

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

A RESOLUTION ESTABLISHING A FIRE CHIEF SEARCH COMMITTEE AND HIRING PROCESS

WHEREAS, Fire Chief Ronald Pristera has notified the Board of Directors ("**Board**") of the Evans Fire Protection District ("**District**") that he is retiring, effective July 2, 2021; 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, Fire Chief Ronald Pristera, District Administrator Sharon Bowles, Captain Ryan Fuller, and Firefighters Joe DeSalvo and John Udick. 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, Colorado State Fire Chiefs, and the International Association of Fire Chiefs. 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 will 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 28th day of September, 2020.



President



Secretary

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

Opening Date/Announcement Posting	November 16, 2020
Begin Reviewing Submitted Applications and Conducting Initial Candidate Interviews, Questionnaires and Additional Evaluations	December 1, 2020
Application Deadline	January 8, 2021
Complete Reviewing Submitted Applications and Conducting Initial Candidate Interviews, Questionnaires and Additional Evaluations	January 15, 2021
Develop Candidate List	January 15-21, 2021
Submit Candidate List to the Board; Board Action on the Candidate List	January 25, 2021 (regular meeting)
Assessment Center of All Candidates on the Candidate List	Week of February 15-19, 2021
Review Assessment Center Results; Establish Finalist List	Week of February 15-19, 2021
Submit Finalist List to the Board; Board Action on the Finalist List:	February 22, 2021 (regular meeting)
Post List of Finalists:	February 23, 2021
Board Discussion of Final Interview Process and Scoring	March 22, 2021 (regular meeting)
Final Interviews of Finalists/Additional Evaluation/Community Meeting	April 18-19, 2021
Conditional Offer of Employment Issued	April 19, 2021 (regular meeting)
Background/Reference Checks/Other Conditions Contained in Conditional Offer of Employment	April 20-May 14, 2021
Unconditional Offer Extended	May 21, 2021
New Chief Swearing In	May 24, 2021 (regular meeting)

