



# WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

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## SPECIAL BOARD MEETING 100 N 7<sup>th</sup> St Thursday, June 1, 2023 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn, Lutz, Hansen (attended via zoom), and Rosen. Director Medhurst was absent and excused. Interim Fire Chief Darren Jaques (attended via zoom), Deputy Chief Vess, BC Williams, Chief Friedrichsen, Director of Administrative Services Jeff Dykstra, HR Manager Emily Pearson, Ruthie Knief, and members of the public were present at the meeting.

#### III. APPROVAL OF AGENDA

Director Rosen submits a motion to approve the agenda as presented, Director Lutz seconds, all "Aye". Approved.

#### IV. SPECIAL BOARD MEETING

- I. Board of Directors Items

- i. Discussion/Possible Action: Fire Chief Search Process

Director Thorn said they called this meeting to get a step ahead of next week's meeting. Director Thorn said that regardless of internal or external process, he is wanting a search committee representative of the organization. They would be the point of sharing information. Director Rosen said that if we were doing an internal process, would a search committee be needed? Director Thorn said that regardless of the process, wouldn't we still want a process and opportunity of buy in from people? Director of Administrative Services Dykstra said we already have a process established for hiring which already includes different people and ranks throughout the organization. HR Manager Emily Pearson said our policy can be used as a model specifying the ranks and shifts. The measurements of interviews and parts of the process aren't solidified and open. Chief Jaques said this is different that the hiring process. He said that with the previous chief, WSFR staff did the search process and there's always the option to hire a third party. Chief Jaques said



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he would recommend that the committee (staff and labor) would come to the board with what they want in a new chief. He said he would use some the founding principles we already have, but we may want to veer another direction as well. Director Thorn said the Board has the final decision but would like input from staff and labor – keep the balance. Chief Jaques said we need to identify who those folks are for the committee. Director Rosen said how about we decide if we are going to go internal or external first. Chief Jaques said that if it is a staff lead process, it's a good way to get buy in. Director Lutz said we need to identify characteristics and attributes that we are looking for and receive that information from staff and labor and the board which is where the committee comes into play. Director Hansen says he sees recruitment and interviewing as two different processes. He said a district ran process can be good for both routes and after a certain amount of time (after collecting information of who/what we want in a fire chief), we could go to an outside party. HR Emily said we should start with a committee to identify what we want. Director Rosen said he thinks the past process worked well with staff doing the leading. Deputy Chief Vess said it would be important to get the buy in from staff and labor. The internal process we put together last time was very robust and thorough, but he also thinks an official committee would be beneficial. Director Thorn said he would like a personality profile for a good match. We had an assessment center for the previous chief. Director Thorn said that if we start with a group to identify who/what we want, it would be a relatively small group. HR Emily said we also have the option of surveys to help gather data. Director Rosen said the committee should be around 7 people. Director Dykstra said collectively, the committee would have fair representation. The Operations side is larger so a survey may be helpful. Chief Vess said it's important that everyone has a voice. Director Thorn said one board member would be sufficient. Director Rosen said we have to be careful on time. HR Emily said that if we get close to the six-month mark, we just have to post the interim position internally. Director Thorn said that if the committee is sanctioned by the board, the discussions should be part of the open meetings. Director Hansen said from an interview process, that involves all of the board, right? Yes. HR Emily said the committee would make guidelines of who whittles down the candidates, etc. Chief Jaques said the board would inform the committee of what its role is and what powers it has. The Board sets the clarity. Director Rosen said that in the last process, the Board could clearly see who were the final two candidates. Emily recommends that the Board think about what the



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committee should do and when the Board would need to be involved. Director Thorn said he would like to see the committee formed by next week's meeting. Director Lutz said what does it take to assemble the committee and Emily can champion it. Emily said there's a practicality of who has time to participate in the committee. Director Thorn said he recommends 5-7 people on the committee (keep it an odd number). Director Williams said we can also consider an outside stakeholder. Chief Jaques said 7 would be a good number. We want to make sure we have a good cross section.

Life Safety – Chief Friedrichsen  
Admin – Emily  
Chief Staff – (1)  
Labor/Line Staff – 3 (one from each shift)  
Board – Rosen?

Director Rosen asked if an outside stakeholder should be part of the committee. Director Lutz said an outside stakeholder will be more beneficial later on in the process.

Director Lutz asked about surveys to help engage labor. What can the Board do to provide some guidance. Director Thorn said the committee is to identify the criteria/define the position and then define the process. Director Lutz said the committee is there to help with the tangibles we want a candidate to possess. Chief Jaques says we have an Ideal Candidate form, and we can get that to the Board. Director Lutz said the committee would put the form together for the Board. Emily asked what is their expected timeline? Emily said that using a third party, they can search for those needing jobs as well as those that already have them that may be interested. Lt Tope asked what is this committee doing? Sounds like it's identifying who is the ideal candidate and then define the process – internal, external, or external with third party. Director Rosen said he liked having a committee for people to have input and would like to review the last process and see what we can use/update/change. Chief Vess said that we may be more competitive this time around which may broaden our pool. Director Rosen would like to see the Ideal Candidate form.

Director Thorn submits a motion to authorize the formation of the committee based on what was outlined this evening, Director Rosen seconds, all "Aye".



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Approved.

Director Rosen said he has tremendous faith in Chief Jaques, but in the interest of the community we probably need to do an outside search, but he hopes Chief Jaques is a candidate.

### V. ADJOURNMENT

Director Lutz submits a motion to adjourn the June 2023 Special Board Meeting. Director Rosen seconds. All "aye". Approved.