

HOODLAND FIRE DISTRICT # 74
WORK SESSION MEETING MINUTES
September 24, 2019

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Mary Ellen Fitzgerald, and Darcy Lais. Staff: Fire Chief John Ingrao and Lt. Scott Kline.

1. Call to Order: By Shirley Dueber at 7:11 PM.
2. Deputy Chief Selection Process.
 - A. Draft Interview Schedule.
 - i. This schedule allows for up to 13 candidates in one day.
 - B. Interview Location.
 - i. Rent the Trees Room at the Mount Hood Oregon Resort that can be divided up into three rooms so two rooms can be used for interviews and one for a snack/lunch room.
 - ii. Physical Agility Testing will be at the Main Station.
 - C. Resume Scoring Plan.
 - i. Resumes will be reviewed and scored based on set criteria.
 - D. Interview Panels.
 - i. It is recommended to have an even number of people on the interview panels.
 - ii. The panels can be made up whoever we decide to include.
 - E. Deputy Chief Recruitment Process.
 - i. Working with HFD Attorney John Watts regarding a waiver for reference checks. We will make phone calls to inquire about the individuals.
 - ii. There are some changes that will need to be updated.
 - iii. Applications will be accepted through the end of November versus the beginning of November.

2. E. Deputy Chief Recruitment Process Continued.

iv. Interview schedule allows for up to 13 candidates to interview.

v. The process needs to be approved of by the Civil Service Commission before advertising.

F. Draft Interview Questions.

i. The questions are vague and will need to be modified and reworked. Board input needs to be provided to Mr. Mooney so the questions can be fine-tuned. The Board can email Mr. Mooney with additional questions that they would like to add.

ii. We cannot ask questions regarding experience with volunteers, because experience with volunteers is not required.

iii. Once the questions are fully developed there will be a detailed scoring guide developed to help score the answers.

iv. We can let all applicants know that they should not limit their answers to Fire Service experience only.

v. Add questions that relate to supervisory/management experience.

vi. Add questions regarding community relationships and the work they have done.

vii. Questions need to be broad so that we can get more in depth answers.

viii. Decision Quality Question: Reword the first question and remove the word "bad" and "into trouble."

ix. Personal Learning question and Interpersonal Savvy questions could yield similar answers. A detailed scoring guide will help score these answers appropriately.

x. Follow up questions will be identified for each question because all the candidates have to be asked the same questions. We will ask Mr. Mooney to provide input on which follow up questions should be asked with each question. Any follow up questions that you would like to add, email them to Mr. Mooney.

2. Deputy Chief Selection Process Continued.

G. Contract Negotiation.

- i. The person that is offered the job will negotiate the contract terms with the Fire Chief. The Fire Chief will bring the information to the Board to discuss under Executive Session.

H. Advertising the Position.

- i. We need to advertise the job for 30 days.
- ii. Rough Timeline: Advertise position November 1st. Applications would be due at the end of November. Interviews would be scheduled for mid-December. The applications will be scored and an unofficial ranking list will be determined and the top three candidate names will be brought to the Board at the January Board Meeting. If we don't get five qualified applicants then we can extend the application deadline.

3. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 8:14 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant