

SOUTH WHIDBEY FIRE/EMS
BOARD WORKSHOP
5579 Bayview Road, Langley, Washington
September 8th, 2021 – 5:30 PM
Meeting Minutes

<https://global.gotomeeting.com/join/659995101>

Attendance via GoTo Meeting: Chairman Metz, Vice Chairman Noblet. Chief Palmer. Commissioner Mestemacher joined at 11:08am.

In Audience: Dr. Cassi Fields, Deputy Chief Terry Ney, Jim Towers, Tom Gideon, Savannah Erickson, Kelly McDonald, Suzi Prentiss.

- I. Call to Order. Commissioner Noblet called the meeting to order at 11:00 a.m.
- II. Introductions. Dr. Cassi Fields with ESCI introduced herself to the Board.
- III. Discussion Topics.
 - a. Review any necessary changes to the scope of work as listed in the executive search agreement.

Dr. Fields stated the following steps are ideal for hiring:

- i. Need to update minimum qualifications for position so that ESCI can go out to advertise.
 - ii. Need to decide where to advertise – may want to consider regional advertising and not across the country. Possible advertising would include IAFC website, ESCI website, Daily Dispatch, SWFE website, and Western Fire Chiefs. 30 days of advertising a position is a normal timeline.
 - iii. A supplemental questionnaire would be sent out to qualified candidates that pass the application screening.
 - iv. ESCI will screen resumes and supplemental questionnaire. Virtual meetings will be held with passing candidates.
 - v. Bring narrowed candidates on-site. Final candidates will have background investigations performed.
- b. Discuss the ideal candidate's profile.
 - i. Work experience with rural fire Districts.
 - ii. Work experience with combination departments.
 - iii. Education Requirements.
 - iv. Skills, knowledge and abilities.
 - v. Personal attributes.

Dr. Fields and the Board discussed what minimum qualifications would be advertised. Experience with rural Fire Districts is crucial, Dr. Fields stated. Dr. Fields recommended a minimum of an AA college degree with additional leadership/management training. There was some discussion between the Board and Dr. Fields regarding wildland requirements, if any, would be listed. The Board and Dr. Fields discussed other potential hiring preferences.

- c. Of the Chiefs hired through ESCI's process, how have the Chiefs fared with their new Districts?

Dr. Fields stated that she has seen a very high success rate with previously hired Chiefs through ESCI.

- d. Review timeline for hiring.

Chief Palmer stated his date of retirement will be April 1st. Dr. Fields stated her suggested hiring timeline to the Board.

- e. What is the most effective way to vet the finalist candidates?

Dr. Fields stated that the goal is to have 2-3 final, highly qualified candidates. She then explained what the last vetting process would be for those candidates before the Board would make a hiring decision.

The meeting concluded at 12:35pm.

Sarah Pedersen,
District Secretary