



## Jefferson County Fire Protection District No. 2

Commissioner Art Frank

Board Chair

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Herbert Beck

Commissioner Melody Bacchus

### MINUTES

#### **BOARD OF FIRE COMMISSIONERS SPECIAL MEETING**

*Called for the purpose of FILLING THE VACANCY OF FIRE COMMISSIONER POSITION 3 by INTERVIEWING CANDIDATES; and EVALUATING CANDIDATE QUALIFICATIONS in Executive Session; and SELECTING A QUALIFIED CANDIDATE; and APPOINTING A CANDIDATE as Fire Commissioner held on*

**JUNE 6, 2022, at 7:00 PM**

*at Station 21 located at 70 Herbert Street in Quilcene, Washington and on Zoom*

#### **ATTENDANCE:**

Commissioner/Chair Art Frank – In Person

Commissioner Melody Bacchus – In Person

District Secretary Robert Rewitzer – In Person

Chief Tim McKern – In Person

Deputy Chief Don Svetich – In Person

Tom Brotherton – In Person

Marcia Kelbon – In Person

Kimberly Kinser – In Person

Jim Pinks – In Person

Mark McCrehin – Zoom

Chris McLane – In Person

Renee Rewitzer - Zoom

#### **CALL TO ORDER:**

Commissioner Frank called the special meeting to order at 7:00 p.m.

#### **PLEDGE OF ALLEGIANCE:**

Chief McKern led the pledge.

#### **PUBLIC COMMENTS:**

No comments received.

#### **APPROVAL OF AGENDA:**

Commissioner Frank moved to accept the agenda. Commissioner Bacchus seconded. The motion carried.

#### **BUSINESS:**

**Interview of Candidates** – Candidates Tom Brotherton, Marcia Kelbon, Kimberly Kinser, and Jim Pinks appeared in person to be interviewed for the Commissioner vacancy. Candidate Steve Monroe was absent.

Commissioners discussed the process to be used to conduct the interviews. Commissioners preferred to interview each candidate individually – without other candidates present, however, understood that the process must take place in an open meeting. Commissioner Frank polled the candidates and found them to be agreeable to waiting in another room during interviews.

Commissioners discussed the interview questions to be used and selected the following questions:

- *"What are the responsibilities of a District 2 Fire Commissioner?"*
- *"What is the biggest challenge facing the District and how would you propose to address it?"*
- *"Do you have obligations or conflicts that might interfere with attending board meetings or carrying out the duties of a Fire Commissioner? If so, how do you propose to handle the conflict?"*
- *"Why are you interested in serving as a Fire Commissioner?"*
- *"Fire and EMS involve specialized activities with unique requirements; how do your skills and experiences relate to being a Fire Commissioner?"*

Commissioners interviewed each candidate in random order based on names drawn from a bucket. Candidate Kimberly Kinser was interviewed first, followed by Candidates Jim Pinks, Marcia Kelbon, and Tom Brotherton.

### **EXECUTIVE SESSION**

Following the interview of all candidates, Commissioners went into an executive session pursuant to Section 42.30.110(1)(h) RCW to evaluate the qualifications of candidates for appointment to elective office. The session was called at 7:52 p.m. to last 20 minutes. The session ended at 8:12 p.m. with no action taken. The Commissioners extended the session at 8:12 p.m. to last 5 minutes. The session ended at 8:17 p.m. with no action taken and the meeting was opened to the public.

### **BUSINESS:**

Commissioner Bacchus moved to appoint Marcia Kelbon to Commissioner position 3. Commissioner Frank seconded. The motion carried.

### **ADJOURNMENT:**

The meeting was adjourned at 8:18 p.m.

**APPROVED** this 20 day of JUNE, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS  
JEFFERSON CO. FIRE PROTECTION DIST. #2

  
ART FRANK, Chair of the Board

  
MELODY BACCHUS, Commissioner

ATTEST:

  
ROBERT REWITZER, District Secretary