

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Fire Chief Search Committee Meeting
May 29, 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 3:05 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 May 29, 2024, as presented. The motion was voted upon and carried.

IV. REVIEW OF MINUTES

A. Minutes of the April 11, 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 April 11, 2024, as presented. The motion was voted upon and carried.

V. OLD BUSINESS

A. CPS HR Consulting

Mr. Clayton and Mr. Sherman discussed their individual work to interview with CPS HR and to verify references. Mr. Clayton interviewed Kylie Wilson, who is CPS HR's proposed project manager for the District's chief executive officer selection process. Mr. Clayton found her to have interviewed well and have depth of experience in this process. Mr. Sherman interviewed area organizations that have recently used CPS HR for their chief executive officer selection process. He

reported that Kylie Wilson with CPS HR comes highly recommended and noted that she has demonstrated timeliness, flexibility, reliability, and professionalism.

1. Proposal

The proposal from CPS HR was discussed by the Committee.

2. Contract

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to accept the proposal for professional services by CPS HR, present the contract to CPS HR to finalize, and forward the contract to the board for approval at the June 18, 2024 board meeting.

VI. OTHER MATTERS

The next meeting of the Fire Chief Search Committee is tentatively scheduled for June 20, 2024 at 2:30 p.m. at the Board Room at Administration.

VII. EXECUTIVE SESSION

None.

VIII. 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 3:29 p.m.

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