

Public Safety Building Advisory Committee Meeting Minutes
9:00 AM – City Hall – October 26, 2018
Purpose: Review Interview Questions

Roll Call Committee Board Members

- Jerry Gaffney, Chair - N
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - Y
- 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 - N
- Mayor Chuck Lear - N
- Jerry Inderweis, Jr – Deputy City Manager - N
- Neil Young – City Manager - Y
- Tom Thornton – City Engineer – N
- Bob Fritz – Mott,Mac Representative

Purpose: Review Committee questions and discuss path forward

Discussion:

- Jerry had conflict; Barney passed to Kate Wyatt; Kate passed to Neil
- Tony had conflict in schedule – no questions submitted to date
- Shaine - conflict; family medical
- Reference checks are completed by Bob Fritz; have not distributed to committee
- Interview Questions distributed at meeting – hard copy only
- Alex submitted questions for Fire, OEM (Rick) and Volunteer Fire department(Jim); will focus on NFPA 1581 layout
- Bob submitted a question “Architect Joint Ventures – how will that work?”
- **Questions not received:**
 - Neil (hard copy at meeting- need soft copy file)
 - Shaine
 - Tony
- Some questions have similar topics- will be refined to one question on that topic – Bob Fritz

- Bob Fritz discussed Reference checks: at least two for each of the 8 RFPs; 2 firms had less than positive references; Firm A – difficulty with resolving construction issue due to distance; Firm B – delays due to merger between two firms

Task List Preparation for Interview Meetings:

(Not in order of importance)

1. Collect RFP worksheets – Neil to collect worksheets from: Alex, Tony, Kate, and Bob
2. Create Interview Validation worksheet for Interviews – Bob Fritz
 - a. Expert in that topic should ask the question—identify a Primary and a Secondary in case Primary is absent on that day;
3. November 7 - new date for interviews; 9:00 AM – 5:00 PM; all five firms; Interview meeting setup for City Hall:
 - a. Interviewer – At table
 - b. Interviewee – At table
 - c. Balance of committee in audience seating area
 - i. If question is raised by this group, save for committee member review at end of interview day
 - d. Council in Audience
 - i. Neil to check with Legal on more than two
4. Create Agenda, breaks and wrap up review by Committee Members; reserve room – Neil’s office

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. Rosanne Traficante, Citizen and Secretary

Adjourned, 9:40 AM

Respectfully submitted, Kathleen C. Wyatt