

MINUTES OF THE SPECIAL MEETING OF BC SOUTH FIRE PROTECTION DISTRICT

Establish Quorum:

- **Commissioners: Jay Bailet, Dennis Kavanagh, Steven Garman, Don Hartman, Stacy McLaughlin, Allen Williams present.**

Call Board Meeting to Order: Commissioner Jay called the Special meeting of the BC South Fire Protection District to order on January 22, 2025, at BC South Fire Protection District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 2:58 PM.

Attendance: Commissioners Jay Bailet, Dennis Kavanagh, Steven Garman, Don Hartman, Stacy McLaughlin, Allen Williams, Chief Ron Bateman, Operations Chief Bass Sears, Office Manager Stephanie Jaskowski, Legal Counsel Geoffrey Schoeder

Roll Call Vote to Open Executive Session:

ACTION ITEM: Commissioner Garman motioned to enter executive session pursuant to Idaho Code § 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated regarding Blaine County Case 07-25-00031. Dennis Kavanagh seconded the motion. Roll call vote, Commissioners Jay Bailet, Dennis Kavanagh, Don Hartman, Stacy McLaughlin, Allen Williams seconded the motion all in favor, motion carried. Executive Session Opened at 3:00 pm.

Closed Executive Session at 3:15 pm.

ACTION ITEM: Commissioner Garman motioned to authorize District Legal Counsel to take all necessary legal actions to defend the District in Civil Case 07-25-00031. Dennis Kavanagh seconded the motion. Roll call vote, Commissioners Jay Bailet, Dennis Kavanagh, Don Hartman, Stacy McLaughlin, Allen Williams seconded the motion, all in favor, motion carried.

ACTION ITEM: Review and Authorize Contract for Services with Prothman Company.

Chief Bateman shared that he and Commissioner Bailet had a brief meeting with Ketchum Mayor Neil Bradshaw and City Administrator Jade Riley at Station 1 in Hailey yesterday reviewing BCSFPD next steps in their New Chief Hiring Process. It was a good conversation as Chief explained BCSFPD was going forward hiring their new Chief. The Ketchum Mayor and City Administrator were on point with BCSFPD next steps. Commissioner Bailet remarked Ketchum would have preferred working together with BCSFPD on pursuing this next process for one new chief for the future next fire district consolidation in consideration.

The Commissioners reviewed the Contract for Services with Prothman Company and processes and expenses.

Commissioner Garman motioned to authorize Commissioner Bailet to sign the Prothman Company New Chief Recruitment and Hiring Agreement. Commissioner Kavanagh seconded the motion. Commissioners Jay Bailet, Dennis Kavanagh, Don Hartman, Stacy McLaughlin, Allen Williams seconded the motion, all in favor, motion carried.

Action Item: Adjourn by Board

Adjourn: Commissioner Garman motioned to adjourn the special meeting at 3:23 pm and Commissioner Kavanagh seconded the motion for adjournment at 3:23 pm. Roll Call Vote: Commissioners, Bailet, Garman, Kavanagh, Hartman, McLaughlin, Williams approved the motion, all in favor, motion carried, meeting adjourned.

Meeting Adjourned.

Attest:



Stephanie Jaskowski, District Clerk

APPROVED:



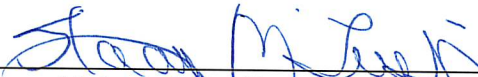
Jay Bailet, Chairman

Absent

Don Hartman, Commissioner

Absent

Steven Garman, Commissioner



Stacy McLaughlin, Commissioner



Dennis Kavanagh, Commissioner



Allen Williams, Commissioner

Date 2/19/25

Public Agency: BC South Fire Protection District, Blaine County, Idaho

Governing Body: Fire Commissioners Board

Meeting Date, Time & Location: January 22, 2025, 3:00 pm
BC South Fire Protection District Station 3
11053 Hwy 75
Bellevue, ID 83313



EXECUTIVE SESSION MOTION AND ORDER

Steven Garman (print name), Commissioner (print title)
MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206, CONVENE IN EXECUTIVE SESSION TO:
(identify one or more of the following)

- Consider labor contract matters [Idaho Code § 74-206 (1) (a)]
- Consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]
- Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]

Purpose/Topic Summary: Discuss with legal counsel regarding imminently likely litigation

AND THE VOTE TO DO SO BY ROLL CALL.

CONVENE AT: 3:00 pm ADJOURN AT: 3:15 pm

	YES	NO	ABSTAIN		YES	NO	ABSTAIN
Jay Bailed, Chair	<u>X</u>	_____	_____	Don Hartman, Member	<u>X</u>	_____	_____
Steven Garman, Member	<u>X</u>	_____	_____	Stacy McLaughlin, Member	<u>X</u>	_____	_____
Dennis Kavanagh, Member	<u>X</u>	_____	_____	Allen Williams, Member	<u>X</u>	_____	_____

Chief: [Signature]
(signature)



January 21, 2025

Mr. Jay Bailet
Chairperson, Board of Commissioners
BC South Fire Protection District
117 East Walnut Street
Hailey, Idaho 83333

Dear Chairperson Bailet:

We thank BC South Fire Protection District for its confidence in Prothman to assist in providing services for the recruitment of its new Fire Chief. The following represents a scope of work for these services and the associated professional fee and expenses.

Scope of Work

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review salary and perform a salary survey if needed

Position Profile Development

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization-specific information**
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Information Gathering and Research

We will travel to BC South FPD / Ketchum and spend as much time as it takes to learn everything we can about your organization and the Fire Chief position. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Fire Chief. We will:

- ◆ Meet with BC South Board
- ◆ Meet with BC South Fire Chief
- ◆ Meet with BC South Leadership Team
- ◆ Meet with Ketchum City Administrator
- ◆ Meet with Ketchum Mayor
- ◆ Meet with Ketchum Fire Leadership Team
- ◆ Meet other stakeholders, as directed

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally and regionally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of fire chiefs who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of personal emails and networking from our database of fire management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Teams/Zoom or travel to BC South FPD / Ketchum and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on Candidate Travel Expenses**
 - **Identifying Interview Panel Participants & Panel Facilitators**
- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that the decision makers, staff and the community have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**

Background checks include the following:

 - **References**

We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**

We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we will work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Candidate Packets**

The candidate packets include the candidates' application materials, sample interview questions and are the tool that keeps the final interview process organized. Each panel member will be provided with a packet.
- ◆ **Final Interviews with Candidates**

We will travel to BC South FPD / Ketchum and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Facilitate Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Decision Maker Session:** After the debrief, we will facilitate the evaluation process with the decision makers and help them come to consensus, discuss next steps, and organize any additional candidate research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE & EXPENSES

Professional Fee

The fee for conducting a Fire Chief recruitment with a one-year guarantee is \$19,500. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending direct mail letters, creating and sending email job announcements, reviewing application materials, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, halfway, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. BC South FPD will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, websites, LinkedIn, and other related advertising (approx. \$1,400 - \$1,900)
- Direct mail announcements (\$2,100)
- Consultant travel: airfare, rental car, lodging, travel time at \$50 per hour (approx. \$900 - \$1,500 per trip)
- Candidate Interview Packets and shipping: (approx. \$150 - \$250)
- Background checks performed by Sterling (approx. \$170 per candidate)

Expenses are billed monthly and upon completion of the final interviews.

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Guarantee

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Warranty

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Accepted by:

BC SOUTH FIRE PROTECTION DISTRICT


PROTHMAN COMPANY



Jay Ballet
Chairperson, Board of Commissioners

1/22/2025

Date



Sonja Prothman
Chief Executive Officer

1/21/2025

Date