

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING No. 62
Beulah Ambulance District Office, Suite A, 8870 Grand Ave.**

November 1, 2012

MINUTES

The meeting of the Board was held at the Ambulance District Office in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Jerry Wahl, Secretary Anne Moulton; Treasurer Travis Allee; and Fundraising Coordinator Bob Thompson. Also attending were EMS Chief Bryan Ware, responder Nathan Anderson, and community member Bill Moulton.

1. Chairman and President Steve Douglas called the meeting to order at 6:34 p.m.

2. THE AGENDA: no additions were requested. *Motion was made to approve the agenda. Motion carried with no objections.*

3. OLD BUSINESS

a. Discussion re process of filling Fire/EMS chief position: Legally the position may be advertised or offered to the current chief, if we have a yes vote on the ballot issue. *After discussion a motion was made by Jerry Wahl, seconded by Bob Thompson, that we update the job description and go through a formal selection process. Motion carried with no objections.*

We discussed that a search committee will be made up of Steve as chair of the District Board, a Fire Department board member and a community member plus alternate(s). Steve asked to be on the committee as Board chair and supervisor of the Chief. Jerry volunteered as a Fire board member. This board authorized Steve to find a citizen and suggested Pete or Polly Conlon.

A motion was made by Travis Allee and seconded by Bob Thompson to form a selection committee comprised of three members: District chair, Fire board member and a citizen not directly affiliated with either agency. Motion carried with no objections.

b. Revision and adoption of job description for EMS/Fire Chief: Changes were shown in the document with track changes provided. The final copy included consideration of comments from Jerry Wahl, Travis Allee, Bryan Ware, Gary Kyte, Steve Belpert and other Board members.

Motion was made by Anne Moulton, seconded by Jerry Wahl, to accept the Chief's job description as amended today. Motion carried with no objections.

c. Advertising of position: To avoid conflict, applications must be sent directly to Steve, cannot be sent to the office.

Motion was made by Travis Allee, seconded by Bob Thompson, to authorize \$500 to advertise for the Chief's position. Motion carried with no objections.

From the list of sites generated for this job posting we consider the Pueblo Chieftain (unknown cost), COEMS, Colofirechiefs.org (\$75), NREMT, Firehouse.com, and SDACO for a total of no more than \$500. Applications and references must be received by November 17. By the day after Thanksgiving we should have a list of candidates to invite to interview, then interview the first week of December. Reference checks need to be completed before the job is offered.

d. We will have a transition meeting November 15; please make lists of items that must be accomplished if the vote is in favor.

7. NEW BUSINESS: none

8. MOTION TO ADJOURN: *was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections. Meeting adjourned at 8:50 pm.*

Anne E Moulton
Secretary, Beulah Ambulance District Board of Directors

Final