

City of Elko )  
County of Elko )  
State of Nevada )

SS August 23, 2011

The City Council of the City of Elko, State of Nevada met for a special meeting beginning at 1:00 p.m., Tuesday, August 23, 2011.

This meeting was called to order by Mayor Chris J. Johnson

Mayor Present: Chris J. Johnson

Council Present: Councilman Jim Conner  
Councilman Jay Elquist  
Councilman Rich Perry  
Councilman John Rice

City Staff Present: Curtis Calder, City Manager  
Shanell Owen, City Clerk  
Linda Buffington, Recording Secretary

## **PLEDGE OF ALLEGIANCE**

### **I. PERSONNEL**

- A. Interviews with Fire Chief Candidates, discussion of interview results, and possible selection of top candidate, including possible authorization to City Manager to present a formal job offer, and matters related thereto.  
**PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY CITY COUNCIL ACTION: FOR POSSIBLE ACTION**

City Manager Calder briefed the council on the interview procedure and advised there was Interview Evaluation Form for candidate; the form included a series of questions as well as the opportunity to evaluate other aspects of the candidates. At the conclusion of the interviews scores will be totaled and will be the starting point for ranking the candidates. The scores from the technical review panel, which were held this morning, will be made available following the candidate interviews.

City Manager Calder indicated some of the questions to be answered actually have potential answers identified and some are open ended; Council will have to use their judgment whether they have answered it more correctly than not. Time permitting; you may want to ask the candidates if they have any questions regarding the position or the city.

The following candidates were interviewed for the position of Fire Chief;

- 1) Dan Allred

- 2) Mike Hecht
- 3) Matt Griego.

The Elko City Council posed the following interview questions to the proposed candidates:

- 1) Briefly describe your professional background, training, and education. Why are you interested in working for the City of Elko?
- 2) If selected for the position of Fire Chief, what will you do during your first three (3) weeks of employment?
- 3) The City of Elko operates a combination fire department with both career and volunteer resources to provide efficient, cost effective, public safety services to its customers within the confines established by this Council. Please explain your experience with managing, supervising, and providing daily services both within department and through cooperative agreements.

*Answer: Should talk about their experience and name such things as training, designated responsibilities, clearly defined standards & operating procedures, policies and procedures, cooperation, staying within the rules of engagement, command & control, budgetary constraints, leadership, etc.*

- 4) Risk Management is a significant administrative responsibility of the Fire Chief to enforce, promote, and instill into every employee to prevent accidents, injuries, and deaths, as well as protect the City of Elko from claims and liability. Please name as many ways possible that you would accomplish this responsibility.

*Answer(s): Training, compliance with laws, regulations, safety practices, policies and procedures, investigations, progressive discipline when necessary, monitoring daily activities, providing daily reminders, concentrating on the highest risk factors such as Code 3 driving practices, vehicle operating practices, personal protective clothing, universal EMS disease protection practices, supervision, and command and control.*

- 5) Please tell us a little bit about your fire prevention experience. What is your philosophy with regard to fire prevention?
- 6) Two part questions: 1) what's your personal philosophy regarding labor unions? 2) In your opinion, what are the advantages and/or disadvantages of managing a department in a collective bargaining environment?
- 7) Two part question: 1) briefly describe your experience developing and/or administering budgets. 2) If for some reason the Fire Department experienced

a 20% budget reduction, where are the best areas to cut expenses and/or reduce service levels?

Possible follow-up questions:

- What role can volunteers play to maintain or possible increase service levels?
  - Are you familiar with ARFF requirements? Do you think there are opportunities for savings?
- 8) What metrics would you use for determining appropriate service and staffing levels?
- 9) The City is current with the ISO (Insurance Services Office – commercial rating score). What is your experience with ISO and what are the key factors that are used to determine a community’s rating?

*Answer(s): The experience part is theirs to explain. The factors are the City’s water system of storage, distribution, fire hydrants, line sizes, current maintenance program, fire department station locations, apparatus placement and age, reserve apparatus, employees, staff sizes for officers vs. firefighters, training, training facilities, documented response times, significant fire loss records, fire department historic data over a 10 year period and emergency dispatching system (911, enhanced 911, radio paging system, firefighter notification system, manning, and hours of operation for dispatch).*

- 10) Please tell us about a time you were directly involved in managing a notable crisis and/or emergency situation. What was the outcome?
- 11) Briefly describe your experience in developing and maintaining interagency and/or intergovernmental relationships.
- 12) What is your definition of customer service?
- 13) What are your expectations in terms of subordinate work performance and professionalism? How would you effectively convey these expectations to the Fire Department employees?
- 14) Based upon what you know about our community, what is one (1) thing you can bring to the position of Fire Chief that will enhance the overall quality of life for our residents?
- 15) Attributes (personality, “fit” for the organization, appearance, demeanor, etc.)

*(Scoring is based on a system of 1 to 10 points, with 1 being “unacceptable” and 10 being “superior”.)*

Following the interviews City Manager Calder advised Staff would total the numbers and provide the information to the council.

3:52 p.m. Mayor Johnson recessed the special meeting in order for council to move into the regular meeting.

6:52 p.m. Mayor Johnson reopened the special meeting.

City Manager Calder presented the council with four different spreadsheets and advised the candidates went through a technical interview panel this morning; prior to their oral interview. The first page shows the raw score for the technical interview panel results, the second page is the council interview results, raw scores only, page three is the combined raw scores of the technical panel and the council panel and page four is the weighted results; weighted at 50% for each; a weighted total and a combined total with a rank.

City Manager Calder indicated the weighting could be changed, based on what the council believes the weight should be; given the technical panel versus the city council panel. He has run various scenarios already and can refer to those quickly; but believed a 50% weighting for each panel seemed fair as a starting point.

Councilman Elquist stated his belief any of the three candidates would make a good Fire Chief. He then requested verification the council had the flexibility to hire any of the three they wanted.

City Manager Calder verified that was correct; this is an appointed position and the council can appoint anyone they want. Mr. Calder commented as the council debates this they should defer to Councilmen Conner and Perry as they were on the selection committee. They spent two weeks reviewing the applications and they are the ones that recommended the three on the short list. Also, for the technical panel, there were two city employees and two outside employees. The result from the technical panel was different than what the city council results were; which tells you how close this recruitment and selection process really is.

City Manager Calder advised these are starting points and if the decision was based upon this he would feel comfortable with it. But ultimately, being an appointed position, the council as the elected body has the ultimate flexibility in making a decision.

Councilman Elquist indicated he was comfortable with the ranks as were Councilmen Conner, Perry and Rice.

Mayor Johnson was also comfortable with the numbers and expressed his belief the process was fair.

Mayor Johnson stated Elko is very fortunate that three outstanding individuals applied for Fire Chief. We have to make a decision.

**\*\* A motion was made by Councilman Conner, seconded by Councilman Elquist authorizing the City Manager to initiate a job offer, within the parameters the City Council has already set with regard to pay and benefits etc., to Matt Griego for the position of Fire Chief.**

**Motion passed unanimously.**

## **II. PUBLIC COMMENT**

### **A. Public comment period. ACTION WILL NOT BE TAKEN**

This agenda item is to provide time for the general public to address the City Council regarding items of concern. Action cannot be taken at this time, but a matter can be set on the agenda for a future meeting, as appropriate.

There was no public comment at this time.

## **ADJOURNMENT**

There being no further business, Mayor Chris J. Johnson adjourned the meeting.

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Mayor Chris J. Johnson

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Shanell Owen, City Clerk