

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Fire Chief Search Committee Meeting
March 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 9:32 a.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. DETERMINE COMMITTEE CHAIR

MOTION: It was moved by Bill Clayton and Seconded by Don Sherman to nominate Don Sherman to operate as the chair of the Fire Chief Search Committee of the West Metro Fire Protection District. Don Sherman accepted the nomination and seconded the motion. The motion was voted upon and carried.

III. ROLL CALL

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

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

IV. 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 March 14, 2024, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

None for this meeting.

VI. EXECUTIVE SESSION

MOTION: At approximately 9:35 a.m. it was moved by Bill Clayton and seconded by Don Sherman to enter into an executive session pursuant to § 24-6-402(4)(b), CRS for the purposes of legal advice regarding the fire chief search process. The motion was voted upon and carried.

MOTION: At approximately 10:17 a.m. it was moved by Bill Clayton and seconded by Don Sherman to resume the public portion of the meeting of the Fire Chief Search Committee. The motion was voted upon and carried.

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

At Approximately, 10:18 a.m., the committee requested to take a 10-minute recess, resuming the meeting at approximately 10:30 a.m.

VII. DISCUSSION OF CRITERIA FOR FIRE CHIEF SEARCH

A. Internal search only or national search

The Committee discussed the merits of an internal search versus a national search. Discussion centered around initially conducting an internal search for the next fire chief of the West Metro Fire Protection District, with a plan to hold a national search if a suitable candidate is not identified in the internal search process.

B. Detailed job description

Ms. Reester advised the Committee to review and evaluate the fire chief job description at this time using the perspective for an internal search, noting that if the board decides to pursue an external search, there would be an opportunity to adjust the job description if appropriate.

The Committee discussed keeping the job description largely the same with minor adjustments to page 4 of 7 (outlined below in C. Requirements for applicants).

C. Requirements for applicants

The Committee reviewed all current requirements as set forth in the District's Fire Chief job description and determined to use the current requirements with the following changes for the internal search.

- Leave as a requirement, however, to include a four-year allowance for the successful candidate to achieve the Executive Fire Officer (EFO) certification from the National Fire Academy.

REASONING: Due to recent delays at the time of COVID in obtaining the EFO certification, some candidates may still be pursuing this certification which can take some time to accomplish.

- To change the minimum of 12 years for progressively responsible management experience as a full-time fire and EMS/ALS command

officer in a similar size or greater urban/suburban setting from Required to Preferred.

REASONING: *Internal candidates will be more likely to have familiarity with and good working knowledge of the organization, a shorter duration for progressively responsible management experience could be sufficient for the ideal candidate.*

- To change the minimum of six years of service at the assistant chief (equivalent to a battalion chief) level or above from Required to Preferred.

REASONING: Same as above: *Internal candidates will be more likely to have familiarity with and good working knowledge of the organization, a shorter duration for service at the assistant chief level could be sufficient for the ideal candidate.*

D. Deadlines for submittal of applications

It was discussed that an ideal time to transition the new chief into the role of the fire chief would be nine months. Holding the selection process in the fourth quarter of 2024 would allow the board to select the successful candidate by the first quarter of 2025. Mr. Sherman recommended that the Committee consider a deadline for applications by early October 2024. This timeframe would allow the Committee to review applications and identify finalists and would also allow the Committee to transition to an external search if the Committee determines that there are no suitable candidates are identified in the internal process.

E. Selection procedures (including who constitutes the “search committee”)

The Fire Chief Search Committee was determined by the board at the February 20, 2024 board meeting. Selection procedures will be further discussed at future Committee meetings.

F. Time frame for reaching a final decision and appointing the new chief executive officer

The Committee discussed the first quarter of 2025 as being the ideal time frame to reach a final decision to appoint the new chief executive officer.

VIII. DISCUSSION ON THIRD-PARTY CONSULTING COMPANY

Utilize a third-party consulting company in order to assist the Committee and the Board logistically with the process, and also to provide consistency and transparency throughout the process. The Committee plans to invite the consulting services group, CPS HR, with whom the District’s CSC has worked, to its next meeting to explore what services they can offer in relation to the search for the new fire chief.

IX. OTHER MATTERS

The next meeting of the Fire Chief Search Committee is tentatively scheduled for April 11, 2024 at 9:30 a.m. depending on the availability of CPS HR to attend.

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 10:55 a.m.

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