



## TUBAC FIRE DISTRICT

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### TUBAC FIRE DISTRICT BOARD SPECIAL MEETING MINUTES May 8, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 4:00 p.m. by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Candy Clancy, Mary Dahl, Herb Wisdom, Bill Kirkpatrick, and Mike Connelly. Also present were Asst. Chief Rivera, Nancy Lindsey, Jake Merry, Charlie Alvarez, Tim Slate, Lucy Slate, Henry Valdez, Esai Tapia Ricky Rodriguez, Pete Mendoza, Rich Bohman, Brenda Tranchina, Arielle Zions and Kathleen Vandervoet.
3. Discussion and Possible Action on Draft Fire Chief Job Description: Mary Dahl asked Charlie Alvarez, as representation of the union, if there were any comments or feedback to share with the Board. Charlie stated that the Fire Chief job description and qualifications were acceptable. Candy Clancy commented that requirement of a Bachelor's degree remains as part of the minimum qualifications. Mary Dahl made a motion to approve the Draft Fire Chief Job Description as our official Chief Job Description and Candy Clancy seconded the motion; all were in favor, the motion passed.
4. Discussion and Possible Action to go into Executive Session pursuant to Arizona Revised Statutes §38-431.03.A.1 for the purpose of discussion, interview and consideration of candidate Genaro Rivera for Fire Chief including discussion related to compensation, benefits, and any other issues associated with selecting, appointing, hiring or contracting a Fire Chief. If authorized by a majority vote of the Board, the Executive Session will include Brenda Tranchina, Human Resource Strategies, LLC, as interview facilitator: Mary Dahl made a motion to go into Executive Session pursuant to Statute for item #4 and at conclusion of that executive session continue on pursuant to Statute for item #5 on the agenda to include Brenda Tranchina at 4:07 p.m. and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
5. Discussion and Possible Action to go into Executive Session pursuant to Arizona Revised Statutes §38-431.03.A.1 for the purpose of discussion and consideration of the candidacy of Cheryl Horvath for Fire Chief including discussion related to compensation, benefits, and any other issues associated with selecting, appointing, hiring or contracting a Fire Chief. If authorized by a majority vote of the Board, the Executive Session will include Brenda Tranchina, Human Resource Strategies, LLC, as discussion facilitator:

6. Discussion and Possible Action to Extend and Offer of Employment as Fire Chief and authorize the Chairman to commence contract negotiations: Chairman Connelly explained that the search for a new Fire Chief had begun with the decision of the Board not to renew Chief Keeley's contract at the January 30, 2018 meeting. Several individuals were approached and after the failed attempt to recruit a Joint Chief with Rio Rico Medical and Fire District the decision was made to utilize the services of Brenda Tranchina to search for a qualified candidate. Mary Dahl explained her role in managing this process by spending the past couple of weeks contacting the references of Cheryl Horvath and was impressed with all the positive comments and accolades. Mary Dahl made a motion to extend an offer of employment as Fire Chief to Cheryl Horvath and authorize the Chairman to commence contract negotiations. Candy Clancy seconded the motion; all were in favor, the motion passed.
7. Discussion and Possible Action to continue Fire Chief Candidate search and recruitment activities as per the letter of engagement with Human Resource Strategies, LLC: Per Chairman Connelly this discussion item was no longer applicable as the Board approved offer of employment to Cheryl Horvath.
8. Call to the Public: Charlie Alvarez thanked the Board for their consideration in including the union's input on the search for a new Fire Chief and stated that the staff will do all that is necessary to make the transition of the new chief seamless.
9. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 6:33 p.m., and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.