

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Workshop Meeting - Minutes
December 5, 2018**

APPROVED 12/12/2018

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Jamie Wright
Al Lee
Danny Curler

Admin Staff:

Doug Kerr
Lois Smith
Jamie Mason
Ed Ulrich
Rob Dahlman
David Clark

Guests: John Stein-SDAO

Dennis Knudson
Miles Vickstrom
Rick DeJager
Brian Nordyke
Steven Kha
Loren Nordyke
Jeff Cutler
George Blacketer
Dave Moorman
Nathan Tuttle
Ryan Schlecht
Greg Keyte
Candice Dickson
Shanna Cox
Connor Anderson

Board President Jamie Wright opened the Workshop Meeting at 4:00 p.m. at the St. Clair Station 1600. John Stein, SDAO Senior Consultant, presented information to the Board regarding steps to take to hire a new fire chief.

Ron Woodard mentioned that the current fire chief's last day will be 2/28/2019; there is approximately 60 days until then.

Below is a summary of the meeting:

Option 1: Appoint a current staff member

Jamie Wright stated that he had spoken to several good volunteers who endorse Rob Dahlman to be the new fire chief. He also stated that the union endorsed him also. Rick DeJager, union president, spoke and stated the union does endorse Rob Dahlman.

Chief Kerr's recommendation

Chief Kerr presented a letter of recommendation to Board President Jamie Wright. The letter was read to the group. Chief Kerr's recommendation is to appoint Rob Dahlman.

Danny Curler expressed that he opposes just appointing a person as he feels there are at least two qualified internal candidates, DC Mason as one who is also qualified, and there may be others interested.

Option 2: Open for internal applicants

There would need to be a process to follow and vetting of the individuals.

Option 3: Open for external and internal applicants

- Need to advertise for approximately 30 days
- Need to update the job description
- Need to update the benefit package

Final Consensus of Board

It was the consensus of the Board to seek applicants both internally and externally.

Temporary Interim Fire Chief

It was asked if SDAO could provide a temporary interim fire chief until the hiring process could be completed, so the process wouldn't have to be rushed. SDAO has a program that allows retired fire chiefs to assist as temporary interim fire chiefs. However, it is usually for six months to a year and SDAO is very short on retired chiefs right now. John Stein recommended that candidates for the fire chief position should not be selected as an interim fire chief and that it could be a volunteer.

Comments from Volunteers Attending the Meeting

Lieutenant Loren Nordyke stated that he was not contacted to find out his opinion on who to support for fire chief. He also stated that it seems that the District has changed from a Volunteer District supported by paid firefighters to a District of paid firefighters supported by volunteer firefighters. He also stated that the volunteers have never been part of the hiring process for anything. Danny Curler agreed with Loren Nordyke that we are a Volunteer District and that the paid firefighters support the volunteers.

Captain Dave Moorman stated that he has talked with a majority of the volunteer firefighters and they wish to hire externally and internally. Firefighter George Blacketer and Captain Dennis Knudson agreed.

Process for opening to external and internal applicants

1. A Search Committee meeting will be held on Monday 12/10/2018 at 10:00 a.m. at the St. Clair Station 1600 to review the job description to make any needed changes, to review the benefit package, and to review a timeline for the process. The Board's consensus was to have a one-day assessment of applicants.

The following individuals will attend the meeting:

- John Stein - SDAO
- Board Members Danny Curler and Jamie Wright
- Volunteer Firefighters George Blacketer and Loren Nordyke
- Firefighter Union Representative Rick DeJager
- Chief Doug Kerr
- Lois Smith

It was suggested by a Volunteer that BC Doug Strange would be a good addition to the meeting; however, it was mentioned that he was out of town.

2. SDAO would assist with the advertising, receive applications, and screen the applications for qualifications. They will then make a list of top qualified candidates to continue in the process. SDAO will meet with the Board and begin the interview and hiring process. SDAO would make the job offer and complete the background investigation.
3. An interview panel could consist of board members, a union representative, a volunteer representative, and a community member who would be familiar with the District.

The meeting was adjourned at 5:01 p.m.

Minutes taken and transcribed by Lois Smith, Office Administrator