



CITY OF SOMERVILLE, MASSACHUSETTS CLERK OF COMMITTEES

March 7, 2018

REPORT OF THE CONFIRMATION OF APPOINTMENTS AND PERSONNEL MATTERS COMMITTEE

Attendee Name	Title	Status	Arrived
Jefferson Thomas ("J.T.") Scott	Chair	Present	
Stephanie Hirsch	Vice Chair	Present	
Wilfred N. Mbah	Alderman at Large	Present	
Lance L. Davis	Ward Six Alderman	Present	
Ben Ewen-Campen	Ward Three Alderman	Present	

Others present: Candace Cooper - Personnel, Frank Wright - Law, Shannon Phillips - Law, Charles Breen - SFD, Christopher Major - SFD, Charles Conway - Appointee, Lysander Amado - Appointee, Annie Connor - Legislative Liaison, Rositha Durham - Clerk of Committees.

The meeting took place in the Committee Room and was called to order at 6:00 PM by Chairman Scott and adjourned at 7:36 PM.

Approval of the February 20, 2018 Minutes

RESULT:	ACCEPTED
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205203: That the City Solicitor advise this Board's Committee on Confirmation of Appointments and Personnel Matters of any legal requirements and/or standards that may exist for appointments and re-appointments.

The committee received communications from the solicitor. Questions were asked about the goal and/or the intention on how the standards will be used. The standard guideline will be used to help candidates and the administration know what to expect in the meetings. This item was kept in committee to give the committee members time to review the documentation.

RESULT:	KEPT IN COMMITTEE
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205204: That the Administration provide this Board's Committee on Confirmation of Appointments and Personnel Matters with all documentation considered for each appointee's appointment, and any updated information since the time of any appointment to a "reserve list".

Ms. Connor from the Mayor's office sent information to the committee members on the commissions, applications and other documents. This information will help the committee understand how each commission is screened. Ms. Cooper explained what the Confirmation of Appointments and Personnel Matters Committee reserve list works for fire fighters. The list is thoroughly vetted to help expedite the candidate's process. The hiring timeline can be a lengthy process. Once a full-time fire fighter vacancy becomes available, the vetted candidate is then selected in order listed on the reserve list. The committee talked about the probational period on the reserve list. The reserve list is an unpaid position. The question was asked if those on the reserve list can accrue time for a pension. The chair asked for clarification if those on the reserve list can accrue time. Approximately 20 towns and cities in Massachusetts utilize reserve lists. Somerville has been using the reserve list since 2008. To hire a reserve fire fighter to the reserve list, you must have two times plus one candidates, for example if there is one vacancy then you must have three candidates. A candidate might withdraw from the reserve list if they are hired by another community. It is not uncommon for candidates to be on several reserve lists. The City Solicitor and his office will research whether it is considered a promotion for a candidate to be hired from the reserve list. The reserve list is maintained by the City of Somerville.

RESULT:	KEPT IN COMMITTEE
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205083: That this Board's Committee on Confirmation of Appointments and Personnel Matters develop a comprehensive procedure manual regarding review processes for all categories of appointments and re-appointments.

RESULT:	KEPT IN COMMITTEE
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205039: Requesting the appointment of Charles Conway to the position of Fire Fighter.

Provisional Chief Breen introduced Charles Conway and talked about his background in roofing. Mr. Conway has a BS in finance from Bentley. He has lived in Somerville for over 10 years. He wanted to be a fire fighter since he was a kid. His father was a fire fighter in Medford. Mr. Conway works for the family roofing company. The committee were all impressed with his resume. Ald. Ewen-Campen motioned and it was accepted to go into executive session to review the candidates background records. The candidate was given the option to decline the executive session which he agreed to go into the session. Ald. Mbah motioned and it was accepted to approve the appointment of Mr. Conway to fire fighter.

RESULT:	APPROVED
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205040: Requesting the appointment of Lysander Amado to the position of Fire Fighter.

Chief Breen introduced Lysander Amado who has military experience, has several degrees and speaks three languages. Mr. Amado wanted to be a fire fighter because of his cousin. He recalled when his cousin was a kid and a fire fighter invited his cousin into the fire house and treated him a little brother. Mr. Amado and his cousin took the test at the fire fighter test at the same time. Everyone on the committee was impressed with Mr. Amado's resume. The candidate played football for Somerville High School. The candidate was asked if he would go back to Somerville High School and talk to the students. Ald. Ewen-Campen motioned and it was

accepted to go into executive session to review the candidates background check. The candidate was given the option to decline the executive session which he agreed to go into the session. Ald. Ewen-Campen motioned and it was accepted to approve the appointment to the position of fire fighter.

RESULT:

APPROVED

Note: The Committee may meet in Executive Session for items 205204, 205039, 205040 to review protected personnel information or to discuss matters related to individual candidates pursuant to MGL c30A s21(a)(1).

Handouts:

- Exec Session Notice - Employment - C of APM - 3-7-18
- Conditional Offer (with 205039, 205040)
- Supporting Docs (with 205039, 205040)