

**SPECIAL MEETING OF THE TRINIDAD AMBULANCE DISTRICT**  
**BOARD OF DIRECTORS**

DATE: November 14<sup>th</sup>, 2012

Present: Rick Johnson, Robert Bukovac, Joseph Martinez, Kelly Smith, and Colleen Williams

Other Guests: Brandon Chambers, TAD Executive Director  
Robert Land, Attorney

| <b><u>SUBJECT</u></b>     | <b><u>DISCUSSION</u></b>   |
|---------------------------|--|
| Call to Order             | Meeting was called to order at <b>4:30</b> pm by Rick Johnson. There were no questions at this time.   |
| Roll Call/Proof of Quorum | There was a quorum. Board members present were Rick Johnson, Robert Bukovac, Joseph Martinez, Kelly Smith, and Colleen Williams.   |
| Proof of Notice           | Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.  |
| Public Comments           | None.  |
| Recruitment Committee     | Rick Johnson addressed the board stating this meeting is for the purpose in which to comply with the Colorado Open Meeting Law to confirm and adopt a board resolution for the recruitment for the Executive Director position. Mr. Land explained the Colorado Open Meeting Law which states that we need to establish job search goals such as job description, deadlines for applications, requirements, selection procedures, and time frame for hiring. The board discussed each line item listed above in detail. Mr. Johnson asked if there were any questions or suggestions regarding the job description. Rob Bukovac suggested that there be a residency requirement. Mr. Land states this item will be in the job requirements. Rick Johnson asked if there was a motion to adopt the job description as drafted. Rob Bukovac made the motion to accept to adopt the job description. Kelly Smith seconded the motion. Mr. Matt Duran addressed the board at this time. He states he is a tax payer and he is concerned about the fifteen minute time frame for the new director. Matt states he has heard a lot of rumors and wants to make sure that nepotism stays out of the process of hiring for the director. He wants the candidate to have a fair shake for the job. He doesn't want the board to choose someone because he is a friend, a buddy, a husband, a brother, or a sister because he knows that there are people on the board that have friends or family members that work here at Trinidad Ambulance District. He doesn't want someone that has a vendetta or a chip on their shoulder to come in and start getting rid of people. Mr. Johnson thanked Mr. Duran and assured him that they will to the best possible job in choosing the right candidate. |

The next topic discussed was the deadline for applications. After a brief discussion a deadline to turn in applications is on December 15<sup>th</sup>, 2012. Rick Johnson asked if there was a motion to accept December 15<sup>th</sup>, 2012 as the final deadline to turn in applications. Colleen Williams made the motion to accept the deadline of December 15<sup>th</sup>, 2012 at 5:00 p.m. as the final date. Joseph Martinez seconded the motion. All yes.

Selection procedures were now discussed. Mr. Rick Johnson states the board has asked himself and Rob Bukovac to hold preliminary screenings of the applicants. And the final interview will be held by all board members. Colleen Williams suggested that if there are multiple applicants the other board members and herself could help with the screenings. Rick agreed that the board will be able to screen the applications. Mr. Land suggested that after screening is completed and an applicant is cut due to not meeting the minimum requirements that a report be given to the full board. Mr. Land suggested that a motion be made to approve Rick Johnson and Robert Bukovac to screen all applicants to make sure they meet all requirements. If a candidate does not meet the requirements and they are removed from the selection process a report be given to the board. Colleen Williams made a motion to adopt a resolution this Selection Procedure as outlined by Robert Land. Robert Bukovac seconded the motion. All yes.

The board now discussed the job requirements for applicants. The items discussed in detail were:

Background Check and Drug screening – To show satisfactory compliance with the current employee policy.

Residency-The candidate will reside within the boundaries of Trinidad Ambulance District within 90 days of hiring.

Education – 5 years EMT-Paramedic, Colorado certification within 90 days of hiring.

Rick Johnson asked if there was a motion to approve the job requirements as amended. Rob Bukovac made the motion to approve and Colleen Williams seconded the motion. No public comments. All yes.

No other topics were discussed. Mr. Land said he would draft up a resolution on what was discussed today and give to Mr. Johnson to sign.

Executive Session                      None

Other Agenda Items                    None

Adjournment                            Rick Johnson asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Joseph Martinez seconded the motion. All yes. Meeting is adjourned at 5:08 p.m.

The minutes for November 14<sup>th</sup>, 2012 were respectfully submitted by April Martinez on November 26<sup>th</sup>, 2012.

Minutes Approved by Trinidad Ambulance District Board.

*Rick Johnson*

*11/28/12*

Rick Johnson, President of the Board of Directors

Date