

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Fire Chief Search Committee Meeting  
April 11, 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 9:31 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. 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.

### 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 April 11, 2024, as presented. The motion was voted upon and carried.**

### IV. REVIEW OF MINUTES

A. Minutes of the March 15, 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 March 15, 2024, as presented. The motion was voted upon and carried.**

### V. CPS HR CONSULTING

CPS HR Representatives Deanna Heyn and Pam Derby were present to review the proposal for executive recruitment services for the position of fire chief. After the presentation, the Committee asked questions and received answers to the questions the Committee had. Afterwards, the Committee had dialogue, and determined to move forward with CPS HR as the consultants.

**Mr. Sherman requested and received consensus to move forward with CPS HR Consulting to reach out to CPS HR for a refined proposal that will be discussed at the next meeting of the Fire Chief Search Committee.**

## VI. DISCUSSION OF CRITERIA FOR FIRE CHIEF SEARCH

### A. Internal search only or national search

After discussion with the full board at the March 19, 2024 board meeting, the Committee members received support to pursue an internal search for the chief executive officer.

**MOTION: It was moved by Bill Clayton and seconded by Don Sherman to proceed with an internal search process for the chief executive officer. The motion was voted upon and carried.**

### B. Detailed job description

After further evaluation of the draft of the fire chief job description, Mr. Clayton proposed an additional change to page 4, referring to education and training to allow candidates to complete the master's degree requirement by the time of appointment, as opposed to the time of application.

**MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the proposed changes to the fire chief job description, including an additional change to allow the requirement for obtaining a master's degree by the time of appointment. The motion was voted upon and carried.**

### C. Requirements for applicants

The decision for this agenda item occurred with the Detailed Job Description. See agenda item B.

### D. Deadlines for submittal of applications

Mr. Clayton proposed to table the decision for this agenda item for a later date when coordination can occur with the consultant. The Committee agreed that the aim for the application deadline that is being considered is at or around October 1, 2024.

### E. Selection procedures

Mr. Sherman proposed deferring the decision on this agenda item to a later date when a firm idea of the process has been established with the consultant.

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

**MOTION: It was moved by Bill Clayton and seconded by Don Sherman to establish the time frame to reach a final decision and appoint the new chief**

**executive officer by the first quarter of 2025. The motion was voted upon and carried.**

**VII. OTHER MATTERS**

The next meeting of the Fire Chief Search Committee is tentatively scheduled for May 29, 2024.

**VIII. EXECUTIVE SESSION**

None.

**IX. 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 10:56 a.m.

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