



## Wellington Fire Protection District SPECIAL BOARD MEETING MINUTES

A **Special Board Meeting** of the Wellington Fire Protection District was called to order at approximately **5:00 PM** on **Wednesday, July 12, 2023**, at **Station 16** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549.

### **Pledge of Allegiance**

**Roll Call** - *DIRECTORS PRESENT – MEYERS, GAITER, PIERSON, BOLLINGER*  
*DIRECTORS ABSENT – HUNTER. On vacation per President Bollinger.*

*M/S PIERSON/GAITER Approve absence as excused. Voice votes unanimous; motion approved.*

### **Additions/Deletions to the Agenda**

*Director Gaiter requests adding discussion about hiring an administrative assistant to the agenda.*

**Conflicts of Interest** - *NONE*

**Correspondence** – *NONE*

### **Public Comment**

Any member or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

*Lisa Chollet, Sue Reed, Dawn Peacock provided public comment.*

**Guests or Presentations** - *NONE*

### **District Business**

#### **1. Discussion/Possible Action: Board Retreat Facilitator’s Contract Proposal**

*Director Gaiter introduced the discussion of hiring a facilitator for the Board Retreat. The Board discussed and cancelled the Board Retreat scheduled for July 22, 2023.*

#### **2. Discussion/Possible Action: Fire Chief Hiring Process and Establishing a Hiring Committee.**

*The Board discussed the information provided by legal counsel regarding the process to be followed for hiring a fire chief.*

*M/S GAITER/PIERSON to establish a hiring committee to oversee the fire chief hiring process consisting of the five Board Members and 4 current employees. Voice votes unanimous; motion approved.*



## Wellington Fire Protection District

*The hiring committee members met and established the detailed job description, job posting announcement, requirements for applicants, and deadline for submittal of applications. The committee determined that the Interim Fire Chief posing would begin on July 13, 2023.*

*The committee scheduled a Special Meeting for July 26, 2023 @ 5:00 PM at Station 16 to review application submittals, finalize the selection process and time frame for reaching a final decision.*

### **3. Discussion Item: Hiring an Administrative Assistant**

*Director Gaiter introduced a discussion on hiring an administrative assistant. The Board and staff discussed options of hiring from a temp agency, Employers Counsel, and posting for a direct hiring. Staff shared that all 3 are options.*

*M/S GAITER/PIERSON to hire an administrative assistant. Voice votes unanimous; motion approved.*

#### **Other**

*Director Pierson inquired about the possibility Chief Patterson extending his employment past his resignation date of July 22<sup>nd</sup> and accounting firm James Vincent Group (JVG) possibly extending their separation date past July 31, 2023. Director Bollinger indicated that he would contact JVG in the morning to inquire.*

*Director Pierson discussed the possibility of Board members conducting exit interviews with employees who have left or are leaving employment with the District. He shared that he was willing to do this and share the information with other Board members.*

#### **Calendar Items**

**Next Board Meeting – Regular Board Meeting – July 19, 2023, at Station 16 @ 4:00 PM**

**Special Board Meeting – July 26, 2023, at Station 16 @ 5:00 PM**

#### **Adjournment**

*M/S GAITER/MEYERS to ADJOURN the meeting at approximately 6:15 PM. Voice votes unanimous; motion approved.*