

# Whatcom County Fire District 4

## Meeting Minutes of the Board of Commissioners

### April 24, 2020

The special meeting of the Board of Fire Commissioners was held on the above date via Zoom. Those who attended were as follows: Commissioners Harry Andrews and Dave Hanson, Board Secretary Kris Parks, Chief Van der Veen and Division Chief Herschel Rostov.

The Chair opened the special board meeting at 1:00 p.m.

#### **PUBLIC COMMENT**

None

#### **Agenda**

**Approval of the Job Description of District Administrator**

**Approval of the District Administrator job offer letter**

**Hiring of the District Administrator**

Commissioner Hanson moved to approve the job description for the District Administrator as written and approved by the district attorney Rich Davis. Commissioner Andrews seconded; Motion passed.

Commissioner Hanson moved to approve the job offer letter for the District Administrator as written, reviewed and approved by the district attorney Rich Davis. Commissioner Andrews seconded; Motion passed.

Commissioner Hanson moved to approve the promotion/hiring of Kerstin Parks as the District Administrator/Board Secretary to a full-time position. Commissioner Andrews seconded; Motion passed.

Kerstin Parks accepted the job offer/promotion.

The meeting was adjourned at 1:13 p.m.

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Dave Hanson, Chair

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Kris Parks, Board Secretary

**Motions and Directives:**

Commissioner Hanson moved to approve the job description for the District Administrator as written and approved by the district attorney Rich Davis; Commissioner Andrews seconded. Motion passed.

Commissioner Hanson moved to approve the job offer letter for the District Administrator as written, reviewed and approved by the district attorney Rich Davis; Commissioner Andrews seconded. Motion passed.

Commissioner Hanson moved to approve the promotion/hiring of Kerstin Parks as the District Administrator/Board Secretary to a full-time position. Commissioner Andrews seconded; Motion passed.