

## **Ashby Police Chief Search Committee - Minutes**

December 22, 2009

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Meeting Called to Order: 7:00PM

Meeting Adjourned: 8:58PM

Attending: *Alden, Bauman, Doig, Flinkstrom, Haynes, Krapf, Leonard (absent), McLatchy, Money, Hayes (absent)*

Location: Finance Committee Room

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Minutes from the Dec 15 meeting were unanimously approved. Interview questions were specifically excluded from meeting minutes to prevent candidates from previewing them prior to the interview.

Decision was made to make the interview 90 minutes with 30 minutes for breaks and deliberation. Interview times: Weekdays; 12, 21, 26 (7PM) and Sat; 16, 23 (10AM, 2PM).

Format for interviews will have a single interviewer asking questions and members of the committee will ask follow up questions as needed. If a question is deemed by any committee member to be inappropriate they may call for the question to be "tabled" until the break where it can be discussed. The chairman may allow any tabled question to be asked if he deems it to be appropriate. This format was accepted unanimously by all in attendance.

We are the first item on the BOS agenda at 7:00PM. First issue will be on the subject of background checks. The chairman will sign off on the background report to insure completeness. The BOS will need to provide a salary range for the position.

Release forms have been sent to the candidates and are expected back before Jan 2010. Interviews will be scheduled after background checks are complete. Committee will be broken into 5 teams of 2 and each team will be assigned a candidate to review. Release forms will be e-mailed to teams. An interview guide will be prepared to guide the teams as they perform their background checks.

Next meetings Jan 5, 2010 at 7:00PM.