

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Fire Chief Search Committee Meeting
October 15, 2024

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 3:30 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 October 15, 2024, as presented. The motion was voted upon and carried.

IV. REVIEW OF MINUTES

A. Minutes of the July 18, 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 July 18, 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.

VI. OLD BUSINESS

A. Stakeholder Input and Ideal Candidate Profile – Kylie Wilson, CPS HR

Ms. Wilson reviewed a draft of the ideal candidate profile after holding individual meetings with each board member to collect feedback on the ideal qualities of the chief executive officer at West Metro. Ms. Wilson commented on the thoughtful and thorough responses provided by each member of the board.

The Committee provided input for edits to the draft of the profile document.

B. Public Panel Selection

In preparation for the February 10, 2025, interview process, the Committee discussed the public panel contributors. The Committee proposed to bring this topic to the full board for feedback prior to making a final decision.

C. Interview Schedule

The full board has been informed of the pertinent dates involved in the interview schedule which include the public interviews on February 10, 2025, and interviews in executive session at the board meeting on February 18, 2025. Both meetings will occur at special times that will be identified at a later date. All board members have indicated that they will be in attendance for these meetings.

VII. NEW BUSINESS

None.

VIII. OTHER MATTERS

The next meeting of the Fire Chief Search Committee is scheduled for November 19, 2024 at 3:30 p.m. at the Board Room at Administration.

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 meeting of the Fire Chief Search Committee. The motion was voted upon and carried.

The meeting adjourned at 4:48 p.m.

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