

HOODLAND FIRE DISTRICT #74
BOARD WORK SESSION MINUTES
July 23, 2019

Those Present: Board Members: Shirley Dueber, Darcy Lais, Cliff Fortune, Mary Ellen Fitzgerald, and Jacob Rackley. Staff: Fire Chief; John Ingrao, SFF Joe Schwab, and SFF Brian Henrichs. Guests: Jim Mooney.

1. Call to Order: By Shirley Dueber at 7:00 PM.
2. Pledge of Allegiance: Led by Darcy Lais.
3. Persons to be Heard. None.
4. Deputy Chief Hiring Process.
 - A. Jim Mooney, HR Consulting.
 - i. At the June Board meeting, the Board approved the Fire Chief to enter into a contract with Jim Mooney, HR Consulting to provide assistance with this process.
 - ii. Board members can contact Jim Mooney directly with their input.
 - B. Documents.
 - i. Some draft hiring process documents were created.
 - ii. Roughed out timeline with announcement in November 2019 and start date in January 2020.
 - C. Qualifications.
 - i. Discussion of minimum qualifications.
 - ii. Discussion of weighting experience.
 - iii. Discussion of preferred qualifications.
 - iv. Discussion of E.F.O. (Executive Fire Officer) Certification.
 - v. Paramedic Certification will be required.

D. Civil Service Rules.

- i. Civil Service rules mandate the advance communication of hiring process, requirements, and interview process.
- ii. Veterans Preference Points will be given if qualifications are met.

E. Interview Process.

- i. Peer Interview could include members from the outside including local stakeholders including Sandy Fire, USFS, etc.
- ii. Board Interview.
- iii. Chief's Interview with tactical questions.

F. Input from the Staff.

- i. The Fire Chief will be gathering input from the staff on what their desired qualifications would be.
- ii. Will work out how to include a Union Rep into the Peer Interview.

G. Longevity of a Fire Chief.

- i. Fire Chiefs typically stay 5-7 years.
- ii. Younger Chiefs are ambitious and will want to move to a bigger organization.
- iii. Older Chiefs are looking to settle in before retirement.
- iv. Sometimes there is friction and the Chiefs can make enemies after a few years.

H. Casting a Big Net.

- i. The Fire Chief can help spread the word to gather interest at the Fire Defense Board Meetings.
- ii. Need to be careful with minimum qualifications so as not to eliminate candidates.
- iii. Can add wording "or equivalent" to the qualifications.

iv. Can add wording “within a year” to allow time to meet the qualifications.

I. Onboarding the Deputy Chief.

i. It will take time to get the person up to speed on the department and the community.

ii. If the person is not from Oregon it will take time to for them to get Oregon Driver’s License and Oregon certifications.

J. Application Process.

i. Applications will be sent out and sent back.

ii. Applications will be reviewed and scored based on set criteria.

iii. Complete background check and an in depth reference check.

K. Hiring Costs.

i. There is not enough funds in the 2019-2020 budget for interview/hiring costs, so Chief will come to the Board with a plan to cover the costs.

L. Hiring Process.

i. Top five scored applications will go to the Oral interviews.

ii. The candidates will be narrowed down to the top two.

iii. The Board will advise the Fire Chief in an Executive Session who should be offered the job.

M. Work Sessions.

i. Need to schedule monthly Work Sessions.

ii. For scheduling purposes continue Work Sessions on the 2nd Tuesday after the Board Meeting.

iii. Next Work Session will be on August 27, 2019 at 7 PM.

5. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 8:28 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant