



## ZAYANTE FIRE PROTECTION DISTRICT

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# Board of Directors

## Minutes of the Special Meeting

### May 13, 2021

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

Chairperson Fleming called the special meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM. This was a teleconference meeting via Zoom

#### **2.0: FLAG SALUTE:**

#### **3.0: DIRECTOR ATTENDANCE:**

**Directors Present:** Clark, Fleming, Tarbet, Maxwell, and Herceg attended by phone

**Fire Department:**

**Absent:** Chief Stipes

#### **4.0: ORAL COMMUNICATIONS ON OPEN SESSION ITEMS:**

Several Firefighters were present but there was no response.

**5.0: NEW BUSINESS:** Director Clark gave a job description of the Interim Assistant Fire Chief Position. She also supplied the Board with Samples of the Job Description, Application, and the Job Posting. These were used to revise the following action items.

**5.1 Action Item:** Review and approve Job description for Interim Assistant Fire Chief position. Discussion and changes were made to the job description. This was approved by consensus.

**5.2 Action Item:** Review and approve Application for Interim Assistant Fire Chief position. Discussion and changes were made to the application. This was approved by consensus.

**5.3 Action Item:** Review and approve Job Posting and application process for Interim Assistant Fire Chief Position. Discussion and changes were made to The Job Posting and Application Process. This was approved by Consensus.

**5.4** Upon motion by Director Tarbet and duly seconded by Director Herceg all 3 (three) Action Items were approved by a unanimous vote.

All of these documents will be ready for posting on Monday May 17, 2021.

- **6.0: ADJOURNMENT 8:15 PM**