

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## SPECIAL BOARD MEETING MINUTES

Monday December 2<sup>nd</sup>, 2019

*The Minutes are intended to reflect the discussions that occurred and decisions that were made by the members; they are not intended to be a transcription of the meeting.*

### **ATTENDEES:**

***Fire Protection District Board Members:*** Scott Kellar — President, Marc Rosenberg - Treasurer, Kelley Lehman, Chris Vigil, Paul Pettit – Secretary

***Fire Department Members:*** None

***Non-Members:*** None

***Community Members:*** None

**MEETING CALLED TO ORDER AT:** 18:06 Hrs.

**INTRODUCTIONS:** President Kellar waived the call for introductions around the table.

**APPROVAL OF AGENDA:** Director Vigil requested that we add an agenda item, 'Discussion of Officer's Memo' to the agenda. All members agreed.

**PUBLIC COMMENTS:** None.

### **NEW BUSINESS:**

#### ***Fire Chief Candidate Interviews***

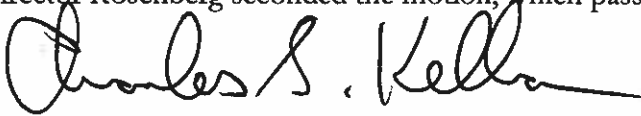
The Board conducted interviews of two internal candidates for the upcoming Fire Chief vacancy. Members were provided a cover letter and resume from each candidate in advance to prepare for the interview process. A standard set of questions were used for both candidates so as to ensure a balanced and fair interview process. At the conclusion of the final interview, the Board discussed each candidate's merits and potential fit with the Department. In conclusion, the Board agreed on how to move forward with the hiring process.


***Discussion of Officer Memo***

The Board of Directors was provided a memo from three Officers of the Indian Hills Fire Department just prior to the beginning of the Board meeting. The memo expressed some concerns that the signatories had about the Fire Chief selection process. The Board discussed the content of the memo and agreed to respond to the authors of the document.

**ADJOURNED AT: 21:34**

There being no more business to discuss, Director Vigil made a *motion* to adjourn the meeting. Director Rosenberg seconded the motion, which passed unanimously.

President: 

Secretary: 

**MOTIONS MADE AND PASSED:**

- To adjourn the meeting. *Motion made by Chris Vigil; seconded by Marc Rosenberg; motion passed unanimously.*