

# DRAFT 5/21/24

## **Bonnet Shores Fire District Nominating Committee Meeting Minutes May 10, 2024 J. Daley, Recorder**

A meeting of the BSFD Nominating Committee (NC) was called to order at 4:34PM on Friday, May 10<sup>th</sup> in the Bonnet Shores Community Center. In attendance were committee members Jean Albert, Michelle Caraccia, Nancy Cordy, Jim Daley, and Bill DelGizzo. Committee Members Keven Bahouth and Marlene Bellini were absent.

Opening discussion was primarily about administrative issues: Nancy Cordy and Jean Albert were unanimously voted 5 to 0 to the positions of Co-Chairs of the NC; and access to and use of the NC's email account were discussed. Also, the meeting Recorder is to alternate among the committee members, meeting to meeting.

Discussion then moved to applicant response. As of the meeting, the NC had received only three (3) applications. There is a total of twenty-one (21) positions requiring nominations. In response, the NC will send out another e-blast.

As of the meeting, the NC had received applications from the following three (3) incumbents:

- Carlyn DiLeo for Council,
- John Chereskin for Tax Collector,
- David Kaufman for Land Trust.

The interviews were scheduled for Wednesday, May 15<sup>th</sup> at 5:00PM, 5:30PM and 6:00PM, respectively. These interviews are to be followed by the Fire District's regular meeting. Bill DelGizzo is to email the applicants to schedule their interviews. Nancy Cordy will post the meeting notice and agenda.

Interview questions were developed for each position to be included in the response to each applicant. Jean Albert and Nancy Cordy will type and distribute draft interview questions to the NC.

The job description for Moderator is to require an in-depth knowledge of *Robert's Rules of Order*. Applicants will be advised to familiarize themselves with the job description for the position for which they are applying in the Fire District's By-Laws, Article III, Sections 2 and 3.

The job description for Clerk will include responsibility for setting up and running the Zoom application at Fire District meetings. Bill DelGizzo will ask the Council for job descriptions for Tax Assessor and Fire Warden. Job descriptions will be sent to Linda Kaufman to be posted on the Fire District's website.

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At the next meeting of the Fire District Council on May 15<sup>th</sup>, Bill DelGizzo is to ask Clerk Stephanie Caldwell when the first-class mail notices of the upcoming election will be sent. Michelle Caraccia has the 2021 mailer as a template.

The next meeting of the Nominating Committee is scheduled for Wednesday, May 22<sup>nd</sup> at 5:30PM in the Bonnet Shores Community Center.

This meeting of the Nominating Committee on May 10<sup>th</sup> was adjourned at 6:34PM.