

**MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS**  
**Special Meeting – Candidate Application Review – Prothman Company**  
July 7, 2015

**CALL TO ORDER**

Chairperson Stevens called the meeting to order at 4:13 pm.

**The following were in attendance:**

Board of Directors:

Gary Bontrager	Michael Stevens
Dave DeMarco	Donna Wright
Marilyn Sheldon	Rob Toyer

Staff Members:

Joyce Savage, Human Resources Manager  
Paula DeSanctis, Board Secretary

Chairperson Stevens welcomed Marcus Kragness of the Prothman Company.

Chairperson Stevens made the following motion:

**Motion:** I move to follow the following process for narrowing the field of applicants for the Chief position: We will assign a number to each of the top 13 fire chief applications beginning with 1 and ending with 13. During our executive session the Board will discuss the qualifications of each applicant but no action or decision will be made in executive session. A number will be assigned to each application to protect the request for confidentiality of the applicants at this stage of the selection process. Following the discussion in executive session, the Board may take action in this public meeting to narrow the applicant field from 13 to a smaller number of applicants and to direct the staff to invite the narrowed group of applicants to return for the interview phase of the selection process.

**Second:** DeMarco

**Action:** **PASSED** unanimously

Chairperson Stevens called for executive session to review and evaluate the qualifications of the Chief applicants pursuant RCW 42.30.10(g) at 4:15 pm and will reconvene the open public meeting at 5:15 pm.

Chairperson Stevens called for a 15 minute time extension at 5:15 pm to reconvene at 5:30 pm.

Chairperson Stevens called for 10 minute time extension at 5:30 pm to reconvene at 5:40 pm.

The Board reconvened the Open Public Meeting at 5:40 pm.

Chairperson Stevens made the following motion:

**Motion:** I move to direct the Prothman Company to invite candidates 1, 5, 7, 8, 12, and 13 to return for the interview phase of the application process and to schedule such process. Candidates (in order) 2, 4, and 3 are to be set as alternates.

**Second:** Bontrager

**Action:** **PASSED** unanimously

**The Candidate Reception** will be held on July 23, 2015, at Station 62. The Board members, Chief Officers, and Senior Administrative staff will meet with the Chief Candidates at 6:00 pm and the community will be invited to attend at 7:00 pm. There will be a press release introducing the candidates and inviting the community to meet and interact with the candidates.

**The Panel Interviews** will be held on July 24, 2015, at Mountain View Presbyterian Church starting at 8:00 am. Joyce Savage, the Human Resources Manager, has invited members of the community to construct five interview panels. Each panel will have a facilitator to oversee the questions asked and note taking. There will be four morning interviews with two afternoon interviews after a half hour lunch break. Each panel will debrief with the Board after all interviews are completed. Following the debriefing, the Board members will enter executive session to choose their preferred candidate.

**Travel Expenses:** The Board agreed on the following candidate travel expenses:

Out of town candidates:      Airfare for candidate and spouse  
   Car rental  
   Hotel expenses – 2 nights  
   Meals – At MFD's current per diem rate per day for candidate only

In town candidates:            Hotel expenses – 1 night  
   Mileage reimbursement  
   Meals – At MFD's current per diem rate per day for candidate only

All other expenses are the responsibility of the candidate.

With no further action, the Candidate Review Special Meeting was adjourned at 6:28 pm

  
Paula DeSanctis  
Board Secretary

7/15/15  
Date approved