



## **Board of Directors Selection Process**

Tiburon Fire Protection District  
Board of Directors Meeting

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- Interview Instructions
- Question Bank (redacted for the purpose of website posting and prospective candidates)

**Candidate Resumes**.....to be attached

## CANDIDATES

*{list current candidates}*

## **Board of Directors**

*{list current Directors}*

## EQUAL OPPORTUNITY COMMITMENT

The Tiburon Fire Protection District is committed to equal employment opportunities in our employment practices. The interview evaluation process is unquestionably the single most important area vulnerable to overt, covert, or sometimes unknowing discrimination. Therefore, it is important that you be made aware of your responsibilities as they relate to the Civil Rights Act and other laws, rules, regulations and procedures enacted to prevent discrimination in employment.

For this purpose, “discrimination” can be defined as an intentional or inadvertent adverse effect on the employment opportunities of persons because of their race, religion, color, sex, age, national origin, marital status, veteran’s status or handicap. Because the purpose of the Oral Board is to obtain job-related information about a candidate to make an objective decision regarding the suitability of the candidate for the job, any question related to the factors mentioned above is totally irrelevant and could be construed by a candidate as discriminating regardless of the intent of the question.

- Race: Questions which tend to indicate the race or national origin of prospective candidates are improper in the interview. For example, while you may ask about a candidate’s educational background while attending an institution of higher education, avoid questions which give the impression of the racial or ethnic composition of the institution being considered. It would be improper to ask about job-related professional organization affiliations which tend to identify the racial or ethnic background of its members.
- Age: The Age Discrimination in Employment Act prohibits discrimination on the basis of age, and specifically protects persons aged 40 and above. Age in and of itself is not a legitimate consideration. Asking a candidate in an interview to discuss matters related to age is not a job-related inquiry.
- Religion: Title VII of the 1964 Civil Rights Act prohibits religious discrimination. Unless the evidence demonstrates that allowing an employee or prospective employee to practice his/her religion would impair our ability to provide public services, the District must make a reasonable effort to accommodate the religious observance needs of the employees. Candidates whose religious practices prevent them from working on Saturday or Sunday may be discouraged by questions regarding availability to work on these days. A candidate should not be immediately disregarded for employment based on his/her response to this question. Reasonable accommodation questions may be discussed with the candidate at the selection interviews.
- Police Records: The District conducts background investigations and evaluates conviction records on a case-by-case basis. No inquiries regarding arrests or convictions are to be made of any candidate. Candidates will be discouraged from offering this information during the interview examination.

- Sex: Interview panel members sometimes ask questions of women which they do not ask of men. Since the courts have declared that an employer cannot have one hiring standard for men and another for women, questions attempting to identify the marital status of a candidate may not be asked. Additionally, questions regarding childcare or future family plans may not be asked.
- Physical Handicap: Under the law, you may not assume that a person's handicap will interfere with effective job performance. Each handicapped candidate must be evaluated individually in relation to the job, and the District must try to accommodate the handicapped applicant. Medical evaluation of candidate's ability to perform the job duties does not fall within the purview of an interview board.
- Military Service: Information on a candidate's military service and discharge is not a relevant questioning area for panel members. However, by law fair considerations must be given to the employment of Vietnam era veterans and disabled veterans of any era.

Pre-employment inquiries concerning race, color, sex, age, religion, national origin, handicap, veteran's status, and marital status are inquiries which tend to directly or indirectly constitute evidence of prohibited discrimination.

Your assistance in following the guidelines above will serve to avoid potential difficulties in the interview process and to maintain the reputation of the Tiburon Fire Protection District as an equal employment opportunity/affirmative action employer.

## **MISSION STATEMENT**

To provide all-risk preparation and response. This allows us to protect the lives and property of our citizens and visitors prior to and during fire, medical, environmental or man-made emergencies.

## **VISION**

To be a recognized leader in “All-Risk” Preparation, Prevention and Response through Responsible Local Governance.

## **GOALS**

- Maintain a high performance organization.
- Create a working environment that fosters success of its individual members.
- Provide the best possible service to our customers through community interaction.
- Maintain a well-trained and safety-conscious volunteer and professional work force.
- Adhere to the structure of the adopted budget.
- Provide for the long-range Capital, Salary and Maintenance needs of the District.

## **IINTERVIEW SCHEDULE**

<b><i>Time</i></b>	<b><i>Candidate</i></b>	
<b>TBD</b>	<b>Board Member Selection</b>	



## **Interview** **Assessors' Instructions**

**Location:** via Teleconference per COVID-19 Guidelines

Chief Pearce will introduce the candidates and act as the time keeper for the Assessors.

### **Oral Interview**

Chief Pearce will read the instructions provided to each candidate. The Assessors will ask the listed core questions. Each candidate will have a maximum of 10 minutes to answer the core questions. At the conclusion of the 10 minutes the candidate will be allowed to provide a closing statement.

Please select questions from the question bank and ask the same core questions of each candidate. You may ask follow-up questions based on the candidate's reply.

Please attempt to "see through" any nervousness and anxiety that the candidate may display in order to focus on the candidate's responses and what he/she has to offer in the position being assessed.

### **Read to Candidate:**

The Assessors will ask you a series of structured questions. We have 4 questions to ask you in the 10 minutes allotted to this exercise. This time includes your responses to the questions. You should keep your answers short, concise, and to the questions asked of you.

You may start with an opening statement and you will be provided an opportunity to provide a closing statement. Do you have any questions? Let's begin....