

State of Nevada

Nevada State Board of Fire Services

December 13, 2016

8:00 am

State Fire Marshal Division

107 Jacobsen Way

Classroom C

Carson City, NV 89711

MINUTES OF BOARD MEETING

Members Present:

Chair Eric Guevin – Fire Marshal, Tahoe-Douglas Fire Protection District
William Erlach – Captain, Reno Fire Department
Nicholas Moriarty – Executive Director of Fire Protection, JBA Consulting Engineers
David Fogerson – Deputy Fire Chief, East Fork Fire Protection District
Jo Anne Hill – Member of the General Public, FireShows West
Elaine Pace – Volunteer Chief, East Fork Fire Protection District
Jeff Buchanan – Deputy Chief, Clark County Fire Department
Joe Freeland – State Forester Firewarden, Nevada Division of Forestry
Terry Wilferd – Division Chief, Henderson Fire Department

Members Not Present:

Domingo Cambeiro – LLC, Principal, DCC Architects Las Vegas

Also Present:

Gwen Barrett – Executive Administrative Assistant, Nevada State Fire Marshal Division
Nathan Hastings – Deputy Attorney General Attorney General's Office
Shauna Bakkedahl – Personnel Officer, Department of Public Safety

1. CALL TO ORDER BY THE CHAIR (Non-Action Item.)

Chair Guevin called the Board Meeting to order.

2. VERIFICATION OF NOTICE OF COMPLIANCE WITH OPEN MEETING LAW (Non-Action Item.)

Chair Guevin verified with Gwen Barrett that compliance has been met in accordance with the Nevada Open Meeting Law.

3. ROLL CALL AND INTRODUCTIONS (Non-action Item.)

Chair Guevin asked for introductions and established a quorum.

4. PUBLIC COMMENT (Non-Action Item.)

There was no public comment.

5. APPROVAL OF THE OCTOBER 6, 2016, MEETING MINUTES (Discussion/For Possible Action.)

Elaine Pace motioned to approve the October 6, 2016 meeting minutes as recorded. Joe Freeland seconded the motion. The motion carried.

6. STATE FIRE MARSHAL INTERVIEWS AND SELECTION OF A MINIMUM OF THREE (3) CANDIDATES TO PRESENT TO DIRECTOR JAMES WRIGHT (Discussion/For Possible Action.) The Board will conduct interviews of the State Fire Marshal candidates. Following the interviews of all of the candidates, public comment will be taken with the Chair limiting each speaker to five (5) minutes. Comments will not be restricted based on viewpoint. The Board may discuss the information obtained from materials submitted by the candidates, through the interviews, and public comment. Pursuant to NRS 477.013 and 477.080, the Board will select a minimum of three (3) candidates to be presented to the Director.

The State Fire Marshal candidates are:

1. Bart J. Chambers
2. Timothy M. Ippolito
3. Andrew G. Barr
4. Lorenzo M. Gigliotti
5. Gareth S. Harris

Chair Guevin read Item 6 to the Board and introduced Shauna Bakkedahl, Department of Public Safety, Personnel Officer to give interview guidance to the Board members. Ms. Bakkedahl explained that each Board member has a packet with six (6) questions. All candidates must be asked the same six (6) questions. Follow up questions are acceptable, provided the questions are limited to solicitation of information with regard to the Fire Marshal position. Do not ask any questions outside the scope of the interview question itself. Do not ask any questions outside of information that has been provided by the candidate; meaning if the candidate did not provide information, do not try to elicit a better response from the candidate. Keep it very general, please. Chair Guevin reiterated that questions can be asked to clarify, do not add to the question. Ms. Bakkedahl added that if a Board member asks a question that is outside the scope of the question or information provided by the candidate, she may ask the Board member to stop and either rephrase the question or ask a different question. Elaine Pace asked if they should identify

themselves. Gwen Barrett requested that anytime you speak during the meeting, please state your name, this helps with minutes preparation and it helps anyone who listens to the recording.

Chair Guevin introduced Nathan Hastings, Deputy Attorney General.

Chair Guevin commented that it is unique to have an open meeting interview process. Any comments written on official documentation become public, notes written on other paper will not. The Board packets have the candidate's introduction letter, resume, and the written response to the essay question. There is a rating sheet which is public record. Chair Guevin gave instruction on how to complete the document. Regardless of how the candidates score on the rating sheets, the Board members are to look for knowledge, skills, ability, and fit. Per NRS 477, a minimum of three (3) candidates will be recommended to the Director.

Bob Freeland noticed that Mr. Barr is not scheduled to be interviewed. Gwen Barrett replied that Mr. Barr canceled after the meeting announcement was made.

Lt. Dzyak, State Fire Marshal (Interim) noted for the record that he will not be scoring or participating per NRS 477.

Nathan Hastings verified with Gwen Barret that Mr. Ippolito is not to call in until notified to do so.

Chair Guevin indicated that the candidates can join the public meeting while the Board conducts its open discussion and rating. Chair Guevin asked if there were any questions on the rating sheet, there were none. Chair Guevin asked if there were any questions on the process as a whole, there were none.

Chair Guevin indicated that the interviews would begin in a few minutes, he then asked Lt. Dzyak for the status of the hiring of the Plans Examiner Chief. Lt. Dzyak announced that Mr. Albert Ruiz was hired and started December 12th.

First Candidate, Mr. Chambers: Chair Guevin welcomed Mr. Chambers. Chair Guevin welcomed Mr. Chambers. Chair Guevin read the following statement "To ensure that no candidate receives an unfair advantage by observing the interview of another candidate, we have had you in the waiting room until the time for your interview. When your interview is concluded, you may wait in the waiting room if you would like to be present for the portion of the meeting to observe the Board's discussion and decision in presenting a list to the Director. Otherwise you are free to leave."

The Board asked the six (6) questions to Mr. Chambers. No additional questions were asked. At the conclusion of the interview Mr. Chambers thanked the Board for their time and wished them all a Merry Christmas and safe traveling.

Second Candidate, Mr. Ippolito: Chair Guevin welcomed Mr. Ippolito, via teleconference Mr. Ippolito. Chair Guevin read the following statement "To ensure that no candidate receives an unfair advantage by observing the interview of another candidate, we have had you in the

waiting room until the time for your interview. When your interview is concluded, you may wait in the waiting room if you would like to be present for the portion of the meeting to observe the Board's discussion and decision on presenting a list to the Director. Otherwise you are free to leave". The Board will notify Mr. Ippolito when they ready to reconvene for discussion.

The Board asked the six (6) questions to Mr. Ippolito. No additional questions were asked. At the conclusion of the interview Mr. Ippolito thanked the Board and indicated that it was an honor.

Chair Guevin instructed each Board member to score the two candidates who have been interviewed so far. Chair Guevin asked if anyone had questions about the process, there were no questions.

Third Candidate Mr. Harris: Chair Guevin welcomed Mr. Harris. Chair Guevin read the following statement "To ensure that no candidate receives an unfair advantage by observing the interview of another candidate, we have had you in the waiting room until the time for your interview. When your interview is concluded, you may wait in the waiting room if you would like to be present for the portion of the meeting to observe the Board's discussion and decision on presenting a list to the Director. Otherwise you are free to leave".

The Board asked the six (6) questions to Mr. Harris. No additional questions were asked. At the conclusion of the interview Mr. Harris asked questions about work week and residency requirements.

Fourth Candidate, Mr. Gigliotti: Chair Guevin welcomed Mr. Gigliotti. Chair Guevin read the following statement "To ensure that no candidate receives an unfair advantage by observing the interview of another candidate, we have had you in the waiting room until the time for your interview. When your interview is concluded, you may wait in the waiting room if you would like to be present for the portion of the meeting to observe the Board's discussion and decision on presenting a list to the Director. Otherwise you are free to leave".

The Board asked the six (6) questions to Mr. Gigliotti. No additional questions were asked. At the conclusion of the interview Mr. Gigliotti, being the last candidate interviewed, was informed that he could stay for the rest of the meeting.

Three (3) candidates observed the rest of the meeting; Mr. Ippolito and Mr. Harris were present by telephone and Mr. Gigliotti was present in person.

Chair Guevin indicated that the State Board of Fire Services will select the top three (3) candidates to present to the Director. The Board will have discussion to determine the candidate ranking. The ranking can be moved or changed as the Board sees fit. The Board was reminded that they were looking for the best fit, knowledge, skills and ability.

Chair Guevin opened the meeting to public comment. There was no public comment. Public comment was closed.

Chair Guevin opened the meeting for discussion. There was no discussion or comments.

Chair Guevin directed Board members to pass the rating sheets to Ms. Bakkedahl for tally. The scores were tallied with the following results:

#3 rank	Mr. Chambers:
#3 rank	Mr. Ippolito:
#1 rank	Mr. Harris
#2 rank	Mr. Gigliotti

There was a tie for 3rd ranking. Nathan Hastings stated that per statute the Board is to present a list of no less than three (3) individuals to the Director. Because two (2) individuals tied in the ranking, the list can be presented exactly as it is.

Jeff Buchanan motioned to put forward the names in the ranked order as presented. Dave Fogerson seconded the motion. The motion carried.

7. **PUBLIC COMMENT (Non-Action Item.)** Candidates Mr. Ippolito, Mr. Harris, and Mr. Gigliotti thanked the Board for the opportunity to interview.

8. **ADJOURNMENT (Discussion/For Possible Action.)**

Meeting was adjourned at 1:43pm.