

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Fire Chief Search Committee Meeting  
November 19, 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 3:34 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 November 19, 2024, as presented. The motion was voted upon and carried.**

### IV. REVIEW OF MINUTES

A. Minutes of the October 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 October 15, 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 final draft of the Ideal Candidate Profile after incorporating feedback from the Committee members.

**Mr. Sherman requested and received consensus to approve the Ideal Candidate Profile as presented.**

B. Public Panel Selection

In preparation for the February 10, 2025, interview process, the Committee brought this topic to the full board for feedback at their October 15, 2024 Board Meeting. Board members proposed using Jefferson County Commissioner Leslie Dahlkemper and Lakewood City Manager Kathy Hodgson; along with Local 1309 Union President Mike Mulcahy and Vice President Reed Norwood; Civil Service Committee President Kim Brewer and Member Peggy Valdez; and Jeffcom 911 Executive Director Jeff Streeter for public interview panel contributors.

C. Interview Schedule

The full board has been informed of the pertinent dates involved in the fire chief candidate interview schedule, including 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 which will be determined at the January 29, 2025, Fire Chief Search Committee Meeting.

**VII. NEW BUSINESS**

A. Job Announcement Discussion and Finalization – Kylie Wilson, CPS HR

**MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the Notice of Vacancy of the Fire Chief as amended to include a link on the Notice to the benefits for the position and to include the salary range. The motion was voted upon and carried.**

**VIII. OTHER MATTERS**

A. Interview Manual

Mr. Sherman requested a guide from Ms. Wilson for the interview panel contributors to prepare them for the interviews on February 10, 2025.

B. The next meeting of the Fire Chief Search Committee is scheduled for January 29, 2025, at 2:30 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 4:07 p.m.

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