

**MINUTES OF THE SPECIAL MEETING OF
BOARD OF DIRECTORS OF THE
MOUNTAIN VIEW FIRE PROTECTION DISTRICT**

February 5, 2007

I. OPENING OF SPECIAL MEETING.

A. Call to Order.

The special meeting of the Board of Directors of the Mountain View Fire Protection District was held at the Administration Office, 9119 E. County Line Road, Longmont, Colorado, on February 5, 2007, and was called to order by Judy Rusk at 1805 Hours.

B. Pledge of Allegiance.

All persons in attendance participated in the pledge of allegiance.

C. Roll Call.

The meeting was attended by the following Board members: Judy Rusk, Anne Freeman, Randolph Winsett, Scott Lyle and Stephen Walker.

Also present were: Steve Pischke, Donna Mullison, Mark Lawley, Chad Rademacher, Roger Rademacher, Dave Beebe, Charleen Junk, Sean Flagg, Twink Dalton, and Chris Hornick & Erin Hardin of CWH.

II. PUBLIC/MEMBER PARTICIPATION

NONE.

III. REGULARLY SCHEDULED ITEMS

Judy Rusk distributed copies of the proposed Emergency Services Consulting, Inc., (ESCI) contract for the feasibility study. Please review as we would like to sign tomorrow. Dick Lyons has reviewed and approved the contract. Rocky Mountain may not participate, so our fee may be up to \$14,000. The study will begin once all contracts are signed.

A. CWH.

Chris Hornick gave an update on the Chief hiring process. So far they have received 17 applications. They have not looked at the applications at this time. The due date for the receipt of applications is Mach 31, 2007.

Chris Hornick asked if the candidate does not have a Bachelor's Degree, are they disqualified? The announcement included that qualification as a requirement. Discussion. This is a high level position and should require a Bachelor's Degree. Chris Hornick initiated discussion regarding work experience vs. education value. Discussion was held regarding what the Bachelor's Degree should be in. Discussion was held regarding experience levels/numbers of years, etc. Scott Lyle stated that we need to take into account what the public would desire in a chief's qualifications. The Chief is the leader of the organization and should have exemplary qualifications.

Chris Hornick asked about whether the related field degree should be weighed more. Dr. Walker discussed the value of leadership skills, the ability to establish followership, the ability to manage a budget, etc.

Chris Hornick explained the process. CWH will begin going through applications and once all are received they will finalize the initial process. They will evaluate training and experience. Some fixed number of points are given to someone who applied. Management, combination department, higher degree, etc. will be given a certain number of points. CWH requested direction regarding how to weigh these items. Chris went over a proposed point system to be used and received input from the Board. If the applicant does not have a Bachelor's Degree, they will not be considered.

Chris stated the time line would put a Chief in place by Summer. Could the requirement for a degree be it must be obtained by May, 2007? Yes, that is reasonable.

Chris initiated discussion regarding certifications requirements, and the weight that should be given to each certification. Executive Fire Officer may be one. Discussion was held. EFO and CFO should be held in high regard and weighted appropriately.

The secondary assessment stage will involve a questionnaire. The candidates are then forced to make a decision on whether they are serious about the job, as it takes a significant period of time to complete the questionnaire. Thereafter, there is a supplemental review and the top persons are selected to complete the final assessment, which can take approximately two days.

Experience was discussed, i.e. size/type of the department the candidate comes from. Fire Service experience is required, as is experience in a combination department. Discussion. Chris stated that perhaps an exercise could be put together for candidates to complete rather than requiring career, volunteer experience. Consensus was not to eliminate anyone who has only experience in career or volunteer departments only, but if they have experience in combination they should receive additional weight. Discussion was held regarding minimum years of experience as a chief officer criteria. Must have minimum three to five years of experience as a Chief officer to be considered.

Prior to finalizing an evaluation/weight scale for chief selection, Chris will send the information to the Board for their approval.

Dr. Walker discussed Fire Corps and the volunteer roles in the organization, and the value of a candidate that has taken on projects like Fire Corps, etc. within their organization.

Discussion was held whether or not certain parts of the process can be discussed in open session, or whether they can be discussed in executive session, so as not to give an unfair advantage to internal candidates that attend these meetings, etc. State statutes were discussed and whether testing questions can be discussed in executive session. Discussion was held regarding setting up a committee of two to discuss specific testing criteria. This committee could meet with Chris to discuss specifics and get information back to the remainder of the Board.

Chris Hornick asked about the value of Deputy Chief/Admin Chief vs. Battalion Chief experience. Discussion was held regarding taking titles away (as duties may be different in each organization) and looking at duties for comparison. Discussion of operations experience criteria. The Chief should be able to handle major incidents and the State of Colorado requires the Chief to be responsible for all fires within the entity's jurisdiction. Discussion. Discussion regarding administration duties vs. operations duties, needs of the District, etc. Discussion regarding qualities that would lead a chief to fail/what qualities should a chief have to succeed.

Chris Hornick requested copies of pertinent data, such as:
Organizational Chart including all external political influences, etc., as well as internal org chart
Strategic plan
List of communities/towns, etc.
Annual reports
Burkell & Sullivan Reports – with notations regarding some things that have been taken care of.
Stifel, Nicolaus survey results (first one results in hand, and provide the second survey results when received).

Chief Pischke asked whether we should provide old report (Burkell) as it does not reflect current situation. Strategic plan was last updated in 2005.

Consensus was not to provide Burkell and Sullivan reports to CWH.

Chris Hornick gave an overview of the entire Chief selection process. Questions, etc. to be used will be given to Judy Rusk and she will share the information with the remainder of the Board prior to finalization.

Chris Hornick asked how many candidates should be selected for final processing and what steps will be included in the final process.

Spend time with the Board and with career/volunteer/admin representatives. Perhaps committees could be made up to facilitate ease of interviews, etc. A separate meeting with the Board would be requested. Include a tour of the District and some District familiarization.

Donna brought up what to do when candidates stop by, call, etc. Dr. Walker stated we should have a written statement/expectations that should be shared District-wide so as not to allow this type of interaction. Judy Rusk will put out a memo with the expectations.

Discuss someone in the District picking up candidates from the airport when the time comes. It was agreed that this will happen. Discussion re candidates wanting to tour the area by themselves, so this should be allowed. It was decided to allow a rental car for candidates to familiarize themselves with the area rather than picking them up at the airport if they come in from out of town. Informal visits and interaction can be invaluable. Discuss ways of completing that, ways of evaluating candidates/standardization, etc.

Twink Dalton stated that she would like information regarding the candidates' experience with transport agencies, EMS, interaction and their opinion regarding EMS and its necessity; their opinion regarding customer service and cross training (personnel both fire and EMS trained), data analyzation for EMS, and EMS continuing education needs. Chief Pischke stated we would want to know how much they understand about Fire Based EMS.

Chris Hornick stated the final number of candidates should be no more than 6-8 due to time constraints. Discuss the assessment board(s), number of days it would take, etc. A time line was distributed for the entire initial process with an end date of approximately May 24, 2007. This would mean the new chief would not be on board until mid to late summer.

Chris Hornick asked about a successful candidate's experience regarding Budget. Basic needs and understanding and importance of a budget are necessary.

Chris asked what some of the basic community/political challenges/needs are? Judy Rusk stated that for the most part a lot of our communities don't know us and we are not visible enough. Discussion regarding bond/mil levy failures; discuss Station 7 project. Discussion regarding diversity of the District's communities. Discuss the chief's role in trying for another mil/bond ballot question. Consensus was that the chief must build trust in the communities.

Chris asked what type of community involvement would be required for a chief. The Chief would need to foster a good relationship with each community's leaders within the District. The Chief is the "face" of the department.

Chris asked what some of the volunteer and paid personnel issues are. Feeling on both sides that the other side does not honor, value and respect their contributions. Discussion re volunteerism, etc.

Chris asked if there is someone from the community that we would want an interview with? A person to serve on an interview panel for the chief assessment? The Board will think about this and get back to Chris.

Erin stated we need to figure out the next step, working with a committee to develop, etc. It will take 2-3 hours to develop. Chris will e-mail available dates. Discussion was held regarding who would serve on the committee. Randy Winsett and Anne Freeman volunteered to serve on this committee. Any ideas for any part of the assessment, send an e-mail to Anne or Randy and they will convey the information to CWH.

IV. BOARD MEMBER ITEMS

NONE.

V. ADJOURNMENT

There being no further business to come before the meeting, Steven Walker moved to adjourn the meeting. Anne Freeman seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2055 Hours.

Respectfully submitted,

President Date

Secretary Date