

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Fire Chief Search Committee Meeting
June 20, 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 2:32 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; 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 June 20, 2024, as presented. The motion was voted upon and carried.

IV. REVIEW OF MINUTES

A. Minutes of the May 29, 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 May 29, 2024, as presented. The motion was voted upon and carried.

B. Amend Minutes of the April 11, 2024 meeting

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to amend the minutes of the meeting of the Fire Chief Search Committee dated April 11, 2024 to correct the adoption of the agenda date from the date of March 14, 2024 to the date of April 11, 2024, and to correct the motion to approve the meeting minutes from the previous meeting of the Fire Chief Search Committee from the date of March 14, 2024 to the date of March 15, 2024. 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. CPS HR Consulting

1. Ms. Adele Reester provided a legal overview to the Committee and the consultants with CPS HR, highlighting the requirements for special districts in the state of Colorado for the fire chief search process. Ms. Reester also identified what work has been accomplished by the Fire Chief Search Committee up to this point, including the finalization of a detailed job description, and requirements for applicants.
2. Colorado Regional Manager Deanna Heyn and Executive Search/Principal HR Consultant Kylie Wilson (present via Teams) with CPS HR Consulting were present at the meeting to discuss the timeline and workplan for the fire chief search and selection process. The Committee and CPS HR representatives worked to solidify proposed dates and timeframes for the search and selection process. Ms. Wilson will take feedback from the Committee and will present an updated draft of the Timeline and Workplan to the Committee for approval at the July 11, 2024 meeting.

B. Deadlines for submittal of applications

This agenda item was tabled to the next meeting on July 11, 2024 to allow for the timeline and workplan to be finalized.

C. Selection procedures

This agenda item was tabled to the next meeting on July 11, 2024 to allow for the timeline and workplan to be finalized.

VII. OTHER MATTERS

The next meeting of the Fire Chief Search Committee is scheduled for July 11, 2024 at 2:30 p.m. at the Board Room at Administration.

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 4:45 p.m.

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