



**Board of Selectmen**

Steven C. Lewis, Chairman  
Dale C. Harmon, Vice Chairman  
Kristina Ford  
Mike Tomacelli  
Desiree Scorgia

**Town Manager**

Daniel Bryer

**Town of Boothbay  
Board of Selectmen Meeting  
Wednesday, June 24<sup>th</sup>, 2020  
7:00 PM  
Agenda**

1. **Pledge of Allegiance**
2. **Public Hearing-** 1. Carriage House Restaurant, owner Kelly Farrin, applicant for renewal of liquor license, (Class I, II, III, IV) Map U12 Lot 14 located at 388 Ocean Point Road, Boothbay, Me.  
  
2. Wharf and Weir- Robert and Lucille Scribner, Map U07, Lot 13 A and B located at Luke's Gulch, Boothbay Maine to construct a 45' x 6' pier with seasonal 54' x 3' runway to two 30' x 10' floats perpendicular to the shore. Two 3-pile dolphins and/or chains from the floats will be used to hold them in place.
3. **Public Comment**
4. **Approve Minutes**
5. **Reports-** Town Office Reports
6. **Old Business**
7. **New Business-** 1. Water District and Land Trust Initiative  
2. Discussion regarding fireworks  
3. EMA appointment
8. **Public Comment**
9. **Review Warrants**
10. **Adjourn Meeting**



David W. Cody  
32 McFarland Point Drive  
Boothbay Harbor, ME 04538  
978 815-0911

June 22, 2020

May 31, 2020

Julia E. Latter  
Town Manager  
11 Howard St.  
Boothbay Harbor, ME 04538

Dear Ms. Latter,

Please accept my resume in consideration for the position of Boothbay Region Emergency Management Director. My qualifications include a thirty-five year career with the City of Salem Massachusetts Fire Department including fourteen years serving as the Fire Chief which included serving as the Emergency Management Coordinator for the City.

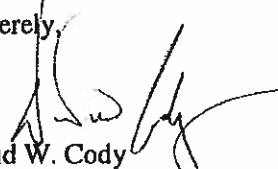
The Salem Fire Department is a mid-sized department with few support staff that required my hands-on attention both on-scene and in administrative matters. Although many Fire Chiefs stress the operations side of their departments, I jumped at the opportunity to advance the emergency preparedness efforts the City. My predecessor had deferred the emergency management roll to the public health department, and I brought it back into the fire department. In addition to coordinating emergency management and planning for the City, the roll afforded me the opportunity to assist many of the local institutions with their preparedness and safety management, including Salem Hospital, Salem State College, a power station and an LNG facility. This has given me great familiarity with NFPA standards, working with partner organizations and with other municipalities. I was also a highly active member of the North East Homeland Security Regional Advisory Council (NERAC). This multi-disciplinary and multi-jurisdictional body was tasked with development of regional homeland security plans and oversight of grant program expenditures for 85 communities. Additionally, I was a board member of the Essex County Fire Chief's Association which helped to foster and further regional coordination of skills and assets when needed.

Other rolls required of me included serving as Public Information Officer during emergency incidents, departmental budget development and management, and grant writing. Successful grant writing was critical to our department to supplement vehicle and equipment purchases and to allow us to expand on training exercises. I was proud to develop a grant funded, confined space response team, an important resource with the power plant and other industries in the City. Finally, I am no stranger to Emergency Management within a tourist area. Salem is a year-round tourist destination that hosts several festivals annually, and Haunted Happenings, the Halloween celebration attracts hundreds of thousands of visitors. This big event in a small space challenged me to creatively develop protocols and to use staff and equipment to meet the needs of the month-long event.

I retired in April of 2018 and relocated to Boothbay Harbor, and have enjoyed working outside again as a landscaper for the Boothbay Harbor County Club. But I would welcome the opportunity to use my years of training for the benefit of the Boothbay region's emergency management. Please contact me if you have questions concerning my qualifications for the available job.

Sincerely,

David W. Cody



**David W. Cody**  
**32 McFarland Point Drive**  
**Boothbay Harbor, ME 04538**  
**978 815-0911**  
**DWCodyC1@gmail.com**

## **Summary**

Safety oriented and rescue-focused fire professional with more than 35 years of experience in all levels of fire department administration for a City of more than 43,000 residents within 8 square miles. Possesses vast knowledge in fire administration, incident management, emergency management and preparedness, budget management, equipment management, public relations, and the enforcement of regulations, policies and procedures related to fire suppression, investigation and prevention, hazardous material response, rescue and emergency services. Highly competent in assessing and eliminating risks and hazards through executing corrective action plans and developing and implementing policies and protocols. Well-equipped leadership and analytical skills as evidenced by ability to continuously advance fire/rescue operations, emergency medical services and emergency management. Interfaced successfully with municipal leaders, community members, key municipal stakeholders, union & non-union staff, mutual aid partners and the public.

## **Work History**

**Salem Fire Department, Salem MA**  
**Firefighter, 1983/Lieutenant, 1988/Captain, 1995**  
**Chief of Department, 2004 – 2018**

- **Operations** - Directed activities of the fire department including fire suppression, dispatch operations, fire prevention, code enforcement, and related functions and activities. Initiated and implemented the three-tiered response policy, oversaw EMS contract and EMS protocols for the department with medical control.
- **Emergency Management** – Coordinated emergency management operations for City. Acted as MEMA liaison to develop and oversee an all hazards plan that addresses significant and protracted tourism season that includes events that attract hundreds of thousands of participants. Served as FEMA liaison for disaster assistance and reimbursement. Developed response plans to address risk assessment for significant stakeholders within the City including:
  - **National Grid LNG storage facility** including roadway delivery.
  - **Coal/oil power plant** currently transitioning to gas plant. Developed dedicated Confined Space team and trained quarterly on-site, developed protocols for plant employees for notification and response.
  - **Mid-sized cruise ship and ferry terminal** – developed protocols for on-site fueling and Haz-Mat response.
  - **Salem State University**. Coordinated inspections, drills, and plan –review for rapidly expanding university
  - **Northshore Medical Center, Partners Health Care**. Developed individualized plan development that provides Haz-Mat response and protection to emergency room through decontamination operations, within the State system of deployment.
- **North East Homeland Regional Advisory Council (NERAC) 2006 to 2018**. Appointed Fire liaison to Council which directs Homeland Security funds and initiatives for the 85 communities in the NERAC region, in conjunction with Executive Office of Public Safety (EOPSS) and the Metropolitan Area Planning Council (MAPC). Served as Vice Chair of Council, Chair of Training and Exercise committee and working group participant for development of one-of-three State recognized Type3 Incident Management Teams.
- **Administrative Duties**- Developed and administered departmental annual budget. Regularly reported at City Council hearings and public meetings. Managed all aspects of departmental purchases including equipment and vehicle design and order. Worked with media outlets releasing information on initiatives and public safety incidents. Successfully drafted all grants to augment programs and equipment purchases and handled all aspects of grant administration including reporting and record keeping.

## **Education**

Associates Degree, Fire Science, North Shore Community College, 1984

## **Other Skills**

Emergency Medical Technician  
Instructor, Massachusetts Fire Academy  
Incident Command System 700-400

# EMPLOYMENT APPLICATION

## Town of Boothbay Harbor

11 Howard St.  
Boothbay Harbor, ME 04538  
207-633-3671

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For Boothbay Region EMA Director		Date of Application May 31, 2020	
How Did You Learn About Us? x Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Other _____			
<b>APPLICANT INFORMATION</b>			
Last Name Cody		First Name David	Middle Name W.
Address: Number   Street 32 McFarland Point Drive		City Boothbay Harbor	State   Zip ME   04538
Telephone Number(s) 978 815.0911		E-Mail Address DWCodyC1@gmail.com	

Best time to contact you at home is: \_\_\_\_\_ after \_\_\_\_\_ 2:30 \_\_\_\_\_ pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?   [ ] Yes   [ ] No

Have you ever filed an application with us before?   [ ] Yes   [X] No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?   [ ] Yes   [X] No  
If Yes, give date \_\_\_\_\_

Do any of your relatives, other than spouse, work here?   [ ] Yes   [X] No  
If Yes, state name, relationship and location \_\_\_\_\_

Are you currently employed?   [X] Yes   [ ] No

May we contact your present employer?   [X] Yes   [ ] No

Are you legally authorized to work in the U.S.?   [X] Yes   [ ] No  
*Proof of citizenship or immigration status will be required upon employment*

Have you ever been convicted of a crime?   [ ] Yes   [X] No  
If Yes, explain \_\_\_\_\_

(a conviction does not necessarily preclude employment)

Date available for work   5 / 30 / 2020   What is your desired salary range?   Negotiable

Are you available to work:   [X] Full Time   (Please indicate Mornings   Afternoons   Evenings) All  
[X] Part Time   (Please indicate dates available   /   -   / )  
[ ] Temporary

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**EDUCATION**

High School	Salem High School				Address	77 Wilson Rd. Salem, MA 01970		
From	1971	To	1975	Did you graduate?	YES X	NO <input type="checkbox"/>	Degree	
College	North Shore Community College				Address	1 Ferncroft Rd. Danvers, MA 01923		
From	1884	To	1986	Did you graduate?	YES X	NO <input type="checkbox"/>	Degree	Associates Degree, Fire Science
Other	Salem State College				Address	352 Lafayette St., Salem, MA 01970		
From	1975	To		Did you graduate?	YES <input type="checkbox"/>	NO X	Degree	

**PREVIOUS EMPLOYMENT**

Company	Fire Dept., City of Salem, MA				Phone	( 978 ) 744-6990		
Address	48 Lafayette St., Salem, MA 01970				Supervisor	Mayor Kim Driscoll		
Job Title	Fire Chief/Emergency Management Director							
Responsibilities	Managing department of staff of 100 to coordinate Fire services and Emergency Management for city of 43,000							
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES X <input type="checkbox"/>	NO <input type="checkbox"/>		
Company					Phone	( )		
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company					Phone	( )		
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>MILITARY SERVICE</b>								
Branch					From		To	
Rank at Discharge					Type of Discharge			
If other than honorable, explain								

**COMMENTS: Include explanation of any gaps in employment.**

**Describe any specialized training, apprenticeship skills and extra-curricular activities.**

**INCIDENT COMMAND SYSTEM 700-400**

**INSTRUCTOR, MASSACHUSETTS FIRE ACADEMY**

**EMERGENCY MEDICAL TECHNICIAN**

**Describe any job-related training received in the United States military.**

**List professional, trade, business or civic activities and offices held.**

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

**ADDITIONAL INFORMATION**

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.  
Extensive qualifications amassed through 35 years of training including 14 years as Fire Chief and Emergency Management Coordinator for City of Salem, MA.

**SPECIALIZED SKILLS (SKILLS/EQUIPMENT OPERATED)**

☐ Terminal ☒ Spreadsheet ☒ PC/MAC  
☒ Word Processing ☒ Typewriter ☐ Shorthand  
WPM \_\_\_\_\_ WPM \_\_\_\_\_

Production/Mobile  
Machinery (list)

Other (list)

State any additional information you feel may be helpful to us in considering your application.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

[ ] Yes [ ] No

**REFERENCES**

*Please list three professional references.*

Full Name	Chief John Glunta	Relationship	Co-worker/Friend
Company	Salem Fire Dept.	Phone	( 978 ) 744-6990
Address	48 Lafayette St. Salem, MA 01970		
Full Name	Chief Jason Gilliland	Relationship	Colleague/Friend
Company	Marblehead Fire Dept	Phone	( 781 ) 639-3427
Address	One Ocean Ave, Marblehead, MA 01945		
Full Name	Chief Paul Cotter	Relationship	Colleague/Friend
Company	Beverly Fire Dept.	Phone	(978) 423-0072
Address	15 Hale St. Beverly, MA 01915		

**DISCLAIMER AND SIGNATURE**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.

Signature		Date	Jan 1, 2020
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