective July 1, 2024, through June 30, 2025. Ms. Pisani seconded the motion. The motion carried unanimously.

- 4. Consider Ratifying the Employment Agreement with Treasurer/Collector Hannah Moller.**

Mr. Haddad explained the employment agreement with the Treasurer/Collector Hannah Moller would cover the period from July 1, 2024, through June 30, 2027. The contract stipulates an annual salary of \$98,110 in Fiscal Year 2025.

Ms. Pine made a motion to ratify the Employment Agreement with Treasurer/Collector Hannah Moller, effective July 1, 2024, through June 30, 2027. Mr. Reilly seconded the motion. The motion carried unanimously.

- 5. Update on Select Board Meeting Schedule through Labor Day.**

Tuesday, June 25, 2024

Fire Chief Finalists Assessment Center

Monday, July 1, 2024	Appoint Fire Chief Water Rate Public Hearing
Monday, July 8, 2024	No Meeting
Monday, July 15, 2024	In Joint Session with Finance Committee- Approve FY 2024 Line-Item Transfers Call for the 2024 Fall Town Meeting
Monday, July 22, 2024	No Meeting
Monday, July 29, 2024	Regularly Scheduled Meeting
Monday, August 5, 2024	No Meeting
Monday, August 12, 2024	Regularly Scheduled Meeting
Monday, August 19, 2024	No Meeting
Monday, August 26, 2024	Regularly Schedule Meeting
Monday, September 2, 2024	No Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Initiate the Annual Performance Review of the Town Manager.

Mr. Haddad said it was that time of year for the Select Board to begin the Annual Performance Review of the Town Manager. He said the Chair needed to certify which members could participate in the Annual Review and direct the Town Manager to begin his self-evaluation. Ms. Manugian commenced the review of the Town Manager and confirmed that Members Manugian, Pine, Pisani, Reilly, and Cunningham were eligible to participate in the review. Mr. Haddad will provide his portion of the review within the next 15 days to the HR Director. Ms. Doig was present and explained that she would then forward it to the Board.

2. Consider Adopting the Annual Goals of the Select Board for FY 2025.

Mr. Haddad drafted the proposed Annual Goals of the Select Board based on input from the various members. The members reviewed the proposed Annual Goals and made some suggestions to Mr. Haddad. One Annual Goal is to support the various Boards and Committees. Two competing goals for the DEI Committee (Diversity, Equity, and Inclusion Committee) were developed after a discussion with the following focus:

Version #1—Collaborate with DEI on consistent, unified responses to incidents of hatred, bigotry, or injustice. Develop a phased approach to increasing awareness of and inclusion of individuals, groups, and cultures in Groton now and in our history who may have previously been unrecognized or marginalized.

Version #2 – Provide guidance and assistance in identifying policies and documents that have worked to suppress cultural and socioeconomic diversity. Develop a phased approach to create inclusionary practices.

Mr. Haddad said he plans to invite the DEI Committee to a future Select Board meeting to discuss the goals and Committees' charge, and the Board can determine the final wording.

Here are the Annual Goals assignments for the Select Board members:

1. Support Board and Committees

Assigned Board Member: Becky Pine

2. PILOTS

Assigned Board Members: Matt Pisani and Alison Manugian

3. FY 2026 Budget Development/Implementation

Assigned Board Member: Alison Manugian

4. Provide Tax Relief for Seniors

Assigned Board Members: John Reilly and Peter Cunningham

5. Charter Review

Assigned Board Member: Peter Cunningham

After discussing and deliberating the Annual Goals, the Board agreed with the suggested changes and found them acceptable. Mr. Haddad respectfully asked the Board to adopt the Annual Goals. Please reference the attached finalized Goals of the Groton Select Board for Fiscal Year 2025.

Ms. Pine moved to adopt the Groton Select Board's Annual Goals for Fiscal Year 2025, as discussed that evening. Mr. Pisani seconded the motion. The motion carried unanimously.

3. Consider Reappointing Gregory Baran to the Board of Registrars.

The Town Clerk provided a memo to the Board requesting that the Select Board appoint a member to the Board of Registrars. Mr. Haddad said that based on the Committee's political party makeup, the Select Board needed to appoint a Republican. He respectfully requested that the Board reappoint Gregory Baran to the Board for a three-year term ending June 30, 2027.

Mr. Pisani made a motion to appoint Gregory Baran to the Board of Registrars, with a term expiring on June 30, 2027. Ms. Pine seconded the motion. The motion carried unanimously.

4. Consider Appointing Deanna Kass to the Complete Streets Committee.

Mr. Cunningham made a motion to appoint Deanna Kass to the Complete Streets Committee, with a term expiring on June 30, 2025. Ms. Pine seconded the motion. The motion carried unanimously.

OTHER BUSINESS

Pursuant to the Charter, Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next 30 days.

Mr. Pisani made a motion to authorize the Town Manager and one member of the Select Board to sign the Warrants for the next 30 days. Ms. Pine seconded the motion. The motion carried unanimously.

ON-GOING ISSUES

PFAS Issue—Mr. Haddad announced a public hearing to set a special rate for the Chicopee Row/North Street Development Fee for the Water Main Extension Project will be held on Monday, July 1, 2024, at 6:15 p.m. in the Second Floor Meeting Room of the Groton Town Hall.

Also, he explained there will be a Water Main Information Session on Thursday, July 11th, at 7:00 p.m. at the PAC (Performing Arts Center). This session will discuss the major water main extension from Hollis Street up Chicopee Row to the Groton Dunstable Regional High School and then continue into Dunstable. The extension project will bring clean, potable water to the High School to address PFAS contamination.

SELECT BOARD LIASON REPORTS

Public Comment Period #2

None

Approval of the Regularly Scheduled Meeting Minutes from June 10, 2024, and the Virtual Meeting of June 17, 2024.

Ms. Manugian made a motion to approve the minutes of the regularly scheduled meeting of June 10, 2024, and the virtual meeting of June 17, 2024. Mr. Reilly seconded the motion. The motion carried unanimously.

The Board briefly recessed at 6:53 p.m. before the Fire Chief Interviews scheduled for 7:00 p.m. Member Pisani recused himself from the interviews and left the meeting.

7:00 P.M. Interview Finalists for Groton Fire Chief- 7:00 P.M.- Jon Belanger

Mr. Jon Belanger, the current Deputy Fire Chief for the Town of Oxford, MA, was in attendance. Mr. Belanger received a list of interview questions from the Board. Ms. Manugian, as the Chair of the Select Board, welcomed Mr. Belanger and asked the questions, while other Board members asked additional questions as needed. Mr. Belanger has previously been acting Lieutenant, Lieutenant, Captain, and Training Officer. The Board proceeded to go through the interview questions with Mr. Belanger and

thanked him for attending the meeting. Mr. Belanger thanked the Board for their time. (Please refer to the Groton Fire Chief Questions and Mr. Belanger's resume).

7:45 P.M. Interview Finalists for Groton Fire Chief -Art Cheeks

Mr. Art Cheeks, the current Full-Time Deputy Fire Chief for the Town of Groton, MA, was in attendance. Mr. Cheeks received the same interview questions from the Board. Ms. Manugian welcomed Mr. Cheeks. Mr. Cheeks has served in several roles throughout his fire service career. Additionally, he has served as a conduit between call, per-diem, and career personnel. Ms. Manugian proceeded to go through interview questions with Mr. Cheeks. At the end of the interview, the Board thanked him for attending the meeting, and Mr. Cheeks thanked them for their time. (Please refer to the Groton Fire Chief Questions and Mr. Cheeks's resume).

Mr. Haddad announced that both Candidates will participate in the Assessment Center at the Groton Town Hall on Tuesday, June 25, 2024, starting at 8:00 a.m. Mr. Haddad explained that the Select Board will have the opportunity to deliberate on choosing a Fire Chief on July 1st. An Executive Session will also be held that evening to set the parameters for contract negotiations with the chosen candidate. He explained the remaining process: the Human Resource Director, Ms. Melisa Doig, would conduct a reference check after an offer is made to the chosen candidate, pending a successful background check. The Board requested Mr. Haddad and Ms. Doig to contact the references before making an offer. Ms. Doig confirmed that she would conduct the reference checks and report them to the Board.

The meeting was adjourned at 8:47 p.m. Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.

FISCAL YEAR 2025

GOALS OF THE GROTON SELECT BOARD

1. Support Boards and Committees

Select Board Member Assigned: **Becky Pine**

Goal:

Provide guidance, support and/or oversight of the various Boards and Committees, including the Sustainability Commission, the Diversity, Equity and Inclusion Committee, Affordable Housing Trust and the Planning Board.

Sustainability Commission – Provide guidance with regard to identifying pathways to achieve carbon footprint reductions in both municipal and residential settings. Identify and support non-motorized vehicle alternatives for transportation. Determine and work with the Committee in the development and implementation of a Carbon Action Plan (CAP)

Diversity, Equity and Inclusion Committee – Version #1 - Collaborate with DEI on consistent unified responses to incidents of hatred, bigotry, or injustice. Develop a phased approach to increase awareness of and inclusion of individuals, groups, and cultures in Groton now and in our history who may have previously been unrecognized or marginalized. Version #2 - Provide guidance and assistance in identifying policies and documents that have worked to suppress cultural and socioeconomic diversity. Develop a phased approach to create inclusionary practices.

Affordable Housing Trust – Continue to work with and support the Affordable Housing Trust in creating affordable housing in Groton.

Planning Board – Support the Planning Board in their proposed Master Plan update and MBTA Zoning amendments. Support the review of the Zoning Bylaw in the review of dimensional zoning and multi-family aged restricted housing.

Measurable Benchmark:

Schedule workshops by December 31, 2024 with the Sustainability Commission, DEI Committee and Affordable Housing Trust to receive annual reports and updates from the two Boards on their various initiatives. Provide guidance and feedback to them to carry out their charges. Invite the Planning Board to Select Board Meeting prior to the Fall Town Meeting to review the proposed Master Plan prior to submission to Town Meeting. Schedule workshop with Planning Board to review proposed MBTA Zoning amendment.

2. PILOTS

Select Board Member Assigned: Matt Pisani and Alison Manugian

Goal:

Work with various non-profits to codify PILOT Agreements that support the strong relationships in place.

Summer 2024 -

- Identify Groton Non-Profit Entities & Determine which Non-Profits to Review
- Research other Municipal/Non-Profit Agreements
- Capture Understanding of Current Agreements
- Identify contributions of non-profit partners
- Identify municipal costs in support of non-profit partners

Fall 2024 -

- Provide Public Update on above information
- Discuss Groton financial outlook and PILOT contributions with non-profit partners

Winter 2024 -

- Finalize Agreements and Codify in Writing

FY 2026 -

- Implement new agreements

Measurable Benchmark:

Implement Schedule as outlined above.

3. FY 2026 Budget Development/Implementation
Select Board Member Assigned: Alison Manugian

Goal: Work with Town Manager/Town Administrator Working Group, Department Heads and Peer Boards to develop a Fiscal Year 2026 Budget that meets the needs of the Town and Groton Dunstable Regional School District. Consider Financial alternatives to those in the current Groton Dunstable Regional School District Agreement to consider amendments that would address current inequities. Work with our State Delegation to find ways to increase state support.

Measurable Benchmark: Present a Balance Budget to the 2025 Spring Town Meeting to Fund the Town's and Districts Operations.

4. Provide Tax Relief for Seniors
Select Board Member Assigned: John Reilly and Peter Cunningham

Goal: Work with Assessors to ensure every option to assist Seniors struggling to meet the growing property tax burden. Leverage relationships with our State Delegation to ensure passage of legislation for this purpose.

Measurable Benchmark: Schedule workshop with our State Delegation prior to the start of the next Legislative Session to discuss various bills before the Legislature providing tax relief to Seniors.

5. Charter Review
Select Board Member Assigned: Peter Cunningham

Goal: Update Charter to allow for changes in the way the positions of Police Chief, Fire Chief and Town Clerk are selected/filled. Institute 10 year Charter Review by calling for the establishment of the Charter Review Committee.

Measurable Benchmark: Establish Charter Review Committee by September 1, 2024. Work with Committee to ensure Charter changes are submitted to either the 2025 Spring or 2025 Fall Town Meetings.

April 23, 2024

Melisa Doig
Human Resources Director
Town of Groton
173 Main Street
Groton, MA 01450

Dear Mrs. Doig;

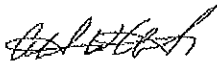
I am submitting this cover letter in reference to the position of Fire Chief for the Town of Groton. The position of a Fire Chief is one that requires leadership skills that span beyond strategies and tactics on the fire ground or incident scenes. One needs to have the ability to communicate efficiently, have the ability to bridge all facets of the emergency management system within the town, and what I strongly believe to be the most important skill, the ability to listen and create an atmosphere that promotes, develops, and prepares firefighters and current fire officers to be effective leaders through competent stewardship of both current and future challenges as they relate to the fire service. These are skills that I possess, value and hold true and that can be valuable to the community of Groton.

I have served in several different roles throughout my career in the fire service including my current position as the Deputy Fire Chief for the Town of Groton. Throughout this role I was charged with planning and organizing day-to-day operations, training, and overseeing residential and commercial inspections ensuring compliance with state regulations. I served as a conduit between call, per-diem, and career personnel. I took on the challenge of developing a comprehensive training program that focused on elevating our foundational skills as well as exposing members to new proficiencies necessary to respond to and mitigate new threats brought about by innovation and new technologies. I have been consistently successful in obtaining numerous grant awards that have funded various categories of new fire and BMS equipment. Also, as Deputy Chief, I have been involved in collaborative work with other town departments to meet community specific goals. These opportunities have provided me with the experience necessary to be a leader within the town as well as providing me with a diverse foundation of knowledge and perspective to lead an effective and efficient organization.

Allowing for personal growth and development of our current and future fire service leaders needs to be a priority for the Fire Chief. Professional development plans can provide fire department personnel with a sense of fulfillment and progression. Serving those who serve others and inspiring personnel to have pride and take ownership of their department. Strong leaders who realize the importance of training and developing their replacements while continuing to improve upon their own skills has the potential to create a seamless succession of leadership all while maintaining the progress of the department and community goals.

Accompanying this letter, you will find my resume outlining my experience and education. If awarded the opportunity, I am confident that my contributions will be valuable to the Town of Groton. I look forward to the opportunity to discuss my candidacy and qualifications with you. I can be reached at
Thank you for your time and consideration.

Sincerely,



Arthur Cheeks

Art Cheeks

Deputy Fire Chief
Groton Fire Department

Employment Experience

Groton Fire Department / Full-Time Deputy Fire Chief
45 Farmers Row
Groton MA, 01450
2019 - Present

- Manages, directs, supervises and coordinates activities and operations of the department to include fire suppression, fire prevention, code enforcement, EMS and related services and activities under the general direction of the Fire Chief.
- Assists in the development of tactics and strategies to protect life and property.
- Responds to emergency and non-emergency incidents; utilize the incident command system to direct operations and communications in fire or other emergency situations.
- Provides oversight for all training functions including state and nationally mandated training. Ensures that such programs are documented as recommended by NFPA and ISO.
- Provide general oversight to department equipment and apparatus.
- Provides orientation for new employees, call and full time.
- Promotes positive working relationships between on-call and career staff.
- Encourages, promotes and assists in professional development of those supervised.
- Identify and correct any performance related issues through individual or group training needs.
- Maintains level of interaction with dispatch to develop guidelines and quality assurance.
- Acts as the department representative to the general public in the absence of the chief or in instances not warranting the Chief's presence. Represents the department at local, regional and other meetings at the discretion of the Chief.
- Provides general oversight for the Department SAFE program.
- Assist with the evaluation of departmental procedures, organization and staffing; review and prepare studies, recommend and implement changes in operations.
- Coordinates and Collaborates with other town departments and Mutual Aid partners for special events, Town Services, Emergency Preparedness, & incident response and stabilization
- Assumes overall responsibility of the department in the absence of the Fire Chief.

Promoted to the rank of Call Lieutenant 2015 - 2019

- Responsible for responding to EMS and Fire incidents
- Oversee on-call fire personnel
- Assist in the coordination of training activities with career members and call/volunteer members

Call/Volunteer Firefighter/EMT 2007 - 2011

Groton School / Director of Sports Medicine 2003 - 2019
 282 Farmers Row
 Groton, MA 01450

- Prevention and Care of Injured high school Athletes
- Coordinated Orthopedic evaluation and treatment
- Therapeutic modalities and exercise prescription
- Concussion management for all students and athletes
- Served as liaison between the school and the Groton Fire Department regarding all safety related issues.

Pomfret School / 1997 - 2003
 Director of Sports Medicine
 & Asst. Athletic Director

- Prevention and Care of Injured high school Athletes
- Coordinated Orthopedic evaluation and treatment
- Therapeutic modalities and exercise prescription
- Concussion management for all students and athletes
- Coordinate athletic event game schedules

Education

Massachusetts Firefighting Academy

Non-Criminal Ticketing	Mar. 2024
Sr. Fire Officer Forums (<i>Managing Risk Call/Vol</i>)	Mar. 2023
Sr. Fire Officer Forums (<i>Managing the Mayday</i>)	Sept. 2023
Chief Fire Officer (<i>MA Fire Academy</i>)	Jan. 2022
Basic Fire Investigation	May 2022
Fire Prevention Officer (<i>Cred. Lvl. 1</i>)	Nov. 2021
Fire Officer I (<i>Pro. Board</i>) & II	Dec. '20 / May '21
Fire Instructor I (<i>Pro Board</i>)	Spring 2020
C.O. Fundamentals of Fire	Jan. 2020
Behavior and Flow Paths	
Company Officers Strategies	Feb. 2018
And Tactics	
Fire Behavior	Dec. 2017
Call/Vol. Academy Firefighter I/II	May 2008

FEMA *(National Emergency Training Center; US Fire Admin.; Emergency Mgmt, Institute)*
 Fire & Emergency Serv. Training Management Program
(National Fire Academy) Feb. 2023
 ICS 100, 200, 240, 300,
 400, 700, & 800 Fall '07 - '20
NWCG
 S-290 Mar. 2024
 S-130; S-190; L-180 Apr. 2021
EMS TRAINING INC., Lowell MA,
 EMT-B Certification, April 2010
Springfield College
 Alden Street; Springfield MA
 B.S. in Athletic Training/Sports Medicine May 1997

Current Professional Memberships

IAAI	2024
FCAM	2019 - Present
IAFC	2019 - Present

05/02/2024

Melisa Doig
Human Resources Director
Town of Groton
173 Main St
Groton, MA 01450

Dear Ms. Doig,

I am writing to express my interest in the open position of Fire Chief for the Town of Groton, MA. I received notification of the open position through a digital media source. I am very interested in this position, and I am excited at the opportunity to work in and for the Town of Groton.

Presently, I am the Deputy Fire Chief in Oxford, MA where I have held this position for the last five plus years. I have been a career Firefighter/Paramedic in Oxford since 2007. I have been lucky to rise through the ranks to my current position as Deputy Chief. I have held the ranks and titles of acting lieutenant, lieutenant, captain, and training officer. I held the position of captain/training officer for five years before being promoted to Deputy Chief. My daily responsibilities as a captain included overseeing department operations and training, anything MFIRS, basic inspections, and fire investigations. I served as our union vice president for one year, followed by union president for the following seven years. I have been a paramedic since 2006 and have worked in private EMS, fire-based EMS, and in an Urban based EMS system. During my tenure in EMS, I have also held the position of shift supervisor (lieutenant) for a little over four years. This experience coupled with my diverse EMS background has proven to be a tremendous asset in my professional progression. Over the last five years, I have been extremely fortunate to have been able to command many of the major incidents in Oxford. Additionally, my current administrative duties include, scheduling, finance/administration, grant applications/management, vehicle maintenance, and filling in whenever needed from 3rd EMS calls to the occasional shift backfill.

My certifications include Firefighter I/II, Fire Officer I, II, III, IV, and Fire Instructor I and II. I am presently a Credentialed Fire Prevention Officer 1. I have completed the Basic and Advanced Arson Investigation courses and I have several years of fire investigation experience. I have been a Credentialed Chief Fire Officer for a little over 5 years. My scholastic accomplishments include dual associate degrees in Fire Science and Paramedic Technology. I hold a BSBA with a focus in Management from Becker College. I also completed a certificate program/minor in Human Resource Management at Becker. I completed my MBA from Anna Maria College in 2019. I'm presently a little more than halfway through the MPA program with a focus in emergency management at Clemson University.

I believe my journey to this point in my career has given me an excellent array of qualities, trainings, education, and real-life experiences that would allow me to be an outstanding addition within the senior leadership team of the Town of Groton. These qualities will also be invaluable for me to lead the Groton Fire Department into the future. Please find enclosed my resume. Please contact me via telephone at . Thank you in advance for your time and consideration for this position.

Respectfully,

Jon Belanger

Jon T. Belanger

Objective:

To obtain a professional and challenging position as the Fire Chief for the Town of Groton.

Profile:

- ❖ Outgoing and professional, enjoys working with others
- ❖ Thrives in a fast paced and challenging environment
- ❖ Able to organize, assist, and work as a member of a team
- ❖ Paramedic (07/2006-present)

Experience:

December 2000-July 2017

Webster Rescue (Webster Fire Department): Webster, MA Call Firefighter

Provide all aspects firefighting and heavy rescue company activities. The call volume averages 500 responses per year within the town of Webster and the surrounding communities on a paid-call basis.

- Attended multiple MFA classes and trainings (2001-present)
- Merger of Webster Fire and Rescue (7/2012)

July 2004-Oct 2014

Webster EMS: Webster, MA

EMT-P / Supervisor

Provides 911 coverage to a town of nearly 18,000 people, Averaging over 4,000 emergency calls, and 2,500 emergencies Interfacility transfers per year.

- EMT-B (2004-2006)
- EMT-P (07/2006)
- Shift Supervisor from 2005-2007, 01/2013-10/2014
- Coordinated vehicle maintenance and state OEMS compliance, working within an operating budget.
- Completed Successful AFG application (2011)

December 2007-Present

Town of Oxford: Oxford Fire-EMS

Deputy Fire Chief/Paramedic

Provide fire, EMS, and ALS intercepts for the town and the surrounding communities. Averaging nearly 3,000 emergency calls per year.

- Coordinate breast cancer awareness t-shirt program
- Union Vice President and President (2009-2017)
- Promotion to Lieutenant (09/2011)

- Regional Technical Rescue Team Leader (2011-2016)
- Promotion to Captain (9/2012)
- Training Officer (10/2012-2017)
- Completed Successful AFG application for \$104,000 (2013)
- Managed refurbishment project of 1989 Engine (2014)
- Promotion to Deputy Fire (09/2017-Present)
- Promotion to Acting Chief (08/2018-11/2019)

September 2015-Present

**Umass Memorial EMS (Worcester EMS)
Paramedic**

Provide 911 emergency medical services coverage to the city of Worcester, averaging 50,000 requests for service per year.

- Rapid Sequence Induction training (2015-present)
- Member in good standing

Education:

Bartlett High School: Graduation: June 1999.

Quinsigamond Community College; Paramedic Certificate: May 2006

Quinsigamond Community College; Fire Science (AS): December 2013

Quinsigamond Community College; Paramedic Technology (AS): May 2014

Becker College; Bachelor of Science Business Admin (BSBA): May 2017

Becker College; Minor in Human Resource Management: May 2017

Anna Maria College; Master of Business Administration (MBA): May 2019

Clemson University; Master of Public Administration (MPA): EDC May 2025

Awards & Activities:

MFA Fire Fighter 1-2 certified

Dive Rescue 1 Rescue Diver

MFA Hazmat FRO

NAUI (open water diver)

CPR/AED (AHA)

PHTLS (NAEMT)

NBFSPQ Fire Fighter 1, 2 certification # 208414

ACLS (AHA)

VFIS EVO Instructor

MFA Instructor 1&2/ Pro Board-Certified

MFA ICS Structural Collapse

MFA Rope Rescue Technician

MFA Officer 1&2/ Pro Board-Certified

MFA Trench Rescue Tech

MFA C&C Gas Emergencies

MFA Officer III, Pro Board-Certified

MA Fire Services Commission Credentialed Chief Fire Officer

CT Fire Academy, Fire Officer IV Pro Board-Certified

EMT Paramedic (MA) #865255

Extrication Technician (Lukas)

MFA Hazmat FRO (Instructor)

BLS Instructor (AHA)

VFIS Driver/Operator

MFA confined space

NSC advanced driver training

MFA Chief Fire Officer Program

NIMS 200,700,800,701,702,300, 400

PALS (AHA)

MFA Incident Safety Off

MFA Strategy/Tactics

Ethanol First Resp.

MFA RIT

MFA FPO1 Cred.

USCG Boating safety

Candidate Name: _____

Groton Fire Chief – Interview Questions

1. Tell us about yourself background and how you came to a career in this field?
2. What about Groton and the Groton Fire Department make you want to work here?
3. What do you consider to be the key skills for this position?
4. What is your greatest professional achievement to date?
5. What is a weakness and what have you done to overcome it?
6. Leaders must motivate their subordinates to get the most out of them. Please give examples of a good leader/leadership and a bad leader/leadership. How do you motivate employees? How do you work with strong individuals to create a functioning team?
7. What is your experience with unions and how is the relationship with management? Please describe what you consider the best relationship between union and management?
8. Describe how you integrated call department members with full-time members. What were the challenges and how did you handle them and what was the outcome? Do you have any ideas to increase interest in becoming call members for the Groton Fire Department?
9. Describe a decision you made that was not popular and how you implemented it.

Candidate Name: _____

10. What is your process for developing and maintaining your budget during the course of the year?

11. Do you prepare a 5-year strategic plan for the department? Describe your approach.

12. Describe the relationship and level of interaction you would want to have with the Police Chief and Police Department. How would you address any issues that arise between the Fire and Police Departments? Have you had experience with resolving conflicts with other town departments?

13. How do you ensure that your employees respond appropriately to health and mental health emergencies as well as fires?

14. What is your approach to taking over from a Chief who was been well-regarded by the community and the department.

15. Why should we select you over the other candidates?

16. Do you have any questions for us?