



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD SPECIAL MEETING MINUTES April 30, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 4:30 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 and Mike Connelly. Also present were Asst. Chief Rivera, Nancy Lindsey, John Conger, Jake Merry, Charlie Alvarez, Laura Summerfield, Pete Mendoza, Thomas Beckel, and Brenda Tranchina.
3. Discussion and Possible Action to Authorize the Chairman to Execute a Letter of Engagement for Fire Chief Recruitment Services with Human Resource Strategies, LLC: Mary Dahl explained that the contract laid out the full-on recruitment services at a cost of \$15,000, but if full services are not required the rate would be \$140 per hour including travel as was discussed with Brenda Tranchina at the April 19, 2018 Joint Special Meeting with Rio Rico Medical and Fire District. Mary Dahl made a motion to authorize the Chairman to execute the letter of engagement with Human Resource Strategies and Herb Wisdom seconded the motion; all were in favor, the motion passed.
4. Discussion on Draft Fire Chief Job Description: Chairman Connelly explained that the job description provided to the District with the help of Brenda Tranchina appears to be all inclusive and ready for review and discussion, but not as an action item at this time. Brenda Tranchina highlighted the key areas of the job description:
 - Fire Chief would work under the direction of the Board
 - Supervise Assistant Fire Chief/Fire Marshal and Administrative Staff directly and other staff indirectly
 - Functions of the job
 - Qualifications – feedback received from both Board and Staff suggesting Bachelor’s degree required for position

Herb Wisdom suggested that consideration be made for accepting an Associate’s degree and increasing the years of experience from 12 to 15. Candy Clancy stated that she feels a Bachelor’s degree should be a requirement because times and technology are demanding it more commonly. Brenda Tranchina commented that more Fire Districts are requiring a Bachelor’s degree, but that the ultimate decision is up to the Board. Candy further commented that primary residence for the candidate needs to be discussed and decided by the

Board. Thomas Beckel commented that the more qualifications and restrictions being requested of the candidate are going to come at a greater salary.

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, interview and consideration of a candidate 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 as outlined on the agenda to include Brenda Tranchina at 4:42 p.m. and Candy Clancy seconded the motion; all were in favor, the motion passed.
6. Call to the Public: Charlie Alvarez asked the Board if there were any other candidates they were considering to which the Board answered not at this time.
7. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 6:38 p.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.