

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

A RESOLUTION ACCEPTING FIRE CHIEF WARREN JONES' RESIGNATION, AND ESTABLISHING A RECRUITMENT COMMITTEE AND FIRE CHIEF RECRUITMENT PROCESS.

WHEREAS, Fire Chief Warren Jones has notified the Board of Directors ("**Board**") of the Evans Fire Protection District ("**Fire District**") that he is retiring, on or about August 8, 2014; and,

WHEREAS, the Board wishes to formally accept Fire Chief Jones' retirement and, in accordance with C.R.S. 24-6-402(3.5), establish a recruitment committee and the new Fire Chief recruitment process.

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

1. The Board hereby accepts Fire Chief Jones' retirement, effective on or about August 8, 2014. The Board's accepting the retirement shall in no manner alter the Board's right to terminate Fire Chief Jones for cause prior to August 8, 2014 pursuant to the terms of his November 26, 2012 Employment Agreement with the Fire District.
2. The following attachments to this Resolution, which the Board may modify at any time in its sole discretion, are approved:
 - a. Preliminary Recruitment Process Timeline.
3. There is hereby established a recruitment committee comprised of Directors Achziger and Bernardo, City of Evans City Manager Aden Hogan, Deputy City Manager Jessica Gonifas, and HR Director Julie Roeder, Fire Captain Deibel, and Firefighters Belfiore and Meza (collectively, the "**Recruitment Committee**").
4. In accordance with C.R.S. §24-6-402(3.5), the Board establishes the following recruitment process to be followed by the Recruitment Committee and the Board ("**Recruitment Process**"). The Board may modify the Recruitment Process at any time, in its sole discretion.
 - a. The Recruitment Committee shall be responsible for:
 - i. Gathering and compiling input from the major stakeholders including the Board, City of Evans, District officers and firefighters, and chiefs of partner fire and emergency service agencies.
 - ii. Drafting a Fire Chief/CEO job description.
 - iii. Developing a description of an ideal Fire Chief/CEO.
 - iv. Developing a list of the opportunities and challenges that the chief will be expected to address.
 - v. Developing the qualifications, experience and education requirements for the position based on the job description.
 - vi. Developing a detailed timeline for the entire process.
 - vii. Developing an application process.
 - viii. Developing a recruitment strategy.
 - ix. Developing and drafting all recruitment materials.
 - x. Posting the recruitment announcements and advertising as necessary in accordance with the recruitment strategy.

- xi. Screening all applicants who meet the minimum qualifications to create a list of candidates to recommend to the Board for advancement to the assessment center.
 - xii. Recommending an appropriate salary range to the Board.
- b. The Recruitment Committee shall cause all applicants to be provided with the Employment Application, Fire Chief Job Description, and such other materials as the Recruitment Committee believes will assist in the Recruitment Process. The completed Employment Application and other materials shall be returned to the HR Director by the deadline established in the Timeline. Applicants who fail to return the completed Employment Application by the deadline shall be disqualified and shall not be considered for the Candidate List (defined below);
 - c. Once the deadline for submitting completed Employment Applications has expired, the Recruitment Committee shall review the Employment Applications and related information received, and shall develop a candidate list, eliminating individuals who do not meet the minimum requirements of, or who otherwise are not suitable candidates for, the Fire Chief position. The Recruitment Committee may conduct initial interviews, issue questionnaires, or take such other actions as it deems appropriate to establish and submit to the Board a proposed list of applicants who they recommend to advance to the Assessment Center ("*Candidate List*"). The Board shall make such changes, if any, as it deems appropriate and approve the Candidate List at a regular or special Board meeting;
 - d. The individuals on the approved Candidate List shall participate in an Assessment Center developed and administered by an outside organization retained by the District;
 - e. Based on the Assessment Center results, the Assessment Center staff shall recommend a proposed list of finalists to the Board ("*List of Finalists*"). The Board shall make such changes, if any, as it deems appropriate and approve the List of Finalists at a regular or special Board meeting. Pursuant to Colorado law, if there are only 3 or fewer applicants who possess the minimum qualifications for the Fire Chief position, all of the applicants shall be considered finalists, and shall be included on the List of Finalists. The List of Finalists approved by the Board shall be posted immediately. In accordance with Colorado law, the Board shall not make a decision on the finalist, if any, to whom it will issue a conditional offer of employment until 14 calendar days after the approved List of Finalists is posted; and,
 - f. The Board may conduct interviews of the finalists during one or more regular or special Board meetings, and conduct such further evaluation procedures as it deems appropriate. The finalists may be required to participate in a "meet and greet" with District members, the Board and City of Evans representatives.
- 5. Any time after the 14 day posting period, the Board may, in its discretion, approve the issuance of a conditional offer of employment to one of the finalists.
 - 6. The HR Director will cause background and reference checks to be conducted for the finalist, if any, to whom the conditional offer of employment is issued.
 - 7. If the HR Director is satisfied with the background and reference checks, she shall recommend that the Board issue an unconditional offer of employment to the finalist.

8. The Board may, in its discretion, approve the issuance of an unconditional offer of employment to the finalist.
9. If the finalist does not satisfy one or more of the conditions set forth in the conditional offer of employment, or if the finalist and the Fire District are unable to reach mutually acceptable terms for his/her employment, the Recruitment Committee and the Board may withdraw the conditional offer of employment and repeat the process set forth in paragraphs 5 through 9 with respect to any other finalist, or the Board may terminate the recruitment process and commence a new recruitment process, or take such other action as it deems appropriate.

ADOPTED this 27th day of January, 2014.

Mary Polyzogis
Director

David Jones
Director

Martina Schanuff
Director

Sterling Bennett
Director

absent
Director

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

Opening Date/Ad Posting:	week of February 24, 2014
Application Deadline:	week of April 14, 2014
Board Approves Candidate List:	April 28, 2014 regular meeting
Assessment Center; Additional Evaluation/Testing; Recruitment Committee Interviews	May 2014
Board Establishes Finalist List:	week of May 19, 2014
Post List of Finalists:	week of May 19, 2014
Possible Board Interviews of Finalist, Additional Evaluations and/or Meet and Greet:	week of May 26, 2014
Conditional Offer of Employment Issued:	week of June 2, 2014
Background/Reference Checks/Other Conditions contained in Conditional Offer of Employment:	June 2014
Unconditional Offer Extended:	July 2014