

CENTRAL YAVAPAI FIRE DISTRICT

FIRE BOARD

SPECIAL SESSION

January 27, 2011

**MINUTES**

1. **CALL TO ORDER**

Board Chairman John Range called the Fire Board Special Meeting to order on Thursday, January 27, 2011 at 8:35 a.m. at the Central Yavapai Regional Training Academy, 9601 E. Valley Road, Prescott Valley, Arizona.

2. **ROLL CALL**

Members Present: Board Chairman John Range, Board Clerk Bob Gardiner, Board Members Tony Reiter and Bob Page

Members Absent: None

Staff: Chief Michael Parrish and Administrative Manager Judy Wright.

3. **CALL TO THE PUBLIC**

Brenda Tranchina of Human Resource Strategies stated that it had been brought to her attention that there were some people who did not understand the testing process. She then went on to explain the entire Fire Chief selection process.

Judy Wright of Central Yavapai Fire District addressed the Board regarding the professionalism and efficiency of assessment centers and asked the Board to carefully consider who is appointed to the Fire Chief's position as we need someone who can deal effectively with all departments of the District.

Chief Mike Parrish addressed the Board saying that the assessment center process has worked very well for this District at all levels. He also said that he was concerned that the District's reputation was at stake and urged the Board to continue with this process to select the best possible candidate.

Captain David Tharp spoke as the Union President. He stated that this District has very good policies and procedures in place and that the assessment center process has worked very well for us. He also said that our personnel was very concerned that the Board may appoint someone based on political or popular vote and to that extent he spoke to various Board Members and was assured that this would not be the case, He said that he felt assured that the Board would choose the best candidate and that the Union would work with whoever was chosen.

Battalion Chief Gary Cordes stated that he is currently working on the Battalion Chief Assessment Center and told the Board that we have worked very hard to make this process fair and equitable. He stated that it is a valid process and if the Board were to dismiss this process it would have the effect of devaluing the assessment centers for Battalion Chief and Captain,

Iveth Castro of CYFD also echoed what Dave Tharp and Gary Cordes had said. She said that we have an established process in place for Assessment Centers and as a citizen and employee of the District she would hope that the Board would preserve the integrity and beliefs of CYFD.

Training Chief Pruett Small again reiterated what everyone else had said. He urged that the Board, in selecting the person to lead this organization, consider the results of the assessment center process. We have used this process for a long time and it has provided us with very good candidates for the positions for which we tested.

Battalion Chief Cougan Carothers said that he has come up through the ranks at CYFD and has been through this process. He stated that he is quite amazed at how well the evaluators can pinpoint strengths and weaknesses of a candidate with just a few hours interaction. He said that he and the other guys believe in this process and feel that it is a fair one to select a new chief.

Chairman Range thanked everyone for their comments.

At this time the Chairman noted that the candidate had not yet arrived and therefore it was the consensus of the Board to take a short break until such time as the candidate arrived.

At approximately 8:55 a.m., the Board took a short recess.

**4. VOTE TO GO INTO EXECUTIVE SESSION**

- A. Bob Page made a motion to go into Executive Session pursuant to A.R.S. §38-431-431.03(A)(1) for the purpose of interviewing Fire Chief Candidates. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Reiter, Page  
NAYS: None

Chief Parrish asked that Brenda Tranchina and Judy Wright be allowed to remain for the Executive Session and the Board concurred.

At approximately 9:40 a.m. the Board adjourned out of Public Session to go into Executive Session.

At approximately 11:40.m. the Board reconvened in Public Session.

5. **NEW BUSINESS**

A. **Discussion and Possible Action Regarding Fire Chief Selection**

Board Members had questions for Ms. Tranchina regarding the background checks on the candidates. She explained we normally do checks regarding criminal history, education, fingerprinting, past employment and motor vehicle record. After the position has been offered to one candidate, that candidate will have to undergo a psychological evaluation, drug screening and medical evaluation. Questions were asked regarding the cost of doing three or four background checks and Board Members were told that the difference was minimal.

Tony Reiter made a motion to have Ms. Tranchina do background checks on the top four candidates. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Reiter, Page  
NAYS: None

6. **ADJOURNMENT**

The meeting was adjourned at 11:50 a.m.

  
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Bob Gardiner, Board Clerk