

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for March 24, 2023
BOARD OF FIRE COMMISSIONERS SPECIAL MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on March 24, 2023 at 8:00 a.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Ben Kaiser, Commissioner Eileen Weyrauch and Commissioner Teresa Phelps
Others Present: Josh Ambach, Jake Ambach, Mark Lengyel, Jay Indelicato, Bob Kolva, Carleen VanDerostyne, Michael Garrison Stuber, Mike Jennings, Mandie McIntosh, and Robin Harbin

REVIEW OF INITIAL CHIEF INTERVIEW PROCESS

Chair Ben Kaiser reviewed the interview process with staff and volunteers prior to starting the three remaining virtual interviews: The commissioners will ask the interview questions. The commissioners and scoring panel will assign a score of 1-5, with 5 being the best for each answer based upon predetermined criteria. After the conclusion of each online interview, the input panel, scoring panel, and commissioners will discuss their impressions and observations of each candidate. Scoring sheets will be collected and placed in the candidate's folder. Robin will tally scores and present final scores to commissioners.

INITIAL INTERVIEWS FOR FIRE CHIEF (Continued from March 23, 2023)

- a. **Virtual Interviews via GoToMeeting:** Three candidates were scheduled to interview as follows: Shawn Balzer 8:30-9:00 a.m.; Alan Wilkes 9:30-10:00 a.m.; and Chad Childears 10:30-11:00 a.m. The commissioners introduced themselves to each candidate. Chair Kaiser explained the 30-minute time frame with seven interview questions and asked each candidate if they had any questions regarding the interview process. He then commenced with asking the interview questions. Commissioners asked for clarification as needed.
- b. **Interview Panel Discussions:** After the conclusion of each virtual interview, the interview panel participants shared their thoughts and reactions starting with the input panel, then the scoring panel, and finally the commissioners. Scoring sheets were collected and handed to Robin, who placed the scoring sheets in the candidate's folder. Robin then tallied scores from all nine scoring sheets and calculated an average score for each question per candidate in consistency with the method used by Chief Stan for the first four candidates on March 23, 2023. All scoring was reviewed and approved by Michael Garrison Stuber. The scoring and input panels discussed the strengths and department fit of all seven chief candidates and voted on their top three recommendations to take to the Board. The top three recommendations for candidates to proceed to in-person interviews were also the top three scorers on the scoring sheets. This information along with all final scores was presented to the Board by Robin Harbin and Mike Jennings. According to the established interview process, the commissioners understood they were free to make the final selection of their top three to four candidates to proceed to in-person interviews to be held April 17, 2023.

EXECUTIVE SESSION: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

At 11:57 a.m. the Board went into executive session for 10 minutes;
At 12:07 p.m. the Board extended the executive session for an additional 10 minutes;
At 12:17 p.m. the Board extended the executive session for an additional 5 minutes;
The Executive Session concluded at 12:22 p.m.; no decisions were made.

SELECTION OF CANDIDATES TO PROCEED TO IN PERSON INTERVIEWS

After discussion of each chief candidate's qualifications, scores, and department fit, Commissioner Weyrauch motioned to select the following three chief candidates to proceed to in person interviews based upon their interview scores: Chad Childears, Shawn Balzer, and Daron Bement; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

ADJOURN: As there was no other business, the meeting was adjourned at 12:25 p.m.



Ben Kaiser, Chairperson

4/20/23

Date



Robin Harbin, District Secretary

4-20-2023

Date