

BOULDER RURAL FIRE PROTECTION DISTRICT/BRFPD

SPECIAL BOARD MEETING MINUTES

February 13, 2018

CALL TO ORDER: President Eric Harris called the special meeting to order at 1610. Other Directors present included: Kirsten Felton, and Tom Kuhne. Other attendees were: Fire Chief Webb, Captain O'Donnell, Captain Koch and Sarah Normandin.

INTRODUCTION: BRFPD Members and guests were introduced.

Agenda: Decide on finalist candidates for the Fire Chief process components.

Director Harris handed out a revised agenda that states.

- I. Adopt revised amended timeline for the Fire Chief Selection Process
- II. Adopt list of candidates for BRFPD Fire Chief position hiring process
 - a. Finalize candidate list to invite to assessment center, meet and greet, board interview
 - b. Adopt invitation letter
 - c. Adopt expense reimbursement schedule
- III. Things to do
 - *Publish candidate list
 - *Coordination and communications with candidates about travel arrangements and accommodations
 - *Board interview questions
 - *Meet and greet arrangements communications and coordination

A motion was made to adopt the revised timeline for the Fire Chief Selection process. It was seconded and passed. The timelines will be posted/link on our website, Facebook, Nextdoor, and the four locations meetings are posted.

A motion was made to adopt the list of the five finalist candidates: Donald Kaderabek, Andy Kovacs, Robert Hume, Kenneth Barnes, and Tim Soule. The five finalist candidates will be posted in the same locations listed above and the newspaper. Director Gattmann was working on a posting for the newspaper. If he is unable to provide this, Director Felton will. The motion was seconded and passed. The list will be published tomorrow under special notices in the newspaper. The legal notice will be written by Attorney Ross, and will be sent to us tomorrow.

Nota Bene: Attorney Ross corrected that we only needed to post the names in the four locations.

A motion was made to adopt the draft invitation letter. The motion was amended to correct any typos, and expecting there might changes to occur based on the specific letter that will be sent but it captures the concept. The motion was seconded and passed.

There will be a Special Board Meeting on Monday, February 19th to discuss the interview questions. The exact time has not been set yet. The board wants six to eight questions to ask each candidate. Director Harris asked Local 4415 for a list of questions from the membership. The membership will be asked by the Local to submit their questions no later than 1700 on 2/16/18. Once Local 4415 have the questions, they will send them to the Board of Directors. Director Kuhne recommends setting up an hour and a half interview with each candidate.

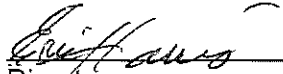
Captain Koch requests that the Board of Directors provide a tiny bit of background on each candidate. From a quick Google search of the names of the candidates, he is concerned heated questions may arise, and it could be the wrong person. For example, someone with the same name as one of the candidates shows he was put on administrative leave from a fire department and another name shows they are a police chief. To alleviate any incorrect information on the candidates, listing at least a city and state would help. Sarah recommended giving a bio of each candidate similar to what Mountain View Fire Protection posted. Director Harris said he would talk to Chief Parker about writing up a bio on each candidate. Captain Koch asked if all the candidates were from out of state. Director Felton said "no".

The meet and greet will be held at the station with light appetizers. Director Felton suggested setting up guidelines for the meet and greet.

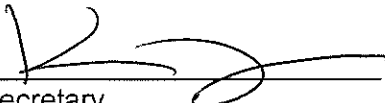
The meeting was adjourned at 1637.

Minutes recorded by Sarah Normandin.

These are the true and correct minutes of the meeting held on the date above. They were approved by the Board on this 26th day of February, 2018.



Director



Secretary