

**Public Safety Building Advisory Committee  
Meeting Minutes  
8:30 AM – City Hall - October 16, 2018**

**Next meeting 8:30 AM – City Hall – October 25, 2018  
Purpose: Review Interview Questions**

**Roll Call Committee Board Members**

- Jerry Gaffney, Chair - Y
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - N
- Police Chief Anthony Marino - N
- Rick Lundholm, OEM Coordinator - Y
- Louis Belasco, Cape May City Tax Assessor - Y
- James Matthews, Cape May Volunteer Fire Department President - Y
- Scott Griffith, Citizen - Y
- Robert Lamendola, Citizen - Y
- Rosanne Traficante, Citizen and Secretary - Y
- Kathleen Wyatt, Citizen and Secretary - Y
- Deputy Mayor Shaine Meier, Council Liaison - Y
- Mayor Chuck Lear - N
- Jerry Inderweis, Jr – Deputy City Manager - N
- Neil Young – City Manager - Y
- Tom Thornton – City Engineer - N

**Purpose:** Reconvene Committee to discuss path forward

**Discussion:**

- Comments, concerns on path forward to interview RFP finalists on November 2
  - Committee work (at this time) is private; a work in progress; proof of concept phase;
  - Comments by Committee Members on the committee’s process at Council meeting – October 2
  - Reconfirm and clarify the committee function
  - Follow specific RFP process

**Process and Next Steps:**

- Interview Questions are 20 points
- Bob Fritz is conducting the reference checks

- All Committee Members have the option to review the RFPS; schedule time with Neil Young to review the RFP documents
- Council members have option to review the RFPs – (email Neil Young)
- At the request of the Neil Young, each committee member will send a list of interview questions to Kathleen Wyatt, no later than COB, October 24,
- Distribution of questions at the October 25 meeting to prepare for RFP finalists on November 2
- Review and finalize interview team (see below); schedule; determine procedure for November 2 RFP interviews
- City Manager to determine next steps at the completion of the October 25 meeting.

### **Selection Committee and Procedure:**

- Scoring spreadsheet and instructions- all committee members must follow the criteria
- Interviews - PSBAC Committee Members in audience; Council Member observation only; no comment allowed during the interview process
- What are you going to do for us? Not so much what have you done.
- Interviews – at least 1 hour on average; four per day possible
- Selection Committee:
  1. Tony Marino, City of Cape May Police Chief
  2. Alex Coulter, City of Cape May Fire Chief
  3. Dan Shustack, City of Cape May Purchasing Agent
  4. Lou Belasco, City of Cape May Tax Assessor
  5. Rick Lundholm, City of Cape May OEM Coordinator
  6. Neil Young, City of Cape May Administrator
  7. Kathleen Wyatt (Rosanne Traficante), Citizen and Secretary

Respectfully submitted,

Kathleen C. Wyatt