



## Board of Commissioners Meeting Minutes

*August 9, 2021*

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:00 p.m. via Zoom video conferencing Commissioner Cople and Commissioner Geiger were present. Chief Halverson, Deputy Chief Fulcher and District Secretary, Cathy Barth, were present. Members of the public were in attendance.

**Additions to Agenda** – No additions.

**Public/Staff Comments** – No comments.

### **Consent Items** –

A motion to approve the Minutes of July 12, 2021, was made by Commissioner Fox, seconded by Commissioner Cople, and passed unanimously.

A motion to approve the Minutes of July 26, 2021, as amended was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

A motion to approve the payroll in the amount of \$127,596.94 was made by Commissioner Fox, seconded by Commissioner Cople, and passed unanimously.

A motion to approve the following vouchers for payment: Voucher numbers: 0373 through 0423 and totaling \$56,266.23 as verified by the District Secretary was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

A motion to approve the following Safety Center vouchers for payment: Voucher numbers: 0064 through 0074 and totaling \$91,748.55 as verified by the District Secretary was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

Commissioner Fox under the emergency order restricting public meetings and District 5 Resolutions 2020-01 and 2020-02, authorized Chief Halverson to sign the payroll and vouchers for this month.

**Chief's Report** – See attached.

**Secretary's Report** – Nothing to report.

**Old Business** – Commissioner Fox inquired if there was anything new to report on the ALS program. Chief Halverson replied not at this time.

### **New Business** –

#### **Chief Officer Recruiting Brochure-**

The Commissioners reviewed and discussed the recruitment brochure. Commissioner Geiger expressed his concern about the experience requirements listed in the brochure. He commented that it seems to him that the experience requirement is not up to the caliber of what we should be looking for in a Chief. Commissioner Fox pointed out that the brochure states “preferred” experience and could be considered the minimum. The candidate that is chosen may have more qualifications or experience. Commissioner Fox stated that having these requirements allows for a larger group of candidates to apply.



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### **New Business – continued**

#### **Chief Officer Recruiting Brochure-**

Commissioner Cople expressed his uncertainty as to who will be receiving the brochure. Commissioner Geiger stated that he thought the recruiting agency would provide the brochure to a pool of Strategic Government Resource (SGR) candidates. Chief Halverson agreed that SGR has perspective candidates, but they will also put an ad in various publications. He agreed with Commissioner Fox that the brochure is meant to provide us with a larger pool of candidates. Commissioner Geiger asked what the process with SGR was if the candidate pool does not produce a candidate we want to hire. He asked if the brochure could be reworded and sent out again. Chief Halverson replied that SGR guarantees the hired candidate will stay 18 months. If they do not, they will start the process again.

Commissioner Geiger suggested that it would be nice to include the public and staff in the process. Perhaps holding a meet and greet once the field has been narrowed down to three candidates. Commissioner Geiger also suggested that it might be helpful if staff could speak to previous employers; of course considering the candidate's need for anonymity, to get to know a perspective candidate through their employer. Commissioner Fox suggested we speak to other agencies to see what processes they utilized.

Commissioner Geiger asked if a salary comparable was done. Chief Halverson replied yes, that he had used District 15, 17, 21 and 22 as they are the most comparable in the County.

Commissioner Geiger asked what SGR thought of the Salary range. Chief Halverson replied that they felt it was a good range. Commissioner Geiger commented that the brochure states we offer a robust benefit package. He inquired what that would look like. Chief Halverson replied that the benefit package will have to be decided by the Board. Commissioner Geiger expressed that having an idea of the total salary and benefit cost would be helpful to determine if the District can afford a robust benefit package. Chief Halverson stated that the benefit package would be determined by the Board once a candidate has been chosen. Commissioner Fox stated that looking at a potential salary and benefit package in the Cushman model would help us decide what the District could offer.

Commissioner Fox asked that a discussion about the Board's process be added to the next meeting and the Action list.

A motion to approve Chief Halverson submit the Brochure to SGR for the position of an Assistant Chief was made by Commissioner Fox, seconded by Commissioner Cople, and passed unanimously.

**Commissioner Comments** – Commissioner Fox thanked the four candidates who ran in the primary election. He thanked staff for their work during this time and under difficult circumstances. He added that he is looking forward to moving into the Station.

**Adjourn** - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Cople, and passed unanimously. The meeting adjourned at 7:52 p.m.

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Cathy Barth  
District Secretary