

Town of Nantucket

*MEMO*



TO: Select Board  
FROM: C. Elizabeth Gibson, Town Manager *Jy.*  
DATE: July 18, 2022  
CC: Amanda Perry, HR Director  
RE: Fire Chief Hiring Process

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As the Board knows, responsibility for department head appointments are laid out in the Town of Nantucket Charter section 4.3. The Town Manager appoints, subject to a notification process as contained in section 3.4(a)(4).

Chief Murphy submitted his letter of retirement on January 4, 2022, effective September 1, 2022.

On February 4, 2022, requests for quotes for Fire Chief recruitment services were sent out to three professional recruiters. The three professionals were, in no particular order: Bernie Lynch of Community Paradigm, John Parow of Parow Consulting and Associates, and Wayne Sampson of Public Safety LLC. One quote was returned to the Town from John Parow, Parow Consulting and Associates. John Parow Consulting and Associates was selected and a contract was put before the Board at its meeting on March 9, 2022 under Pending Contracts. The contract amount was \$10, 625, with a cost estimate of five (5) candidates proceeding through an Assessment Center and Myers Briggs evaluation. Attached is a copy of the contract and scope of work. John Parow has over forty years of experience in the fire service, culminating in serving as President and Chairman of the Board of the International Association of Fire Chiefs (IAFC), after serving as Chief of the Chelmsford Fire Department for 17 years. Since his retirement he has served as Interim Fire Chief in the Town of Ipswich (twice), the City of Haverhill and the Town of Ashburnham. Following his interim assignments, Chief Parow was then hired as a recruiter to fill these positions with full time permanent Chief(s).

Attached is a detailed report from Mr. Parow as to the details of the hiring process that was followed.

At this point, the two finalists are scheduled to come to the island on July 22 and on July 26.

*from the desk of.....*

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