

**CORTEZ FIRE PROTECTION DISTRICT
WORKSHOP MEETING
June 12, 2013**

(The workshop meeting was scheduled by the Board of Directors at the preceding Board of Directors meeting held May 8, 2013, and was noticed in the Legal Section of the Cortez Journal, the paper of record, on Friday, June 7, 2013.)

CALL TO ORDER

President Bridgewater called the meeting to order at 5:07 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Lori Johnson, Orly Lucero, Kent Lindsay, Keenan Ertel and Jim Bridgewater. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

DISCUSSION

This workshop was set up to discuss how to handle the job evaluation of the Fire Chief. An evaluation form, job description and salary and benefit information was sent to each member of the board.

Mr. Ertel stated that he works with the Chief on Board issues and in Board meetings, but not on a daily basis and is thus unfamiliar with much of the Chief's job, and therefore unable to address some of the questions in the evaluation form.

Ms. Johnson has done several employee evaluations associated with her job, and has read several books on the subject. One specifically addressed evaluating the manager position, and inferred that the evaluator probable does not have full knowledge of what the manager's job completely entails. Therefor the evaluation should be done with the manager present. Ms. Johnson then inquired to Mr. Lucero on how the evaluation for the City Manager was handled.

Mr. Lucero stated that the evaluation was done in a work session, and the person being evaluated had the option of having it done in an executive session or not.

(Discussion was brought up on whether or not you can go into an executive session during a work session, or if it had to be during a regular Board of Directors meeting.)

Mr. Lucero assured the Board that the Cortez City Council has entered into an executive session during a work session in the past for the purpose of conducting a job evaluation for the City Manager.

Ms. Johnson thought if the City has done it that way, it is probably legal.

Chief Vandevoorde stated that he would prefer an executive session.

EXECUTIVE SESSION

President Jim Bridgewater stated that the board would go into an executive session at the request of Chief Vandevoorde for the review of the Chief, pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters.

Lori Johnson made a motion to recess the workshop meeting at 5:16 p.m. and enter into an executive session to discuss the evaluation of the Fire Chief pursuant to C.R.S. 24-6-402(4)(f), Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

President Jim Bridgewater stated that the board would enter into an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters at 5:16 p.m.

Orly Lucero made a motion to end the executive session at 6:27 p.m., Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Upon adjournment of the executive session, President Jim Bridgewater stated that the board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

ADJOURNMENT

Having no further business to discuss, Orly Lucero made a motion to adjourn the meeting, Kent Lindsay seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

The meeting adjourned at 6:28 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer