

EVANS VALLEY FIRE DISTRICT # 6
BOARD OF DIRECTORS
SPECIAL MEETING

Minutes of April 19, 2004

1. The meeting was called to Order by Chairman Don Worthington at 6:02 p.m.
2. Roll Call: Present: Don Worthington, Larry Tuttle, Greg Worthington and Ron Mailho; Chief Bill Fuller, Guest Lou Gugliotta; Dennis Feeley was absent. Approximately 50 citizens and firefighters were also in attendance.
3. Moment of Silence
4. Pledge of Allegiance
5. Consent of Agenda: Agenda was approved by consensus.
6. Approval of the Minutes for Regular Meeting of April 8, 2004. It was moved by Greg Worthington and seconded by Larry Tuttle that the Minutes be approved. The motion to accept the minutes carried unanimously.
7. Communications: Letters from Bob Dawson and Lucille Koger regarding Chief Fuller possibly staying on as Chief. (see attached).
8. OLD BUSINESS:
 - A. Lou Gugliotta outlined his experience and qualifications: 22 years in the fire service, Fire Marshall for Fire District 3. Bob Dawson requested Don Worthington to ask Chief Fuller if the Chief would renew his contract (Don Worthington declined). Bob Dawson asked Chief Fuller if he would renew his contract. Chief Fuller declined to answer that question stating that it was not his intent to go over the head of the Fire Board. Lou Gugliotta continued that he has been a Chief Civil Service Examiner since 1999. His company, BOLA Consulting has four full time employees and provides services on numerous aspects to fire and other organizations with emphasis on career counseling. Salient features of the process for hiring a Fire Chief:
 - Update the Job Description FIRST including:
 - Education requirements
 - Salary
 - Benefits
 - Certification
 - Develop a flyer with preferences
 - Conduct an advertising campaign for the position
 - Time line of six to eight weeks to advertise out of state and about 30 days to advertise just in Oregon
 - Evaluate the applicants choosing the best five to seven
 - Test the best
 - Conduct table top computer simulations of emergency incidents and escalate these incidents to further evaluate the candidates.
 - Conduct a Personnel Module to evaluate the candidates' abilities to resolve conflicts
 - Oral Interview with the applicants and a citizen, a board member and an employee (up to 5 on the interview panel). Evaluate what the applicants say on paper vs. what they really know.
 - Look for a "Community Based Fire Chief" who will support and maintain the volunteer force.
 - Conduct an Assessment Center based on what the hiring body (Board of Directors) wants with various weight given to different considerations (resume, table top, oral interview, strength working with volunteers, etc.)
 - Recommend top two candidates to the Board for interview
 - Background checks required through BOLA or law enforcement.

- BOLA would charge \$1000 for this process.
- Suggested average pay scale for a district like ours in the \$42,000 to \$45,000 range. We should avoid comparing our District with those on the I-5 and US 97 corridors.
- BOLA could supply interim management for two to three months if we are unable to hire a Chief immediately, however, this would not be necessary if a new Chief were to be coming on board in a month or less.
- This process could allow a new Chief to be hired by the first week in July.
- Fire major test area:
- EMT -- Most important
- Fire academy (training) certified
- Hazardous Materials Operations certified
- Fire Science Degree (Bachelors of Science) -- More likely for a retiree moving into the area at the salary to be offered.
- Wildland and other certifications

Various questions about pay, qualifications and background: to be outlined during hiring process. Discussion about advisability to start advertising before the recall is over: not a good idea. Ron Mailho requested a copy of a proposed contract and Lou will provide one. Question on background checks being available to the public before hiring: background information is confidential before an individual is hired. Question about finding the right, properly qualified, Chief: the purpose of the assessment center is to find the right fit.

Moved by Ron Mailho to recommend hiring Lou Gugliotta of BOLA Consulting pending Board approval of a contract to provide assessment center services for hiring a new Chief. Motion moved by Greg Worthington. (Several outbursts and comments from audience.) Voting in favor: Ron Mailho and Greg Worthington. Voting against: Larry Tuttle. The motion carried. Lou Gugliotta stated that he would not provide this contract until after the April 27 election nor would he charge the District anything if his services were not needed (i. e. Chief Fuller were to stay on).

9 Good of the Order:

Les Brooks stated that he'd been a volunteer for 20 years under four Chiefs and questioned why we should spend money for assistance on hiring a Chief.

Doug Williams said that Don Worthington had previously stated that Chief Fuller had done an excellent job in a year with the volunteers and that this meeting was out of order pending the results of the recall election.

10. Adjournment: Greg Worthington moved that the meeting be adjourned. Ron Mailho seconded this motion and it passed unanimously. The meeting was adjourned at 6:56 P. M.

Larry Tuttle
Secretary

Next Meeting: May 13, 2004