

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Fire Chief Search Committee Meeting
February 3, 2025

I. CALL TO ORDER

The meeting of the Fire Chief Search Committee of the West Metro Fire Protection District was called to order by Don Sherman at 2:02 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado.

II. ROLL CALL

Secretary Don Sherman (Chair)	Present
Vice President Bill Clayton	Present

Also present were Fire Chief Don Lombardi as Subject Matter Expert; Ms. Adele Reester, Esq.; and, Ms. Jennifer Wheaton as recording secretary.

III. ADOPTION OF AGENDA

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the agenda of the meeting of the Fire Chief Search Committee dated February 3, 2025, as amended to move VI. Old Business to follow VII. New Business. The motion was voted upon and carried.

IV. REVIEW OF MINUTES

A. Minutes of the November 19, 2024 Meeting

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the minutes of the meeting of the Fire Chief Search Committee dated November 19, 2024, as presented. The motion was voted upon and carried.

V. PUBLIC COMMENT (Limited to three minutes per individual, and to the topic of the fire chief search process)

None.

VII. NEW BUSINESS (Moved up on the agenda, prior to VI. OLD BUSINESS)

A. Committee's Review of Non-Finalist Applications and Candidate Report in EXECUTIVE SESSION – Kylie Wilson, Consultant CPS HR

MOTION: At approximately 2:08 p.m. it was moved by Don Sherman and seconded by Bill Clayton to enter into an executive session pursuant to § 24-6-402(4)(g), C.R.S., for the consideration of the applications of non-finalist candidates for the position of fire chief which are exempt from disclosure under the provision of the Colorado Open Records Act, § 24-72-204(3)(a)(XI), C.R.S. The motion was voted upon and carried.

MOTION: It was moved by Bill Clayton and Seconded by Don Sherman to adjourn the executive session, and resume the public portion of the meeting of the Fire Chief Search Committee at 2:46 p.m. The motion was voted upon and carried.

Mr. Sherman announced that no motions were made nor were any votes taken.

B. Determination of Semi-Finalist Round – Kylie Wilson

1. Determine if the Fire Chief Search Committee will hold semi-finalist interviews

The Committee members noted that based upon the pool of candidates, the qualifications, and the pre-screening completed by CPS HR, there is not a need for semi-finalist interviews.

Mr. Sherman requested and received consensus to continue through the process without a semi-finalist interview round.

C. Possible Determination of Finalist Candidate(s) – Kylie Wilson

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to identify candidates Jeremy Metz, Sean Jewell, and Steve Aseltine as finalists in the fire chief executive officer process. The Committee members discussed the high quality of the three finalists, commending the finalists for their willingness to lead this great organization, and noting that through their applications, each candidate seems determined to build on West Metro’s legacy of excellence. The motion was voted upon and carried.

VI. OLD BUSINESS (Moved down on the agenda, to follow VII. NEW BUSINESS)

A. Interview Panels and Schedule

1. February 10, 2025

An interview panel consisting of Board members and an interview panel consisting of public stakeholders will interview the finalists on February 10, 2025. The start time of the interview process will begin at 8:00 a.m. with an orientation for the interview panelists. Interviews by both panels is scheduled to begin at 9:00 a.m. Ms. Wilson will provide all interview panelists with an orientation packet containing the interview schedule, finalist overview, cover letters, resumes, and panel interview questions. Mr. Sherman requested signage to direct attendees of each interview session to be seated in advance of each interview, avoiding disruptions during each interview. Additionally, Mr. Sherman requested signage to be posted to remind all participants and attendees to silence cell phones during the interviews.

2. February 18, 2025

The board members will determine at the February 10, 2025 study session if second interviews of finalist candidates will be needed in executive session at the February 18, 2025 board meeting, and if they are, then that meeting will begin at 2:30 pm.

RECESS

At 3:27 p.m., Mr. Sherman requested a 25-minute recess to allow Ms. Wheaton to finalize the meeting minutes of the February 3, 2025 meeting in preparation for approval as this meeting is the final meeting of the Fire Chief Search Committee.

VIII. OTHER MATTERS

1. Review of Minutes of the February 3, 2025 Meeting

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the minutes of the meeting of the Fire Chief Search Committee dated February 3, 2025, as presented. The motion was voted upon and carried.

2. Dissolve Committee (if finalist(s) are named)

Mr. Sherman and Mr. Clayton determined that there was no further business for the Committee with the finalists named, as such, they determined by consensus to dissolve the Committee.

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Bill Clayton and seconded by Don Sherman to adjourn the final meeting of the Fire Chief Search Committee. The motion was voted upon and carried.

The meeting adjourned at 3:58 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton
/s/ Don Sherman