

1 **March 9, 2021**

2 **SPECIAL MEETING OF THE BOARD OF DIRECTORS OF**
3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

4 President Van Doorn called the meeting to order at 5:00 p.m.

5 **There was a Moment of Silence at the beginning of the meeting.**

6 **ALL RECITED THE PLEDGE OF ALLEGIANCE.**

7 **ROLL CALL:**

8 **Present:** Directors Acosta, Egkan, Kennedy, Munson and Van Doorn.

9 **Absent:** None.

10 **Staff Present:** Fire Chief/CEO Abbott, Attorney James and Board Secretary Stephen-
11 Porter. In the audience were: D/C McReynolds, B/C Macmillan, F/M Fieri and members of
12 the public and Association.

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14 **PUBLIC ACTIVITIES AGENDA**

15 1. **PUBLIC COMMENT:** President Van Doorn addressed the audience and inquired
16 whether there were any public comments regarding items not on the Agenda. There being
17 no comments, the Public Comment Section was closed.

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19 **ACTION AGENDA**

20 2. **REVIEW AND CONSIDER FIRE CHIEF RECRUITMENT AND SELECTION PROCESS — CHIEF**
21 **ABBOTT:** Chief Abbott presented four items to the Board for determination: Initiation of the
22 recruitment and selection process for the next Fire Chief/CEO; determination of the scope
23 of the candidate pool (internal vs. external); review and approval of the modified Fire
24 Chief/CEO job description and direction on the recruitment and selection process. Chief
25 Abbott is retiring by July 31st and it takes 3-5 months to have the new Fire Chief prepared to
26 assume the position. He outlined the steps for a successful transition as noted in his report.
27 By consensus, the Board accepted the Knowledge/Skills/Attributes (KSAs) as noted in
28 Attachment A as appropriate for the position and that they were accurately reflected in the
29 Job Description.

30 The Board discussed whether to have an open or closed recruitment. Vice President
31 Kennedy felt the two possible internal candidates are sufficient to have a closed recruitment,
32 which is good for District morale. After discussion, it was the consensus of the Board to
33 recruit internally for the Fire Chief.

34 The Board reviewed the Job Description (JD) with discussion regarding the changes. Chief
35 Abbott noted the changes were adjusted to be consistent with the industry and to reflect
36 impacted programs. In addition, the State Fire Marshal programs are equivalent to the ones
37 outlined in the current JD. Discussion ensued regarding the differences and whether either
38 candidate has completed the programs. A question was raised about the deletion in 7.3.
39 and why those were removed. Vice President Kennedy explained why he saw value in
40 affiliation with those organizations. It was the consensus to reject the 7.3. strikeout and add
41 language indicating it was not required, but highly desirable. On a motion by Director Egkan,
42 seconded by Director Munson the motion to approve the JD as modified with the “highly
43 desirable” language passed unanimously.

44 In-depth discussion ensued regarding the process for evaluating the candidates. Chief
45 Abbott outlined the District’s traditional evaluative approach, noting there is usually a panel
46 made up of Fire Chiefs to provide objective input from raters who may not be familiar with
47 the candidate. Vice President Kennedy stated for the record that he did not believe it was
48 necessary to have outside Fire Chiefs rate the candidates as the Board was capable of this
49 evaluation and expressed concerns about this slowing down the selection process. The
50 Board consensus was for initial interview panel to have two outside Fire Chiefs, two Board
51 members, a member from the Association and Chief Abbott constituting the initial review
52 panel. The Board discussed who should serve on the Ad Hoc review panel. Vice President
53 Kennedy made a motion, seconded by Director Egkan to have Vice President Kennedy and
54 Director Egkan serve as the two Board members on the Ad Hoc agreed upon review panel.
55 The motion was approved as presented with the vote being: **AYES:** Directors Acosta, Egkan
56 and Kennedy; **NOES:** Munson and van Doorn.

57 The Ad Hoc review panel results will be made available for the Board’s interview. The Board
58 discussed having an Ad Hoc review panel meeting prior to the interview and an introductory

59 meeting between the Board and the Candidates. Chief Abbott will provide dates for each
60 step of the transition at the next Board meeting. The goal is to have a decision by no later
61 than the end of May.

62 Director Egkan made a suggestion that the Strategic Direction should include a goal to
63 increase diversity to be more reflective of the population. There was no Board objection.
64 Chief Abbott will add that into the Direction.

65 ● **COMMENTS:**

66 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** No further comments.

67 ● **CHIEF OFFICERS AND OTHER STAFF:** None.

68 ● **BOARD:**

69 ● **BARGAINING GROUPS:** A/P Lewis thanked the Board for the decision to go to an internal
70 selection as the internal candidates have unique institutional knowledge and this provides
71 an opportunity to acknowledge that knowledge and their talents.

72 ● **PUBLIC COMMENT:** No comments.

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74 **ADJOURNMENT**

75 A motion was made at 6:15 p.m. by on a motion by Vice President Kennedy, seconded by
76 Director Egkan, by which the motion to adjourn the meeting and reconvene on March 23,
77 2021, at 4:00 p.m., carried unanimously.

78 Respectfully submitted,

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81 Loren Stephen-Porter

82 Board Secretary

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84 Minutes approved at the Board of Director's Meeting on: March 23, 2021

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