

**MINUTES FOR SPECIAL MEETING OF THE FIRE BOARD FOR NORTHERN ARIZONA
CONSOLIDATED FIRE DISTRICT #1
Wednesday, August 8, 2018**

1. **CALL TO ORDER** – The meeting was called to order by Chairman Bailey at 2:05 p.m.
2. **Pledge of Allegiance** – The Pledge of Allegiance was led by Chairman Bailey
3. **ROLL CALL OF BOARD MEMBERS** – All Board members were present: Chairman Bailey, Clerk Collins and members Berg, Hays and Bryant
4. **DISCUSSION AND POSSIBLE ACTION** – Chairman Bailey turned the meeting over to Brenda Tranchina of Human Resources Strategies to discuss the fire chief selection process. The following subjects were discussed, and a general consensus of the Board and direction was reached, with direction to Ms. Tranchina was given, as to each:
 - 1) **Review of HRS proposal and letter agreement**
 - 2) **Finalize job description**
 - 3) **Identify ideal profile and traits for candidates**
 - 4) **Establish timeline**
 - 5) **General discussion of process.**

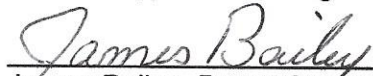
In addition, the Board was asked to advise Ms. Tranchina regarding its preferred designation in the job description and other recruitment materials. **The general consensus was that the Board should be referred to as “Fire Board”** as that is how the Arizona Revised Statutes and AFDA designate the governing bodies of Fire Districts.

The Board, through general consensus, agreed to put the adoption of the final Job Description and Salary Range on the agenda for its regular meeting on August 16, 2018.

5. **BOARD MEMBER COMMENTS** – Board Chair Bailey reminded Chief King of his request for an audit of District personnel. Board Clerk Collins reminded Chief of the need for a capital assets acquisition and replacement schedule.
5. **ADJOURNMENT** – The meeting was adjourned at approximately 4:25 p.m.

These minutes were prepared and posted by Char Wells, August 13, 2018

Minutes approved at Regular Meeting of the Board on August 16, 2018


James Bailey, Board Chairman


Mike Collins, Board Clerk