BONNET SHORES FIRE DISTRICT – DRAFT MINUTES

SEARCH & SCREEN COMMITTEE

Tuesday - September 1, 2026 – 8:30 – 10:00

Bonnet Shore Fire District Community Center

Members Present: Leslie McKnight, Chair; Lloyd Albert, Imma Canelli, Laurie McCarthy, Kevin O'Brien, Neal Prescott

Chairperson Leslie McKnight called the meeting to order at 8:32 am.

A discussion took place regarding the appointment of a clerk for the purpose of taking meeting minutes. A motion was made, seconded and approved unanimously to appoint Imma Canelli as the clerk.

A motion was made, seconded and approved unanimously to approve the August 17, 2026 meeting minutes.

Chairperson Leslie McKnight gave an update of the Search and Screen Committee process to date. The District Council approved the DRAFT Job Description. The District Council approved to advertise the DRAFT Job Description. To date, we have received two resumes through the online portal and six resumes through Indeed. If candidates send individual emails, Leslie will put them in the Indeed portal. We have received comments on the job description. Neal Prescott will make edits to the job description. The job description will be reviewed at the next Search and Screen Committee meeting. The DRAFT job description will be submitted to the District Council.

The pre-screening process was reviewed and discussed. All candidates will be pre-screened through a phone screening process. Pre-screening questions were discussed and selected for the pre-screening process. A motion was made, seconded and approved unanimously to approve the pre-screening process and pre-screening questions.

A discussion took place regarding the appointment of a committee member to conduct the pre-screening of the District Manager applicants. A motion was made, seconded and approved unanimously to appoint Laurie McCarthy to conduct the pre-screening of all applicants by phone.

It was decided that interview questions will be discussed and formalized at the next meeting of the Search and Screen Committee.

A discussion took place regarding formalizing next steps in the search and screen process for the District Manager. The next steps are as follows:

- Laurie McCarthy will pre-screen the candidates
- Laurie McCarthy will provide a report of the pre-screening to the committee
- The committee will review the report on September 9, 2026
- The committee will review the edited job description on September 9, 2026
- The committee will vote on the job description to present to the District Council at the September meeting
- The committee will ratify the interview candidates
- Interview dates and times will be formalized
- Next steps will be discussed
- *Every agenda going forward will include reviewing and editing the job description*

The next meeting of the Search and Screen Committee will be September 9, 2026 from 8:00 – 9:30 at the Community Center. The pre-screening results will be discussed and a vote on which candidates to bring forward will be taken. Interview questions will be formalized and the job description will be discussed and edited to present to the District Council. Interview dates and times will be scheduled.

The meeting was adjourned at 9:37 am.

Respectfully submitted,

Imma Canelli