

Cotter Strategies, LLC
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Summit, NJ 07901

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December 4, 2018

RECEIVED
MANTOLOKING BOROUGH HALL
2018 DEC -6 P 1:08
202 DOWNER AVE
MANTOLOKING, NJ 08738

Councilman Anthony Amarante
Councilman Chris Nelson
Borough of Mantoloking
PO Box 4391
Brick, New Jersey 08723

Re: Facilitation of 2019 Goal Setting Meeting

Dear Councilmembers Aramante and Nelson:

In response to your recent inquiry, I am happy to provide the following proposal to facilitate a Goal Setting session for the governing body and senior staff of the Borough of Mantoloking:

SCOPE OF WORK

The proposed process will include:

- Facilitation of one meeting, up to three-hours in length, with the Mayor, Council and senior staff members to identify goals for the Borough of Mantoloking.
- The session will include a review of the goal setting process in relationship to setting public policy and decision-making.
- Review of a model for developing consensus and a process will be demonstrated to assist attendees in prioritizing identified goals.
- The identified goals will be developed into a coherent listing of priorities for consideration and action by the Mayor and Council.

DELIVERABLES

1. Facilitation of one Goal Setting meeting with the Mayor, Council and senior staff members of the Borough of Mantoloking.
2. Provide a Report (in memorandum form) to the Mayor and Council of the Borough of Mantoloking on the identified goals for 2019.

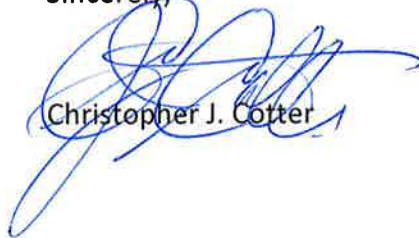
Fee: \$1,250.00 (Total inclusive of travel.)

Attached for your information and review are the following documents:

- Resume
- Bio
- NJ Business Registration Certificate

Please don't hesitate to contact me if you require anything more.

Sincerely,



Christopher J. Cotter

CHRISTOPHER J. COTTER

WORK EXPERIENCE

2014 – Present Cotter Strategies, LLC Summit, NJ
Principal

- Local Government and Fire, Emergency Services Organizational Consulting

2014 – Present The Rodgers Group, LLC Island Heights, NJ
Consultant

- Public Safety Services Consulting

2005 – 2015 City of Summit Summit, NJ
City Administrator

- Responsible for implementation of policy and administration of municipal services
- 200 full time employees
\$45 million operating budget
\$7 million annual capital budget

2006 – 2015 Summit, NJ
Emergency Management Coordinator

2003 - 2005 Department of Community Services Summit, NJ
Director

- Direction of 70 person department responsible for delivery of Public Works, Engineering, Land Use and Code Administrations with a budget of \$7 million.

1994 - 2003 Summit Fire Department Summit, NJ
Director & Fire Chief

- Responsible for overall operation and direction of 50-member fire department with budget of \$ 2.9 million.

1975 - 1994 Summit Fire Department

- Served in successive positions advancing from firefighter to battalion chief.

RELATED EXPERIENCE

- Contract Instructor* National Fire Academy Emmitsburg, MD
- Course delivery in the Leadership & Executive Fire Officer Programs
- Subject Matter Expert* NJ Civil Service Commission Trenton, NJ
- Fire Officer Candidate Evaluation
- 2013 – 2016 *Center for Public Safety Excellence* Chantilly, VA
Commissioner
- Professional Credentialing
- Former Adjunct Faculty* Fairleigh Dickinson University Madison, NJ
- Courses instructed: Leadership, Theory & Practice of Administration, Marketing for Public & Not for Profit Organizations, Managing Organizational Change, Organizational Planning & Risk Communication, Ethics, and Organizational Communication & Conflict Resolution.

EDUCATION

- 1998 - 1999 Fairleigh Dickinson University Madison, NJ
Masters Degree in Administrative Science
- Achieved 4.0 grade point average.
- 1993 -1996 National Fire Academy Emmitsburg, MD
Graduate of the Executive Fire Officer Program
- 1981 - 1986 Kean University Union, NJ
Bachelor of Arts in Public Administration
- Achieved 3.45 grade point average.
- 1977 - 1981 Union College Cranford, NJ
Associate Degree in Fire Science.

PROFESSIONAL MEMBERSHIPS & DESIGNATIONS

- International City/County Management Association
New Jersey Municipal Managers Association
New Jersey Career Fire Chiefs' Association.
- Served as president 1997- 1998 & 1999 - 2000.

Chief Fire Officer (CFO) Designated 2003. Renewed 2006, 2009, 2012,
2015

International Association of Fire Chiefs

National Society of Executive Fire Officers

New Jersey Firemen's Mutual Benevolent Association

COMMUNITY ACTIVITIES

Parishioner, Saint Teresa of Avila, Roman Catholic Church.

Member of the Advisory Board, Overlook Medical Center

Member of the Board of Trustees S.H.I.P. Summit Helping Its' People

Member of the Board of Trustees SAGE Eldercare

Christopher J. Cotter Christopher Cotter served as the administrator for the City of Summit, NJ from 2005 - 2015. He was responsible for 200 full-time employees, a municipal budget of \$45 million and an annual capital budget of \$6 million. As city administrator he oversaw the reorganization of the police department and the department of community services and was responsible for instituting several shared services programs. He led the project team that consolidated the separate departments of recreation and youth services into the newly created community programs department. He served as member of the leadership team that implemented a shared 9-1-1 communications center for fire, police and EMS in three municipalities spanning two counties.

During the period 2006 – 2015 he served as the emergency management coordinator for the City of Summit. During that period he reorganized the office of emergency management and oversaw the renovation of the City's emergency operation center.

During the period 2003 – 2005 he served as the director of Summit's Department of Community Services, responsible for public works, engineering and code enforcement. While director of community services he oversaw the merging of recreation department and public works maintenance operations.

From 1976 – 2003 he served as a member of the Summit Fire Department, the last ten years as chief. During his tenure as chief, he was responsible for a major renovation of fire headquarters and implemented comprehensive standard operating procedures for the department and for the City's 9-1-1 communications center.

He holds undergraduate degrees in fire science and public administration and a graduate degree in administrative science from Fairleigh Dickson University where he has served as an adjunct faculty member.

A graduate of the Executive Fire Officer Program at the National Fire Academy and is a Chief Fire Officer designee from the Center for Public Safety Excellence. He serves as a subject matter expert for the New Jersey Civil Service Commission and is a member of the Fire Science Advisory Board of New Jersey City University. During the period 2014 – 2016, he served as a commissioner for the Center for Public Safety Excellence – Commission on Professional Credentialing. He currently serves as a contract instructor in fire service leadership and officer development training programs at the National Fire Academy, Emmitsburg, Maryland. In addition, he is principal of Cotter Strategies, LLC, providing consulting services in organizational and leadership development.

