

MINUTES

**Central Arizona Fire and Medical Authority
Central Yavapai Fire District Board of Directors
Special Meeting
Wednesday, March 11, 2020, 4:30 pm - 5:00 pm
Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive,
Prescott Valley**

In-Person Attendance

Darlene Packard; Dave Tharp; Jeff Wasowicz; Kathy Goodman; Matt Zurcher

Remote Attendance

Dane Beck; Nicolas Cornelius

Not In Attendance

Cynthia Gentle; Scott A Freitag; Susanne Dixson

NOTICE OF MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Yavapai Fire District Board of Directors and the general public that the **Central Yavapai Fire District** will hold a meeting open to the public on **Wednesday, March 11, 2020 at 4:30 p.m.** The meeting will be held at **Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive, Prescott Valley, Arizona.** The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with the District's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chair Zurcher called the meeting to order at 4:30 p.m.

Director Beck and Attorney Nick Cornelius attended via Zoom.

2. PLEDGE OF ALLEGIANCE

Chair Zurcher led the Pledge of Allegiance.

3. CALL TO THE PUBLIC

In accordance with A.R.S. §38-431.01(H) and as a matter of policy, the Central Yavapai Fire District Board has decided to allow public comments as time permits. Therefore, those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so in an orderly manner that includes completing a Call to the Public Form and submitting it to staff for the record. If a written statement is being read, please provide a copy to ensure it is entered into the record accurately. Individuals will be limited to speak for three (3) minutes and Call to the Public shall not exceed 15 minutes per meeting.

There were no public comments.

4. NEW BUSINESS

A. Motion to Accept Resignation of Director Cynthia Gentle Effective Immediately

Chair Zurcher read Director Gentle's resignation letter to the room. He explained that Director Gentle is moving out of the District and graciously chose to resign early to allow time for the Board to appoint a new member prior to budget season. The Board thanked Director Gentle for her service.

Motion to accept resignation of Director Cynthia Gentle effective immediately.

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck

B. Discussion and Direction to Staff Regarding Filling Board Vacancy

Chief Tharp reported that statutes require that the Board act within a certain number of days to appoint a replacement. There is no statutory guidance regarding advertising, but previously Boards have approved an advertising period of at least 2-3 weeks. The process can be expedited, but it is up to the Board to decide how it will be advertised.

Attorney Cornelius confirmed that the Board has to act within a period of time to appoint someone, but there is no statutory requirement regarding how long to the advertising period must be. He advised the Board to advertise for a minimum of two weeks, and recommended utilizing all advertising avenues available, including the agency website and social media platforms.

There was an inquiry by Chair Zurcher as to whether a press release or legal advertisement would be better. Attorney Cornelius responded that a press release would suffice and might lead to news articles, but that a formal legal advertisement would be better. Chair Zurcher asserted that the news agencies would run an agency press release.

There was a inquiry by Chair Zurcher as to when the Budget Workshop will be held. Chief Tharp responded that the Workshop is generally held within the first two weeks of April.

Chair Zurcher stated that the new Board member should go through the Budget Workshop.

Director Beck inquired as to whether or not an email can be sent out to previous candidates. Attorney Cornelius responded that the advertising should alert those candidates to the new Board opening.

Attorney Cornelius again recommended advertising in the newspaper, Signals, Chief Freitag's review, and on the agency website.

Chair Zurcher confirmed that the Board would like to have a two week advertisement period.

The Board members agreed to an application deadline of 5:00 p.m. March 26, 2020 and an open session Board meeting for interviews beginning at 4:30 p.m.

on April 1, 2020. There will be an introductory statement by each candidate followed by questions from the Board.

5. ADJOURNMENT

Motion to adjourn at 4:50 p.m.

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck

Disabled persons needing reasonable accommodations should call 928-772-7711 prior to the scheduled meeting.

DRAFT