



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626

SPECIAL BOARD MEETING 100 N 7th St Thursday, July 27, 2023 / 7:00pm

MEETING MINTUES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Thorn, Hansen, Medhurst, and Lutz. HR Manager Emily Pearson, Ruthie Knief, and Attorney John Chmil.

III. APPROVAL OF AGENDA

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

IV. SPECIAL BOARD MEETING

- I. Board of Directors Items
 - i. Discussion/Possible Action: Fire Chief Search Process

Director Rosen said he'd like to review the Ideal Candidate form and look at the process. Director Rosen asked about Chief years of service on the form. Director Thorn said we probably need some definition behind qualifications and what levels of experience we are seeking. Emily said the ideal candidate sheet was to assist the Board rather than be the job description and that form can be sent to the outside form. Director Rosen said he was thinking a Masters degree or CFO strongly preferred or required but believes the minimum should be 7 years. Director Hansen said once a firm is chosen, the Board will meet with them and some of the information on the ideal candidate form will be finalized then. Emily said these firms will be able to serve in the advisory role.

Emily presented the Board with four RFIs returned from the following companies: GovHR USA, McGrath Consulting Group, Inc, Strategic Government Resources (SGR), and The Prothman Company. She submitted the Board's desired questions. She submitted to ten agencies and received



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feedback from four. Emily said she has spoken to McGrath, and they appear to be a smaller firm and the contact from the firm has called Emily frequently to speak about their process. McGrath specializes in only the top two positions for agencies. McGrath also designs and runs the assessment center. The other three didn't do the assessment center. All had some sort of contact that was assigned to us with the exception of GovHR. The person was either a previous fire chief or a close connection. Director Rosen liked SGR as they talked about servant leadership. He also said they use a private investigator to run a background check. Emily said one of her contacts said we should contact the Town of Windsor Police to maybe help with a background check. John said it may be possible if it was done on the side. Emily said it's a common practice to do a deep dive and/or background check. John said it's good to have an expectation set up front, so the candidates are in the know – it needs to be part of the process and known. Director Medhurst said he also believes that talking with candidates' current department could prove beneficial. Director Lutz said she believes the expectation would be that the firm would do the check, however, we can also send a couple of folks to talk with candidates' organization; Emily said it would also be common that our Union Board would reach out to the candidates' Union as well. Emily said maybe the Board could call references on the firms. McGrath only does police and fire. Director Rosen asked how beneficial would it be to have a firm do the assessment center. Emily said it would bring another level of transparency and we could learn from it and use pieces of it in future processes. Director Thorn said he would like the firm to do the assessment center just for perspective. Director Rosen said McGrath allows staff and board members to witness the process as it takes place. They have trained HR personnel to assist; it feels like a catered approach. McGrath listed references that were Special Districts. Director Hansen said their proposal is weak and likes Prothman's content the most. Prothman is currently running processes for a couple of Colorado fire agencies; Director Thorn said they didn't list who they've recruited for previously. Prothman doesn't design/run an assessment center. John said Prothman is more interview style vs assessment center design. McGrath offers just an assessment center, if we want that option. Emily asked the board if there were any they wanted to weed out and which to question further. Director Medhurst asked if we were to create an internal assessment center, would that create too much work for internal staff and would it diminish the process. Director Hansen liked having a firm do the assessment center but have staff involved. Director Lutz worries



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about the transparency piece and bias if we do it internal. Director Thorn mentioned what do we do with psychoanalysis – how to use it for the best fit. Director Hansen asked about timeframes – if all are ready to start. Director Rosen said that once the process is done and a chief is hired, he wants to ensure there's performance management. John said the Arvada fire search had the same scenario as us – a strong internal candidate. He said Prothman has dealt with that. Emily said that if we desire to look at behaviors and soft skills, an assessment center is the ideal platform. Director Medhurst said maybe the question is, can McGrath provide that service separate if they aren't selected for the search, and if they don't do that, do they recommend another to provide that service? Director Lutz asked the board what's making them gravitate towards one more than the other. Director Medhurst says he looked at who they worked with and what their past history is. Director Hansen likes SGR and Prothman based on proposal but likes the assessment center with McGrath. Director Lutz liked McGrath because they specialize in the police and fire and only the top two positions. Director Rosen said they have 25 years of HR experience. Director Hansen said he'd like to see it narrowed down to two. The Board via discussion narrowed it down to McGrath and Prothman. The Board would like Emily to contact references for each. Emily said the Board may get a different response if they choose to do the reference checks themselves. Director Rosen and Emily will each reach out to references that are defined by their roles. Emily said for follow-up, she will ask Prothman if they do an assessment center. Director Rosen wants to make sure both can start soon. If Prothman doesn't have an assessment center, Director Lutz said she would authorize Director Rosen to move forward with McGrath. Emily will do her reference checks and relay that information to Director Rosen. Director Rosen will relay that content to each board member. John mentioned getting the contracts from each so he can start cleaning them so one is ready for the next meeting. Emily will ask for the contracts. The Board will try to make a decision at the next meeting.

V. EXECUTIVE SESSION

- I. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of receiving legal advice from the District's counsel on specific legal questions related to the Fire Chief search process.
 - i. Executive session not needed.



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VI. RECONVENE INTO PUBLIC SESSION

- I. Discussion/Possible Action relating to the vacant Fire Chief position.

VII. ADJOURNMENT

Director Hansen submits a motion to adjourn the July 27, 2023, Special Board Meeting.
Director Lutz seconds. All "aye". Approved.