

**HOODLAND FIRE DISTRICT # 74**  
**BOARD WORK SESSION MINUTES**  
**AUGUST 27, 2020**

Those Present: Board Members: Shirley Dueber, Darcy Lais, Jacob Rackley (Zoom), and Cliff Fortune (Zoom). Staff: Steve Abel; Interim Fire Chief, DC Scott Kline, Carol Norgard; Financial Manager, Lt. Andy Figini (Zoom), and Sally Chester (Zoom).

1. Call to Order: By Darcy Lais at 7:00 PM.
2. Roll Call – The meeting was offered with a Zoom Meeting option, so a roll call was performed to determine attendance.
3. Pledge of Allegiance: Led by Darcy Lais.
4. Persons to Be Heard. None.
5. Work Session Topics.

A. Review Changes to Policy #901: Fire Chief Job Description.

- i. Add ‘Experience with Inter-Agency Wildland Fire Protection agencies’ to Required Experience.

MOTION MADE: By Cliff Fortune to approve the first reading of changes to Policy #901: Fire Chief Job Description.

2ND: By Shirley Dueber.

DISCUSSION: None.

VOTE: Passed Unanimously. Jacob Rackley (Aye), Cliff Fortune (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye). [Mary Ellen Fitzgerald (Absent)]

B. Fire Chief Recruitment and Selection Process Review.

MOTION MADE: By Cliff Fortune to approve the costs to hire SDAO to conduct the Fire Chief Recruitment and Testing.

2ND: By Shirley Dueber.

DISCUSSION: Fire Chief Steve Abel will assist SDAO with the Recruitment and Testing Process. How thorough the Background checks will need to be can be decided on later.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye). [Mary Ellen Fitzgerald (Absent)]

5. B. Work Session Topics – Fire Chief Recruitment Continued

- i. SDAO Testing and Recruitment Process: SDAO would advertise, collect applications, and conduct three screening interviews (technical/management, financial/HR, and community/community leaders). The Fire Board would conduct the final interview.

C. Second Reading of Policy #921: Paid Division Chief [Operations and Training] Job Description

- i. The First Reading of Policy #921: Paid Division Chief [Operations and Training] Job Description was approved on August 11, 2020.
- ii. There are still multiple steps before the position can be filled including a Union MOU regarding this position.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #921: Paid Division Chief [Operations and Training] Job Description.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye). [Mary Ellen Fitzgerald (Absent)]

D. First Reading of Policy #522: Employment Verification and Reference Requests.

- i. Input was gathered from Attorney John Watts and Judy Clark (SDAO) to create this policy.
- ii. Employee and Volunteer references, recommendations, and employment verification will only come from the Fire Chief or designee.

MOTION MADE: By Shirley Dueber to approve the second reading of Policy #921: Paid Division Chief [Operations and Training] Job Description.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye). [Mary Ellen Fitzgerald (Absent)]

E. First Reading of changes to Policy #107: Public Records.

- i. Changes include adding wording that fees may be waived if in the 'public interest.'

5. E. Work Session Topics – First Reading of Policy #107: Public Records Continued

MOTION MADE: By Shirley Dueber to approve the first reading of changes to Policy #107: Public Records.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Cliff Fortune (Aye), Jacob Rackley (Aye), Shirley Dueber (Aye), and Darcy Lais (Aye). [Mary Ellen Fitzgerald (Absent)]

6. Adjournment.

MOTION MADE: By Darcy Lais to adjourn the meeting.

2ND: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned by Darcy Lais at 7:54 PM.

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant