

**RESOLUTION  
BOARD OF DIRECTORS OF THE  
EVANS FIRE PROTECTION DISTRICT**

A RESOLUTION ESTABLISHING A FIRE CHIEF SEARCH COMMITTEE AND HIRING PROCESS

**WHEREAS**, Joseph DeSalvo was named interim Fire Chief by the Board of Directors ("**Board**") of the Evans Fire Protection District ("**District**") until a permanent District Fire Chief is selected; and

**WHEREAS**, in accordance with C.R.S. § 24-6-402(3.5), the Board wishes to establish a search committee and hiring process for the selection of a District Fire Chief.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EVANS FIRE PROTECTION DISTRICT:**

1. The attached Fire Chief Job Description is hereby approved.
2. The attached Fire Chief Job Announcement is hereby approved.
3. The Board hereby establishes a search committee ("**Search Committee**") comprised of District Board members Mary Achziger and Marty Schanwolf, and District Administrator Sharon Bowles. The Search Committee shall be assisted by the District's legal counsel as necessary and appropriate to carry out the requirements of this Resolution.
4. In accordance with C.R.S. § 24-6-402(3.5), the Board establishes the following hiring process to be followed by the Search Committee and Board ("**Hiring Process**"). The Board may modify the Hiring Process or any portion thereof, at any time, and may, without modifying this Resolution, make minor deviations from the Hiring Process or any portion thereof to adjust to changing circumstances or to maximize the efficiency and effectiveness of the Hiring Process, as long as such deviations do not materially change the Hiring Process established in this Resolution. Any such minor deviations related to actions to be taken by applicants or candidates hereunder shall be communicated to all applicants or candidates, as applicable.
  - a. The preliminary Hiring Process timeline attached to this Resolution is hereby adopted ("**Timeline**").
  - b. The Fire Chief Job Announcement shall be distributed through the District's website. The Search Committee may also distribute the Fire Chief Job Announcement through other media if it deems it appropriate. All applicants shall submit the required materials by the deadline established in the Fire Chief Job Announcement. Applicants who fail to return the required materials by the deadline shall be disqualified and shall not be considered.
  - c. Once the deadline for submitting applications and resumes has expired, the Search Committee shall review the information and develop a candidate list, eliminating those individuals who do not meet the minimum requirements of, or who otherwise are not suitable

candidates for, the Fire Chief position ("**Candidate List**"). The Search Committee may hold in-person or telephone interviews, submit questionnaires, or take such other actions as the Search Committee deems appropriate in identifying candidates to place on the Candidate List. The Search Committee shall submit the Candidate List to the Board, which shall, by majority vote, adopt the Candidate List with such changes, if any, as the Board deems appropriate.

d. Upon Board adoption of the Candidate List, the Search Committee will conduct an assessment center to identify candidates to be placed on a list of finalists ("**Finalist List**"); except that pursuant to Colorado law, if there are only three or fewer candidates who possess the minimum qualifications for the Fire Chief position, all of the candidates shall perform the assessment center and be included on the Finalist List. Pursuant to C.R.S. § 24-72-204(3)(XI), candidates shall be advised that if they are placed on the approved Finalist List, all records submitted by or on behalf of them shall be available for public inspection or copying, except for letters of reference or medical, psychological, or sociological data concerning them.

e. The Search Committee shall submit the Finalist List to the Board. The Board, by majority vote, may reject the Finalist List or adopt the Finalist List with such changes, if any, as the Board deems appropriate. If the Board rejects the Finalist List, it may: i) terminate the Hiring Process; ii) begin a new Hiring Process; or iii) take such other actions as the Board deems appropriate.

f. If the Board approves the Finalist List, it shall be posted immediately following Board adoption. In accordance with Colorado law, the Board will not make a decision on the individual, if any, to whom it will issue a conditional offer of employment for a period of at least 14 calendar days from the date the Finalist List is posted.

g. During or after the posting period for the Finalist List, the Board may conduct further in-person or telephone interviews, submit questionnaires, or take such other actions as the Board deems appropriate.

h. The finalists may be required to participate in one or more group meetings with District members, Board members, and/or members of the community.

5. After expiration of the posting period for the Finalist List, the Board may, but is not required to, approve the issuance of a conditional offer of employment to one of the finalists. If a conditional offer of employment is issued, the Board shall conduct, or shall cause to be conducted, background and reference checks for the finalist.

6. If the finalist does not satisfy one or more of the conditions set forth in the conditional offer of employment, or if the individual and the Board are unable to reach mutually acceptable terms for the finalist's employment, the Board and Search Committee may repeat the process set forth above with respect to any other finalist, or the Board may terminate the hiring process and commence a new hiring process, or take such other action as it deems appropriate.

ADOPTED AND APPROVED this 28<sup>th</sup> day of February, 2022.

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President

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Secretary

**Timeline for Hiring Fire Chief**  
**(Preliminary - Subject to Change at the Board's Discretion)**

Opening Date/Announcement Posting	March 1, 2022
Application Deadline	March 14, 2022
Develop Candidate List	March 15-23, 2022
Submit Candidate List to the Board; Board Action on the Candidate List	March 28, 2022
Virtual Assessment Center of All Candidates on the Candidate List	April 1, 2022
Review Assessment Center Results; Establish Finalist List	April 1-3, 2022
Submit Finalist List to the Board; Board Action on the Finalist List	April 4, 2022
Post List of Finalists	April 4, 2022
Final Interviews of Finalists/Additional Evaluation	April 18, 2022
Conditional Offer of Employment Issued	April 19, 2022
Background/Reference Checks/Other Conditions Contained in Conditional Offer of Employment	April 20-May 13, 2022
New Chief Swearing In	May 23, 2022