



Superstition Fire & Medical District

Phone (480) 982-4440 ~ sfmd.az.gov

Administration Office
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Governing Board Work Session Meeting Minutes

October 6, 2020

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A WORK SESSION ON TUESDAY, OCTOBER 6, 2020. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS WORK SESSION WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 2:00 PM.

A. Call to Order

Chairman House called the meeting to order at 2:00 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Director Cross.

C. Roll Call

Board Members in attendance were Chairman Todd House, Director Jeff Cross, Director and Jason Moeller. Clerk Kathleen Chamberlain and Director Larry Strand attended via the WebEx video conference call. Senior Leadership Team in attendance was Finance Director Roger Wood and Captain John Walka. Administrative Services Director Anna Butel attended via conference call. Board Secretary and HR Generalist Sherry Mueller attended. Heather Renschler from Ralph Andersen & Associates also attended via the WebEx video conferencing.

1. Call to the Public. (BOD #2020-10-N/A)

None.

2. Discussion and possible approval for the Administrative Staff, Labor and the newly elected Board Member (Shawn Kurian) to be involved with the fire chief hiring process. (BOD #2020-10-01)

Director Jeff Cross brought up our newly elected Board Member, Shawn Kurian. The Ad-Hoc Committee would like for Mr. Kurian to be included in the process for selecting the next fire chief. The Board Members would need to vote on this. Mr. Kurian would be able to attend various meetings (to include Executive Sessions) but would not be allowed to vote on anything until he is seated officially at the Board. Director Cross would also like to include Administrative Staff and Labor to continue to be included in this process. Specifically Finance Director Roger Wood, Captain John Walka and Shawn Kurian to be included in the search for the next fire chief.

Clerk Chamberlain stated that she thinks it is important for Administrative Services Director Anna Butel be included in the continued process as well as Transportation Services Manager, Billy Warren. Clerk Chamberlain stated it is important for them to add their input from their perspectives on the candidates.



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Director Cross said including these people is mainly to give input to the Board during the process for the search for the next fire chief.

Chairman House stated that the Board can receive input from all these people, but when it comes down to the final three candidates, that is when the Board of Directors takes over and makes the final decision on who the next fire chief is going to be.

Director Cross stated the hiring of next chief will be in mid-May, 2021 with no more than a two week overlap.

Finance Director Roger Wood stated that the start date for the next chief would be mid-May, but the offer would go out in March 2021.

Motion by Director Cross to approve Administrative Staff to include Roger Wood, Anna Butel and Billy Warren, the newly elected Board Member Shawn Kurian, and Labor, represented by John Walka to be involved with the fire chief hiring process.

Seconded by Director Moeller

Vote 5 ayes, 0 nays, **MOTION PASSED**

3. Discussion, presentation and possible approval of the recruitment brochure for the search for the next fire chief. (BOD #2020-10-02)

Heather Renschler, from Ralph Andersen & Associates provided a draft of the recruitment brochure for the search for the next fire chief. She moved back the application date to be able to provide an update to the Board at the December Board Meeting. The group discussed the brochure page by page. Heather brought a question to the group if they want to do a National search or a State / local search only. The Board discussed the question of relocation fees. Heather stated that a Nation-wide search would provide a broader range of candidates. Their fees do cover a National search since everything is done electronically. The District may decide to pay for in-person interviews for the final candidates. Candidates will be asked to apply by December 7th, 2020 giving Heather time to provide the Board with an update on how many responses we received at the December 16, 2020 Board Meeting in an Executive Session. Heather said we may want to schedule interviews during January 2021. Heather said an offer would need to be sent in March 2021 to give the selected candidate time to transition from their current position to the SFMD Fire Chief position.

Director Cross mentioned the SFMD logo's on the last page need to be fixed on the brochure. Roger Wood added that a reference to the 48/96 Suppression schedule and 4/10's schedule for Administration should be added to the brochure.



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Motion by Director Moeller to approve Ralph Andersen & Associates brochure with the language changes that were discussed .

Seconded by Director Cross and Director Strand

Vote 5 ayes, 0 nays, **MOTION PASSED**

4. Adjourn (BOD #2020-10-03)

Motion by Director Cross at 2:35 p.m. to adjourn the meeting. **Seconded** by Director Moeller

Vote 5 ayes, 0 nays. **MOTION PASSED.**

Governing Board Approval:

A handwritten signature in blue ink, appearing to be 'K. Chamberlain', written over a horizontal line.

Board Clerk Kathleen Chamberlain
Sherry Mueller