

HOODLAND FIRE DISTRICT # 74
WORK SESSION MEETING MINUTES
October 10, 2019

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Mary Ellen Fitzgerald, and Darcy Lais. Staff: Fire Chief John Ingrao. Guest: Doug Jones and Jim Mooney.

1. Call to Order: By Shirley Dueber at 7:03 PM.
2. Pledge of Allegiance: Led by Jacob Rackley.
3. Introduction of Doug Jones who is the Clackamas County Civil Service Chief Examiner.
4. Deputy Chief Hiring Process.
 - A. Documents to go to the Civil Service are complete. The only thing that needs to be added is the dates once a timeline is established.
 - B. Interview Question Process:
 - i. The Interview Questions will be kept confidential and not shared.
 - ii. The Questions will need to be narrowed down to 5 for each panel. Please provide feedback directly to Jim Mooney or Chief regarding which questions are your favorites and which should be deleted.
 - ii. In depth scoring guidelines will be developed after the 10 questions are determined.
 - iii. Follow up questions are designed to give the candidates a second chance to answer the question. Follow up questions will not always be needed.
 - v. Interview Questions do not have to be set until right before the interviews. We can wait to discuss this more after the applications have come in.
 - vi. Chief Ingrao will work with Jim Mooney on the final questions so that there are no conflicts for the Board Members that are on the interview panels.

5. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 7:51 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant