

TO: Tubac Fire Board

FROM: Mary Dahl, Chair
Bill Kirkpatrick, Member

RE: Agenda Items for Meeting of December 14, 2022

DATE: December 8, 2022

SUBJECT: Discussion/possible action to accept Board member Kirkpatrick's resignation, effective upon approval of an interim Board member or January 31, 2023, whichever comes first.

Discussion/possible action to set out the process to be used in the appointment of an interim Board member to serve the balance of Board member Kirkpatrick's term.

DISCUSSION: Board member Bill Kirkpatrick informed the Board Chair of his decision to resign from the Tubac Fire Board effective upon his replacement being named or by January 31, 2023, whichever is earlier. The Board Chair, in consultation with Bill, proposes a process for fulfilling the Board's obligation to appoint a replacement in the event of a vacancy on the Board, modeled after the process announced by the County Board of Supervisors to appoint a new County Recorder.

The Fire District statutes require that the Board appoint an interim member within 90 days after the date the vacancy occurs (A.R.S. §48-803(B)). If a quorum of the Board does not appoint an interim member in 90 days, the same statute provides for the appointment to be made by the Board of Supervisors within the next 60 days.

We propose the following process:

1. Accept Bill's resignation at the Board meeting on December 14th, effective upon the earlier of January 31, 2023, or the appointment of an interim member by the Board.
2. Immediately advertise for qualified interested persons through the website and press release soliciting letters of interest, to be physically delivered to the office of the Fire Chief no later than 1 pm MST on Friday, December 30, 2022.
3. Verify qualifications and contact candidates during the week of January 2 to 6, 2023, to confirm interest and availability to meet with the Board.
4. Schedule a special Board meeting for Wednesday, January 11, 2023, for candidates to address the Board. This would be an open session. Time limits will be imposed based on the number of candidates. An executive session may be held for the Board to get legal advice, if needed.

5. The Board then will attempt to select and appoint the interim Board member at the January 11 meeting.

To summarize:

December 14	Accept resignation effective January 31 or appointment of interim member, whichever is sooner Approve process for appointment of interim Board member
December 14	Press release and website notification
December 15	Begin accepting letters of interest
December 30	End application period 1 p.m. Friday, December 30
January 2 - 6	Confirm candidates' qualifications and make contacts
January 11	Special meeting for candidates to address Board Schedule Board selection/appointment of interim Board member

FISCAL IMPACT: None.

ALTERNATIVE OPTION: Subject to Board review and input.

RECOMMENDATION AND SUGGESTED MOTIONS:

I move to accept Bill Kirkpatrick's resignation effective upon appointment of an interim Board member or January 31, 2023, whichever come first.

I move to approve the process outlined in this memo to appoint an interim Board member to serve the balance of Bill Kirkpatrick's term.