

**KLICKITAT COUNTY FIRE DISTRICT 3**

200 Husum Street, Husum, WA 98623

**Special Meeting**

January 22 2016

Minutes

**To discuss the option to extend the application period and other items relevant to the hiring process of the new Chief.**

**Called to order:** 09:04

**In Attendance:** Commissioner Zoller, Commissioner Montag, quorum present. Commissioner Connor absent, unable to attend due to a scheduling conflict – excused.

Consultant Robert Merritt (on speaker phone), Secretary Plumb, Sandy Montag.

**Approval of agenda:** Motion to approve agenda made by Commissioner Montag, seconded by Commissioner Zoller. All in Favor (2 yay, 0 nay).

**Discussion:**

Commissioner Zoller noted there were 8 applicants to date and asked Mr. Merritt how many he had expected. He was surprised at having as many as we do, but noted the initial application did not ask for much information, so there is a good chance several of them will not continue.

There was discussion on where we had advertised the position. We targeted our campaign towards the fire industry:

Local newspapers (The Dalles, Goldendale, Hood River, White Salmon, Stevenson, Camas)

Daily Dispatch – Western Region. On-line coverage, and would have been picked up by Washington fire Chiefs.

Position announcements were mailed with a letter from the Chief requesting posting to:

MCFR, Hood River Fire, Bend Fire Dept., Clark County Fire & Rescue, NW Regional Training, Portland Fire and Rescue, Vancouver Fire Dept., North Bend Training Center, Camas-Washougal Fire.

There was concern that the announcement was not forwarded or posted as requested, but we have no control over that. Mr. Merritt also pointed out that maybe we over qualified the minimum requirement for the position. If we were to re-advertise we could alter the requirements to desired qualifications. It appears we erred in the wording of the application by saying requirements rather than desired qualifications (as even the requirements can be negotiable).

It was also noted that the announcement was very clear we are looking for someone with specific skill sets and this may have led to only high caliber applicants even applying. It is possible we have 8 great candidates already.

We should triage the initial applicants we have.

- 1. Option to extend the application period for the chief's position from the current closing date January 22 2016 to a later date.**

It was noted that because the job announcement was very specific that the candidates we do get will be likely be of a high standard. Merritt asked if Commissioner Zoller wanted to review the initial applicants, that way if there were too few qualified then he can make the decision to call for an extension to the open period.

**Commissioner Zoller moved to approve the extension of application period to Feb 15 2016 if after the initial sort we find less than 5 candidates that appear to be highly qualified. Seconded by Commissioner Montag.**  
(2 yay, 0 nays).

Applications to be reviewed at 9 am on Monday 25 February 2016.

Mr. Merritt recommended at a minimum, Commissioner Zoller, Chief Virts, and secretary, be present for the initial screening. And If possible a volunteer and a task force member.

**2. Any other items relating to the hiring process – information from Mr. Merritt.**

Mr. Merritt noted that we can only test 6 to 8 candidates as it will take all day to do that many.

Mr. Merritt also noted that we need to lock down the evaluators and asked we steer clear of anybody close by, 'you are going to need quality fire people', some task force members, hospital administrator, school district administrator, a good mix of high powered folks that have an employing background.

Roz requested Clarification on the process.

- 1) A handful of people to do the initial sort of the applications.
- 2) Then the evaluations – Mr. Merritt has made some suggestions to the board:
  - Writing skills – they will have to write on the day at the assessment Lab.
  - Inbox , Tactical, Discipline, Angry tax payer, and a Presentation to the board/ task force.

Commissioner Zoller agreed that the social /relational/communication testing was important. He noted that before we can ask community members to do these evaluations we need to know what it is we are asking them to do. Commissioner Zoller asked that Mr. Merritt send a list to the office, eg. Station 1 will be 123– we need a person with a background in xyz to assess this. Mr. Merritt said he would do that.

Mr. Merritt said he will polish up the details of the modules to send to staff and the candidates.

**Motion to adjourn made by commissioner Montag, seconded by Commissioner Connor** (2 yay, 0 nay).

Meeting adjourned **09:47**.

**APPROVED BY:**

**Attest:**

  
Chairman - Commissioner Zoller. (date)

  
District Secretary Rozalind Plumb

  
Commissioner Montag. (date)

\_\_\_\_\_absent\_\_\_\_\_  
Commissioner Connor (date)

Klickitat County Fire District 3 Commissioners Meeting  
200 Husum Street Husum, WA .  
January 22nd, 2016 @ 9:00 am  
**AGENDA**  
Special Meeting

**To discuss the option to extend the application period and other items relevant to the hiring process of the new Chief.**

- **Open Meeting:** Call to order. (A) = Action (I) = Information (D)= Discussion
- **Approval of agenda (A)**
- **Attendance:**
- **Discussion:**
  1. **Option to extend the application period for the chief's position from the current closing date January 22 2016 to a later date. (A)**
  2. **Any other items relating the hiring process – information from Mr. Merritt.**
- **Motion to adjourn: (A) Time \_\_\_\_\_**