

# **HARQUAHALA VALLEY FIRE DISTRICT BOARD**

## **Minutes for Special Meeting MONDAY, JANUARY 19, 2015 6:00 PM**

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Special Meeting on Monday, January 19, 2015 at 6:00 pm at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Chairperson Judy Henderson advised that the Board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03 (A)(3)(4) for legal advice with the District's attorney on matters as set forth in any agenda item. Board Members or other participants may attend by telephonic conference. The following topics and a variable thereto will be subject to Board consideration, discussion, approval or other action. All items are set for possible action.

### **1. CALL TO ORDER**

Chairperson Judy Henderson called the Meeting to order at 6:00 P.M.

### **2. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance to the Flag of the United States was given by all in attendance.

### **3. ROLL CALL OF BOARD MEMBERS**

Roll call was conducted; those present were Susan Combs, Charles "Chip" Main, Harry Thomas (Clerk), Judy Henderson (Chairperson), and Stacy Smith. All sitting Board Members were present.

### **4. DISCUSSION: INTERIM CHIEF OPTIONS**

Last meeting we discussed "internal" and "external" options; discussed possible step-up from within starting with Senior Captain.

Multiple letters of interest; 2 letters were received at previous meeting, 3 more received as of this meeting – total of 5. Contact made with AFDA representatives and representatives of the Fire Chiefs Association at AFDA conference; they were all aware of the posting for the open position for Interim Chief for the District, and fulltime Chief position. They offered to assist the District with the search if requested. Mention of the posting on our District's web site was made. With the consideration for internal "step-up", Judy Henderson mentioned concern regarding pulling the notice as the closing date is listed as Monday, January 26, 2015 at 5:00 p.m. stating that other interested parties may get "offended" for not being given the opportunity to apply as per the notice/posting. Further discussion to follow. Judy Henderson mentioned concern regarding External options being their commute due to travel/fuel stipend being offered as part of the contract, as commute in the past has not been proven to be effective for the District. Stacy Smith mentioned one applicant (Michael Martinez) who was willing to "relocate for the right position"; concern with Mr. Martinez's letter was it was addressed to "Mohave Valley Fire District", not Harquahala – noted by all board members. Stacy Smith noted that Mr. Martinez states in his resume that he has budgeting and grant writing experience. Charles Main states that he personally knows

Michael Long from working with him at PIR (NASCAR events). Judy Henderson inquires whether or not Mr. Long is related to former Chief Randy Long, Charles Main replies "No." Captain Rick Garcia advised board that Mr. Long applied with the District in the past, but was not considered. Judy Henderson stated that she would review previous and current resumes from Mr. Long and compare for changes/updates. Judy Henderson does not know if "relocation" for the Interim position would be necessary as our next step/focus will be for a fulltime Chief. Stacy Smith reiterates the relocation may be for if/when fulltime position is chosen. Judy Henderson reminds board members that the discussion for fulltime Fire Chief cannot be discussed because the subject is not on the agenda. Judy Henderson continues to review resume of Mr. Martinez and notes he is currently working as a mechanic. Stacy Smith asked if the board was picking one [a candidate] "tonight". Judy Henderson responds "No." Judy Henderson notes that Todd Beisner had previous employment with the District in 2012 (March to October); Engineer/Firefighter George Denny advised the Board that Mr. Beisner worked no more than 20, 24 hours shifts while employed with the District. Judy Henderson notes he is still currently a Captain/Paramedic. Eng/FF Denny advised Mr. Beisner works for the City of Phoenix. Judy Henderson expressed concern regarding the possibility of conflict working possible double shifts between the District and Phoenix, and notes that the "last time, this didn't work out." Susan Combs suggests that all board members review applications "do our homework" for next meeting. Judy Henderson would still like to discuss the current applications. Judy Henderson mentions that Phoenix Fire District has a policy in place regarding employment in other fulltime positions. If we were to offer Mr. Beisner the Interim position, his job at Phoenix could be at risk. Susan Combs mentions concern that Mr. Beisner's resume is only one page, which brings up concern about his background. Judy Henderson asking for consensus of board to not consider Mr. Beisner due to his current employment with Phoenix Fire. Arnoldo Rivera mentioned that while employed at Goodyear Fire District, they "borrowed" a Chief from Glenda, and suggests that this option also be considered. Judy Henderson acknowledges that "joint" cooperation between agencies could be an option, but there are currently no applications/letters of interest from other agencies offering that service. Judy Henderson asks for consensus of the board in agreement that Mr. Beisner will not be considered to keep from putting his fulltime position with Phoenix Fire at risk. Susan Combs agrees, Charles Main agrees, Judy Henderson agrees, Harry Thomas agrees by stating that we (the District) do not need another "2 job man" working for us, and Stacy Smith agrees. Charles Main states that he may be a little prejudice towards Mr. Long having previously worked with him, but mentions that out of all of the current applications, he is the most qualified; Mr. Long has 3 years as fire chief, 2 years as assistant chief, total of 5 years in a "chief's capacity"; lives in Avondale (commute). Renee Haynes suggests that the board appoint a representative to call the districts from which these applicants were previously employed asking questions such as "How long have/did they work there?", and "Would you hire them again?" Mrs. Haynes continues stating that she heard that Mr. Long was fired from Ak-Chin. Judy Henderson is looking to get the "seat" filled, as we (the District) cannot go too long with a broken chain of command. Judy Henderson reiterates that the position is only temporary until we can get the fulltime position filled. Judy Henderson wants to get the Interim position filled so we (the District) can focus on hiring a fulltime Chief, of which, some of the current applicants could be considered for the fulltime position. Discussion regarding calling previous employers continued; Mrs. Haynes states that we cannot ask for details as to why someone may have been fired, that's why we ask if they would hire them back. If they say no, "dig a little deeper", and if they say yes, "be done with it." Judy Henderson mentions that if we (the District) would like to get more information, we request that the applicant sign a consent for a

background check. Charles Main states that Mr. Long is currently employed with ASU, and may be an employable person, and due to his personal knowledge of Mr. Long would abstain during a vote if he was chosen as a final applicant. Judy Henderson states that due to Mr. Long's extensive resume, he could be a consideration for the fulltime position. Susan Combs likes the fact that Mr. Long already has a lot of NIMS/ICS/FEMA classes "out of the way". Stacy Smith notes Mr. Long has a lot of education in his background (i.e. Master's Degree, Bachelor's Degree, etc.). Judy Henderson wonders if Mr. Long's intention is fulltime or just temporary. Stacy Smith suggests that if chosen for interview, we ask his intentions. Judy Henderson revisits Mr. Martinez's willingness to relocate to the District mentioning that in the past, previous Chiefs did not reside within the District and they did not work out. Judy Henderson reiterates that Mr. Martinez's objective is to obtain the fulltime position, thus he will be willing to move into the District. Stacy Smith inquires whether or not there was a "living space" for the Chief at the station. Charles Main advised that there was at one time. Judy Henderson, reviewing Mr. Martinez's resume mentions he was a Chief for 3 years at Sunsites-Pearce Fire Department (Pearce, Arizona), Engine Boss /Crew Leader; Susan Combs reads from resume current employment as B-Mechanic with ReCommunity Recycling. Stacy Smith notes Mr. Martinez does not have a degree. Judy Henderson notes continued Chief experience with Ponderosa Fire District (10 years) and White Mountain Lake Fire District stating that these Districts are similar to our District. Judy Henderson would like Mr. Martinez to be considered for position. Judy Henderson reiterates main goal as being get Interim seat filled, then concentrate on filling the fulltime position. Susan Combs mentions that if you want to consider someone for fulltime that a trial period as Interim will show whether or not there is compatibility with the administration and the fire fighters, regarding working conditions, etc. Judy Henderson mentions that all applicants/considerations will have to go through interview process and background check. Susan Combs states that if we do not consider Mr. Martinez as Interim, he would have to re-apply for the fulltime position when we post for fulltime. Stacy Smith inquires about the wording on the posting for the position regarding Interim becoming fulltime. Susan Combs reads from posting, "The Harquahala Valley Fire District invites applications for the position of Interim Fire Chief for a temporary position, with possibility of leading into a fulltime position." Charles Main makes note that Thomas Cantelme would have to be excluded from the decision making process for the same reason as Mr. Beisner; currently employed fulltime with Phoenix Fire District as a Captain. Stacy Smith makes inquiry regarding Mr. Cantelme, what are his intentions? Is he willing to quit Phoenix? Judy Henderson makes point; why would he quit fulltime to take a part time position with no guarantee for fulltime position. Susan Combs voices concerns about "small" packets; why would we even consider someone when they don't list all of their background, training history, (education, qualifications, etc.). Susan Combs compares information of all applicants regarding training history, education, experiences, etc. Judy Henderson agrees that the position should be filled with someone who has the extensive background. Susan Combs continues mentioning that the choice for Interim should be used as a trial period to check compatibility between them and the current employees. Judy Henderson reminds board members that once we hire Interim, we need to continue the hiring process for fulltime position due to the fact that the new fiscal year budget needs to be created. Judy Henderson states that she is NOT considering the Interim position a trial period for the fulltime Chief. Susan Combs rebuts by saying that it should be. Stacy Smith states that we have to consider the Interim position for possible fulltime position due to the way the announcement was presented.

Discussion regarding time frames for interview process. Set up itinerary/schedule for interviews for possible candidates.

Charles Main's summation: 2 candidates being excluded due to the fact they are currently employed fulltime with Phoenix. In order for them to be considered, they would need to show proof of separation, or intended separation date from Phoenix due to both positions being labeled as "fulltime". Consensus of board members not considering Todd Beisner or Thomas Cantelme for the aforementioned reason.

Judy Henderson asks for suggestions as to how many applicants we would consider. Charles Main asks if interested Internal considerations would need to put in letter of interest, and Judy Henderson states "yes". Posting needs to be posted for all interested internal applicants. Consensus of board made regarding acceptance of creating posting and email being sent to all current employees if there is internal interest. Judy Henderson says only letter of interest required; consensus of board, also. Revisit number of applicants to consider: 5? Same questions to be asked of each applicant. Susan Combs suggestion: create a copy of questions and give to applicant, read questions one at a time and give the applicant the opportunity to answer each question as we progress, then at the end, ask the applicant if they have anything else that they would like to add to any of their answers, limiting the process to 15-20 minutes by using a timer. Consensus of all board members to table the number of applicants until next meeting.

Charles Main makes request of Union members in attendance if they would be willing to post and forward internal interest. FF Mike Holliday agrees to fulfill request of board for posting/notification. Susan Combs agrees to create posting for internal interest and send to FF Holliday for posting.

## **5. DISCUSSION: REPORT OF INTERIM CHIEF UNIFORM/BADGE**

Susan Combs reports that she spoke with Absolute Screen Printers in Buckeye, and received a quote from Michelle via email, the costs of uniform shirts. Embroidered Polo will cost \$45.00 each, T-shirts (Dickies or Hanes) will cost \$19.00 per shirt for screen printing. They would need the font for the lettering in the emblem, all other lettering basic; currently suppliers for Buckeye Valley, Buckeye, and a few others. Timeline: T-shirts can be completed within a few days. Everything is done onsite. If Interim Chief wants 5.11 T-shirt, contact needs to be made for pricing. Eng/FF Denny advises that there is no formal contract, but "cost per services" contract with current vendor (Special T's). Multiple informal grievances have been filed against vendor due to delay of service, up to 4 months. Judy Henderson suggests that this subject be tabled until next meeting. Special T's is online, but local (Cactus and 75<sup>th</sup> Avenue). Discussion of vendors to be set for later date. Susan Combs also mentions price for a pin/emblem for Chief's shirt –cost \$6-\$10, special order with turnaround time approximately 1 week. Susan Combs asks Eng/FF Denny if he could have prices available for next meeting from Special T's for comparison. Consensus of board to table uniform discussion until next meeting to compare bids/pricing and time frames/turnaround time.

## **6. DISCUSSION: INTERIM CHIEF CONTRACT DRAFT**

Judy Henderson did not have contract draft completed for circulation amongst board members. Ratification/retraction to be placed on next meeting's agenda. Discussion of items, points, topics to be put in contract. Need 2 separate contract drafts; 1 for internal and 1 for external. Susan Combs mentions that the internal contract must state that the interested party will be guaranteed previous

position left if not chosen for the fulltime position or does not/unable to fulfill the contract obligations. Susan Combs offered to create internal draft to be presented at the next meeting. Judy Henderson will continue to create external draft to be presented at the next meeting.

## **7. DISCUSSION: CHANGE OF DATE AND TIME OF REGULAR MEETINGS (TO ACCOMMODATE BOARD MEMBERS' WORK/PERSONAL SCHEDULES)**

Past meetings were held on the 4<sup>th</sup> Thursday of the month at 5:00 p.m. Discussion that Mondays work best for Susan Combs and Charles Main. Judy Henderson states she has no issues, and asks Harry Thomas and Stacy Smith if they have any issues with the meetings being moved to Mondays. No one has issues with meeting being moved to Mondays. No preference as to which Monday; Stacy Smith brings up discussion/suggestions made at AFDA conference regarding which weeks are best for meetings. Consensus of all board members that the Regular Session Meetings will now be held on 3<sup>rd</sup> Monday of each month. Time considerations; public's ability to commute home from work in order for them to attend. Judy Henderson states that 6:00 p.m. is a good time. Consensus of all board members that the Regular Session Meetings will be held at 6:00 p.m.

Summary: REGULAR SESSION MEETINGS: 3<sup>rd</sup> Monday of each month, held at 6:00 p.m. (subject to change) Consensus of all board members.

## **8. SCHEDULE NEXT MEETING (REGULAR SESSION)**

Next meeting to be held on Monday, January 26, 2015 at 6:00 p.m.

## **9. ADJOURN**

Motion to adjourn – Susan Combs, 2<sup>nd</sup> Harry Thomas; call for vote:

Susan Combs – Yes

Charles Main – Yes

Judy Henderson – Yes

Harry Thomas – Yes

Stacy Smith – Yes

Meeting adjourned at 7:05 p.m.