

January 16, 2012

Attendance: Board: Jeff Klemp, Dean Moburg, Jim Westmoreland, Jamie Miller, Charlie Shoemaker

Others: Rick Huhn, Terry Huhn, Kyle Craig, Jake Will, Dave Asmus, Tony Masisak, Dave Trinkle Lansing City Council; Gene Kirby Lansing City Council; Billy Blackwell Lansing City Council; Tim Linn *Leavenworth Times*; Rick Dodson, Jim Murphy, Jim Murphy Sr., Kim Murphy, Virgil Johnson Delaware Township Treasurer; Jeff Simpson, Missy Simpson, Kathleen Miller, Jonathan Meyer, Erin Dugan, Jim Dyson Sr. High Prairie Trustee; Jim Dyson Jr., Mrs. Dyson, Bob Jeselnik, Sharon Jeselnik Delaware Township Trustee; Justin Lacey, Steve Lacey

Dean Moburg called the meeting to order at 7:00 PM. Roll call taken with all members present.

Board Clerk Terry Huhn swore in Board members Moburg, Miller, Shoemaker and Westmoreland.

Dean Moburg presented outgoing Board Member Rick Dodson with a plaque for being the last original member of the Board and his 8 1/2 years of service to the District.

Election of New Board Officers:

Board Chairman: Jeff Klemp nominated Dean Moburg as Board Chairman. Jamie Miller seconded the nomination. With no further nominations a roll call vote was taken with 4 in favor and Dean Moburg abstaining. Dean Moburg is the Board Chairman for the 2012 year. Terry Huhn administered the oath of office.

Board Vice-Chairman: Jamie Miller nominated Jeff Klemp as Vice-Chairman. Charlie Shoemaker seconded the nomination. With no further nominations a roll call vote was taken with 4 in favor and Jeff Klemp abstaining. Jeff Klemp is the Vice Chairman for the 2012 year. Terry Huhn administered the oath of office.

Board Treasurer: Jeff Klemp nominated Jamie Miller as Treasurer. Jim Westmoreland seconded the nomination. With no further nominations a roll call vote was taken with 4 in favor and Jamie Miller abstaining. Jamie Miller is the Treasurer for the 2012 year. Terry Huhn administered the oath of office.

Jeff Klemp asked for amendments to the Consent Calendar with the addition of an Executive Session for 30 minutes to discuss non elected personnel and in Items for Discussion to add the discussion on taping of the District meetings. Charlie Shoemaker moved to accept the Consent Calendar as amended. Jim Westmoreland seconded the motion; a roll call vote was taken with all in favor.

Audience Participation:

Jim Dyson, Sr. High Prairie Trustee read the following statement:

“I’m here tonight because I have received 3 phone calls and met with one individual personally from HP Township. They asked that I address the Fire Board about the most recent appointments of the full time fire fighters.

Our first concern is seniority of the other volunteer fire fighters that applied for the full time positions. From what I have been told one of the appointments was given to a volunteer that has not even been with Fire District # 1 for a year. He was chosen over veteran volunteer members of this department. This candidate may in fact have prior experience but we do believe that tenure in a volunteer status has to mean something. I was under the impression that the fire department had a probationary period. In 2009 I joined the Police Department at the Veterans Affairs in Leavenworth. At that time I had around 38 years in Law Enforcement, I still had to fulfill a 1 year probationary period.

The next towers has to -do with the interview questions used in the Belle ion process. From what I have heard a paid fire fighter told certain applicants that there was only a couple of hard question and the rest were easy. This gives the impression that some applicants may have had an unfair advantage.

Next is a rumor that is circulating that Chief Huhn has plans on making Asst. Chief Murphy, who is one of the chosen applicants a captain, as soon as possible. What consideration is going to be given to the other paid full time Ike fighters? What are they thinking? I believe they are thinking the same as a lot of us are Favoritism. This issue was addressed in the fire board's October meeting and it appears to be getting worse instead of better with these most recent appointments.

To alleviate these issues I would suggest this board consider a process that consists of physical agility test, written test and interview hiring process immediately. I would ask that before these two positions are filled, an in depth investigation be conducted into the latest appointment, with all paid and volunteer fire fighters. They should be interview in a neutral environment and their statements be kept confidential and released on to the fire board. At that time the fire board would make the decision as to the appointments.

The main concern of the HP residents is the most important. The information we have is that if something isn't done about these issues the fire district will lose at least 6 volunteers. Gentlemen I would ask that you seriously consider my recommendations for physical agility, written testing and interview requirement prior to any funding being releases for the additional positions. That way the process would be transparent and these issues probably would not arise in the future.”

Thank You.

(James Dyson)

Sharon Jeselnik spoke that she agreed with Jim Dyson's statement. She stated that she had received 6 notifications.

Special Reports: Chief asked the Board about their position on putting the money in a CD. Citizens National Bank will offer a CD for 7 months at .6% interest. Board moved this to Items for Actions.

Kyle Craig was pinned by his grandmother as a volunteer firefighter.

Items for Actions

- a. Charlie Shoemaker moved to go into Executive Session for 30 minutes to discuss non-elected personnel. Time 7:17 PM Jeff Klemp seconded the motion; a roll call vote was taken with all in favor. Time 7:47 Jim Westmoreland moved to return to open session. Jamie Miller seconded the motion; a roll call vote was taken with all in favor.
- b. Jamie Miller moved to hire the two candidates Jim Murphy and Antonio Masisak. Jim Westmoreland seconded the motion; a roll call vote was taken with 4 in favor and Jeff Klemp voting against. New firefighters are Jim Murphy and Antonio Masisak. Jeff Klemp then added this statement:

Hiring Practice Overview: Monday, January 16, 2012

The board requested that I observe and review the current hiring process that is in place. This request was done to have oversight as well as understand if our process is fair and comprehensive ensuring the selection of the best qualified candidates.

Findings: — The process appears to have been followed according to current procedure. After reviewing the entire process, it is clear that the current procedure is flawed and is in need of changes. The current process does not appear to ensure the best candidate will be selected. **Let me be clear, this statement should not be an assumption that the wrong candidates were recently hired only that the process does not lend itself to identifying the most qualified candidates.** The current historical process is based on answering arbitrary questions submitted by officers and having the minimum necessary qualifications.

Because we have a robust volunteer group that consists of many qualified candidates I am requesting that the board consider adding categories to the hiring process. The goal is to ensure top candidate apply, are given consideration and hired as well as to minimize potential perceived favoritism.

Currently we don't pre-qualify candidates a pre-qualification could be administered easily and then the board could consider adding a few key industry standard processes:

- Pre-qualification for full-time officers - CPAT testing / Physical testing — CPAT testing is an industry standard candidate physical ability test. The position of firefighter is a physically demanding job. It should be a prerequisite that all candidates are screened and that they have the cardio/strength endurance to successfully function in their capacity ensuring a safe community. To be qualified candidates must have a current passing score on the CPAT in order to be scheduled

for an interview. From discussions with Rick he feels that this testing could be done independently for a cost or onsite.

- Once qualified a comprehensive written examination is administered — To ensure base knowledge of the position. This does not need to be an extensive test as the requirements for the position also call for firefighter qualifications. However it would show competency and proficiency of general firefighting. This could also be administered by a third-party, much like the city does for its police officer program.
- You would then finish with the interview panel. The panel would focus on relevant questions that help the team understand teamwork, fit, honesty, integrity. Questions about allergies and are you on other hiring lists really don't pertain to skillset and fit and should be extracted.
- Additional requirement credit. Today you are required to obtain EMT within 12-months of hire and other class completions. If candidates have all current requirements including ones that are required in the first year **should** they receive acknowledgment/credit of those in the weighting process. Much like MBA preferred.

You would then apply weights for each category (test, interview panel and resume).

The top candidates would then be presented to the board for approval.

(Jeff Klemp)

Chief Huhn added that he had not heard from any firefighter. He understood that it was their prerogative to quit, but before they did he asked that they come to him and talk. Then if they still wanted to quit, it would be their choice.

- c. Jim Westmoreland moved to approve the 2012 GAAP Waiver. Jeff Klemp seconded the motion; a roll call vote was taken with all in favor. Jeff Klemp read a statement about the hiring policy and procedure followed.
- d. Jim Westmoreland moved to approve the 2012 Memorandum for Record. Jeff Klemp seconded the motion; a roll call vote was taken with all in favor.
- e. Jeff Klemp moved to hire Cochran Head Vick & Company for the 2011 Audit Contract. Jamie Miller seconded the motion; a roll call vote was taken with all in favor.
- f. The 2012 Accountant Engagement Letter with Robert Stephen Wagner CPA has been table till the February meeting.
- g. Jeff Klemp moved to move \$20,000 into a CD with Citizen National Bank for 7 months at .6% interest. Jamie Miller seconded the motion; a roll call vote was taken with all in favor.

Items for Discussion:

- a. Dean Moburg handed out a working calendar of meeting for the members to review. This would change the meeting from the 3rd Monday of the month to the 2nd Monday of the month in hopes of avoiding the holidays. Board discussion would be at the next study session.
- b. Board work session is February 6, 2012 at 7:00 PM
- c. Jeff Klemp proposed to the Board the possibility of taping for the government channel the meetings of the Board. This would allow more community viewing. He stated he had contacted Mike Smith and that the city might be willing to do the taping. Chief Huhn will check with the City about the feasibility and the costs.

Board Concerns:

Dean Moburg again expressed sympathy to Chief Huhn upon the death of his father this morning. He called for a motion for adjournment.

Charlie Shoemaker moved to adjourn. Jeff Klemp seconded the motion; a roll call vote was taken with all in favor. Time was 8:15 PM

Next meeting is February 6th the study session.

DEAN MOBURG, CHAIRMAN

ATTEST:

TERRY HUHN, BOARD CLERK