



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSTITES-PEARCE FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

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Sunsites-Pearce Fire District Special Meeting Work Session May 13, 2015

1. **Call to Order.** The meeting was called to order at 5:01 p.m. by Chairman Robert Fino.
 - A. **Attendance and Confirmation of Quorum.** Chairman Robert Fino, Clerk Brian McClain, Board Member Brian Allen, and Board Member Joanna Baker were present. A quorum was present.
 - B. **Board Members Absent.** Board Member Jason Simmons.
 - C. **Declarations of Conflicts of Interest.** No Board Member declared a conflict of interest.
2. **Pledge of Allegiance.** Interim Fire Chief Josh Steinberg led the attendees in the Pledge of Allegiance.
3. **Board discussion for procedure on hiring a Fire Chief.** Chairman Fino noted that the board had received two emails forwarded from Interim Chief Steinberg, by Clerk McClain regarding a proposed procedure on hiring a Fire Chief. Clerk McClain reminded the board that their primary job is to hire a Fire Chief, and somewhat further explained the emails. Clerk McClain stated his opinion of creating a proper procedure for hiring a Fire Chief removes the risk of discriminating against anyone in the future. He also expressed that having a procedure in place keeps the district prepared. Board Member Baker explained her opposition to one sentence in the proposed hiring procedure. She also stated her opinion that having an Interim Fire Chief for such a lengthy time proves experience, and hiring someone else would have a negative impact on morale. Chairman Fino then stated he is in agreement with eventually making a procedure; however hiring a Fire Chief is priority. Board Member Allen stated his opinion that if someone else, employed within the district, is interested in becoming Chief we should offer them a chance as well as the current Interim Fire Chief. Clerk McClain abruptly exited the meeting, and discussion with the remaining board members continued. Interim Fire Chief Steinberg offered a suggestion of accepting resumes and letters of interest from prospects within the

district, as opposed to applications again. Chairman Fino determined offering a chance to interested individuals would deter any possible discrimination, and the board can establish a procedure for hiring a fire chief in the future.

4. **Board Discussion on Fire Chief Job Description.** Board Member Baker informed the board that she received opinions from other chiefs in the area on the submitted job description, and they all agreed it was well written and objective. She also noted that she has read it and spent some time on the job description and really likes it. Interim Fire Chief Steinberg explained that he did have help, from other chiefs, drafting the job description and tailored it to Sunsites-Pearce Fire District. He told the board that he made the job description as functional and realistic as possible and noted that it is adaptable. Board Member Allen inquired about city department job descriptions and other fire districts. Interim Fire Chief Steinberg explained to Board Member Allen what he had reviewed in that area. The board continued to discuss the Job Description that Interim Fire Chief Steinberg submitted.

Adjourn. At 5:38 p.m. Chairman Fino made a motion to adjourn the meeting; Board Member Baker seconded the motion.

Respectfully submitted,
Kelsi Suprenant