

HOODLAND FIRE DISTRICT # 74
WORK SESSION MINUTES
August 27, 2019

Those Present: Board Members: Shirley Dueber, Jacob Rackley, and Darcy Lais.
Staff: Fire Chief John Ingrao and Lt. Scott Kline. Guest: Jim Mooney.

1. Call to Order: By Shirley Dueber at 7:03 PM.
2. Persons to be Heard. None.
3. Deputy Chief Selection Process.
 - A. Deputy Chief Flyer.
 - i. Includes an overview about the region, local community, Hoodland Fire, and the Deputy Chief Position.
 - B. Deputy Chief Job Announcement.
 - i. East Clackamas County Civil Service Job Announcement, this will need some additional work.
 - C. Hoodland Fire Employment Application for Deputy Chief.
 - i. This will need some additional work. Certifications should have the words "or equivalent" so candidates are not excluded.
 - ii. To reduce liability applications will not be accepted electronically.
 - iii. Applicants will be sent a confirmation post card when their applications are received in the mail.
 - D. Draft Policy No. 902 the Deputy Chief Job Description.
 - i. Once completed, the changes to this policy will need to be passed by Board motion with two Board readings before the position is advertised.
 - E. Deputy Chief Resume Scoring Plan.
 - i. Resumes will be scored and points will be given for desired qualifications.

3. E. Deputy Chief Resume Scoring Plan Continued.

- ii. Two interviews panels will be run concurrently. One panel will include 2 Fire Service Chief Officers, 1 Board Member, and 1 Citizen. The other panel will have 2 Board Members, 2 Members of the Hoodland Chamber of Commerce, and 1 member of USFS or ODF. The scores from the two interview panels will be combined and ranked.
- iii. The applicants will need to take the Hoodland Fire Physical Abilities Test which is scored as Pass/Fail.
- iv. The top three ranked applicants will go to a Chief's Interview.
- v. The applicant selected will be offered a conditional offer of employment pending a successful background check, medical physical and psychological evaluation. The contract will be negotiated with the Board and Fire Chief.
- vi. Jim Mooney will develop interview questions and a scoring guide.

4. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 8:06 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant