

CONTRACT EXHIBIT B

SCOPE OF SERVICES, DOCUMENTS INCORPORATED BY REFERENCE

Fire Chief executive recruitment services (*see attached quote dated February 11, 2022 incorporated at the end of this document*).

John Parow Consulting & Associates

32 School Street
Chelmsford, MA. 01863
978-330-2561 (office)
978.490.4736 (cell)
John Parow@comcast.net
Parowconsulting.com

Amanda Perry, HR Director
Town of Nantucket
16 Broad Street
Nantucket MA 02554
aperry@nantucket-ma.gov
Phone (508) 228-7200 ext.7308

February 11, 2022

Dear Amanda:

Please find the following quote to assist in the search and to design and administer an effectual and comprehensive Assessment Center for position of Fire Chief in the Town of Nantucket.

Scope of Services

1. Preliminary Interviews. Conduct preliminary interviews with the Town Manager, HR, Fire Chief and others to become familiar with the demographics and needs of the Town of Nantucket and Fire Department and to establish specific competencies/attributes to be measured in the Assessment Center process.
2. Assist the Town Manager. Assist the Town Manager in determining which candidates warrant consideration. Provide advice and guidance to the Town with respect to a preliminary interview process with selected candidates; participate in interviews as needed; help develop a list of candidates to be presented for the assessment center.
3. Design Assessment Center. Design an assessment center to serve as the hiring vehicle for the next Fire Chief position, to include, exercises and activities most appropriate to demonstrate the knowledge, skills and abilities necessary and appropriate for candidates for the position of Fire Chief for the Town of Nantucket. The consultant will be responsible for recruiting qualified Assessors to serve on the Assessment Center panel.

Scope of Services Continued

Conduct Assessment Center and Review of Candidates

1. Arrange for, oversee, and conduct a sound, effectual and comprehensive Assessment Center. Develop a schedule for the assessment center and notify the candidates of such.
2. Provide and present a comprehensive written report to the Town Manager, indicating all candidates' ratings, as well as their strengths and weaknesses, in each of the areas of competency evaluated in the various assessment center exercises.
3. Provide a Myers-Briggs or DiSC management assessment report for each finalist candidate. (additional cost of \$50.00 per candidate, see Appendix A)
4. Provide an opportunity for brief follow-up interviews if requested by any candidates to discuss how their individual performance in the various exercises had been measured against the performance, responses and/or behavior deemed appropriate, satisfactory and desirable, and to explain the rationale for assignment of their particular numerical grade for the exercises.
5. Provide advice and guidance to facilitate completion of the preliminary screening process; specifically, an interview process by which the determination of 3-5 finalist candidates can be submitted to the Town Manager.
6. Conduct a thorough background/reference/character investigation for 3 – 5 finalist candidates that include the following, but not limited to: Driving history/motor vehicle records, credit report, Federal criminal search, National criminal search, Sex offender registry search, State criminal search (for current and previous states of residence), and education verification. (additional cost of \$325.00 per candidate, see Appendix A)
7. We understand the Town of Nantucket is an AA/EEO employer and are commitment to ensuring that the principles of diversity, equity, and inclusion are included in the recruitment process.
8. Labor and Materials. Supply all personnel (including Assessors), labor and materials to conduct a Virtual one or one and one half day assessment center.

Timeline

We will be able to start work on the project upon notice that we have been chosen to conduct the Assessment Center. We will work with the Town to establish an appropriate testing date(s) to meet the needs of the Town of Nantucket.

Format – Virtual Assessment Center

Typically, four or five of the following exercises are specifically developed and administered to get a true understanding of the skills and abilities of the individual candidate:

- In-Basket – Out-Basket exercise
- Role playing
- Group exercise
- Written/Administrative problem solving exercise
- Oral presentation
- Emergency Incident Simulation
- Interview

The exercises, that are chosen, will be custom designed to reflect the position, community and the needs of the Fire Department.

The common job measurements obtained in the Assessment Center are:

- Department administration and operation skills
- Problem solving ability
- Reasoning, judgement and analytical ability
- Decision making and decisiveness
- Time management skills
- Ability to manage
- Supervisory and coaching skills
- Planning skills
- Ability to delegate
- Leadership ability and command presence
- Customer service/citizen focus ability
- Interpersonal skills
- Oral communication skills
- Written communication ability

All candidates will be evaluated equally and against the same criteria and circumstances. Each exercise will be scored separately. When all the exercises are completed, they will be compiled, resulting in a final overall result for each candidate.

Space and Special Needs

We are offering a **Virtual only Assessment Center format** and have no special space needs.

Qualifications

The Assessment Center oversight, exercise development and process will be completed by a person with over 25 years of experience in Fire Service Assessment Centers, 40 years in municipal government and 25 years as a Fire Chief in the Commonwealth of Massachusetts. The Assessors will all have significant municipal government experience and considered top in their field, at or above the position being tested for. The make-up of the Assessors will be determined by the Town and the consultant.

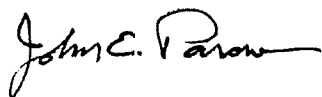
Quote

The quote is based on a **Virtual** one or one and 1/2 day format Assessment Center. Additionally, we will assist the Town in the evaluation of candidates, both through a review of resumes and interviews, along with the other items outlined in the Scope of Service.

Outside of the Quote are the Myers-Briggs testing and Background checks and will be based on the figures, per candidate, as outlined in Appendix A.

Total amount for the Assessment Center and assistance in the Fire Chief search and selection process is \$8,750.00

Sincerely,



John E. Parow

Recent Assessment/Promotional Centers Conducted

Recent Work

Pepperell, MA - Fire Chief	Danvers, MA - Fire Chief
Norwood, MA - Deputy Fire Chief	Danvers, MA - Deputy Chief
City of Fitchburg, MA - Fire Chief	Sudbury, MA - Fire Lt. and Capt.
Easton, MA - Deputy Fire Chief	Shrewsbury, MA - Fire Lieutenant
City of Beverly, MA – Fire Chief	Rockland, MA - Fire Captain
Manchester by the Sea, MA - Fire Chief	City of Haverhill, MA – Fire Chief
Easton, MA –Fire Chief and Deputy Chief	Natick, MA – Fire Lt. and Capt.
West Bridgewater, MA – Fire Chief	Stoughton, MA - Fire Chief
Dracut, MA – Fire Chief and Deputy Chief	Dracut, MA – Fire Captain
Belmont, MA - Fire Lt. and Fire Captain	Topsfield, MA - Police Chief
Swansea, MA – Police Chief	Natick, MA - Deputy Fire Chief
Walpole, MA – Fire Lt. and Fire Captain	Marlborough, MA - Assist. Fire Chief
Wayland, MA – Police Chief	Tewksbury, MA – Deputy Chief
Cohasset, MA - Fire Chief	Framingham, MA - Fire Lt. and Capt.
Easton, MA - Fire Lt. and Fire Capt.	

Upcoming Work

Southborough, MA – Fire Lieutenant (February 2 and 17, 2022)
Norton, MA - Deputy Fire Chief (February 14, 2022)
Arlington, MA Deputy Fire Chief (April 12, 2022)
Easton, MA – Police Chief (May 4, 2022)
Mansfield, MA - Fire Lt. and Fire Captain (May 17, 2022)

Jack Parow – Founder/Principal

Jack Parow has over 40 years of distinguished 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. He is known as a leader, educator, strategist, an innovator and always up for a challenge.

Since his retirement he has served as the Interim Fire Chief in the Town of Ipswich (twice), the City of Haverhill and the Town of Ashburnham. Chief Parow was hired to fill these positions and turn around departments that were either stagnant or heading in the wrong direction. Through his leadership positive change was accomplished, strategic plans were developed and a clear direction for the department's new leadership and administration was put in place before he left.

Chief Parow has worked as a consultant in the Public Safety arena doing promotional assessment centers, executive searches, developing strategic plans, conducting fire department evaluations and various consulting work over the last 25 years. He also lectures nationally and internationally on Fire and EMS issues. In 2012 he was appointed, by past Homeland Security Secretary Janet Napolitano, to serve on the Homeland Security Science and Technology Advisory Committee.

Chief Parow holds his MBA from State University of New York, Empire State College and a Bachelor of Science in Fire Engineering Technology and Safety from the University of Cincinnati. He is also a graduate of the Executive Fire Officer Program of the U.S. Fire Administration/National Fire Academy and the Homeland Security Executive Leaders Program of the Naval Post Graduate School. Additionally, Chief Parow has been a Professor at Anna Maria College in Paxton, MA teaching in the master's in public administration program for the last 25 years.