

St. James Fire Department Board of Directors
Minutes of Special Meeting, 28 Feb 2023

President Mike Kiel called a special meeting to order at 2:00pm.

Meeting Location: Fire Station 1

Members Present: President Mike Keil, Vice President Cindy Willard, Treasurer Jim Crum, Secretary Larry Phelps, TOSJ Representative Lynn Dutney, POA Representative Bill Lendh, David Zentmayer, Garren Foy, Chief Scott Boyer

Members Absent: George Freeman

The purpose of this meeting was to approve the position description (PD) for Fire Chief.

A motion was made and seconded to approve the PD. Mike Kiel will send the PD to all department members with a notice that interested parties are to submit their intention along with a resume to the Board President no later than 17 March 2023.

The position of Fire Chief will be appointed for a period of three (3) years vice one (1) year as it had been done.

Dave Zentmayer will develop a series of Performance Based Interview questions and a rating matrix for board use when interviewing Fire Chief applicants.

The April board meeting will be on Monday, 10 April.

The meeting was adjourned at 2:30pm.

Submitted,

Lawrence F. Phelps

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Secretary