



**TOWN OF FIRESTONE**  
Board of Trustees Special Meeting Agenda

March 25, 2026  
6:00 PM

9900 Park Avenue, Firestone, CO 80504

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Board of Trustees Special Meetings can be viewed live online at [www.firestoneco.gov/Agendas](http://www.firestoneco.gov/Agendas)

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Discussion/Action**
  - a. Firm Interviews
  - b. Board Deliberation
  - c. Board Direction
- 5. Adjournment**

\* Individuals that desire to address the Board of Trustees are requested to sign up at the table at the entrance to the meeting room. Individuals are allotted 3 minutes of Public Comment during the entirety of the meeting. Maximum time permitted for all Public Comment during a meeting is 30 minutes.

If you need special assistance in order to participate in a Board of Trustees meeting, please contact the Town Clerk's Office at 303-531-6264 in advance of the meeting to make arrangements. A forty-eight-hour notice is requested.

**AGENDA INFORMATION  
MEMORANDUM**

**FIRESTONE BOARD OF TRUSTEES**



**AIM No.:** 4.a

**Discussion/Action**

**Meeting Date:** March 25, 2026

**Initiated By:**

**Department:** Boards and Commissions

**AGENDA ITEM**

Firm Interviews

**RECOMMENDATION**

**APPROVAL/DENIAL OPTIONS**

**SUMMARY**

Three firms have confirmed their participation in the March 25<sup>th</sup> Board meeting interviews:

- KRW Associates
- CPS HR Consulting
- SGR

Each firm will have up to **45 minutes** for their interview. The schedule will follow **45-minute intervals beginning at 6:10 p.m.**

- 6:10 p.m. – KRW Associates
- 6:55 p.m. – CPS HR Consulting
- 7:40 p.m. – SGR

*The order was based on the section # assigned in your binders.*

**Interview Format**

- 5 minutes – Firm introduction
- 15–20 minutes – Firm presentation addressing the seven topic areas provided
- 5–10 minutes – Board questions
- 5 minutes – Firm wrap-up/closing remarks

**FINANCIAL CONSIDERATIONS**

**HISTORY AND PREVIOUS BOARD ACTION**

**BOARD STRATEGIC PLAN IMPACT**

- ✓ This agenda item furthers the Board of Trustees' strategic goal:  
N/A

**ATTACHMENTS**

1. Town Manager Recruitment – Interview Topics for Search Firms 3-6-26

## **Town Manager Recruitment – Interview Topics for Firms**

### **1. Understanding of Our Community & Needs**

- What is your understanding of the Town's current priorities and challenges?
- How would you approach recruiting for a community experiencing significant growth?
- How do you tailor a recruitment strategy to reflect a community's culture, political environment, and growth trajectory?

### **2. Recruitment Strategy & Outreach**

- Please describe your overall recruitment process from start to finish.
- What strategies do you use to ensure a diverse and highly qualified candidate pool, including both active and passive candidates?
- How do you market and promote the opportunity to reach high-caliber candidates nationwide?

### **3. Candidate Screening & Evaluation**

- What is your process for screening and narrowing the candidate pool?
- How do you evaluate leadership style, management philosophy, and cultural fit?
- How do you assess a candidate's ethical standards and professional integrity?
- How do you determine whether a candidate is not only qualified but also a strong fit for the Town and its leadership?

### **4. Board & Stakeholder Engagement**

- How will you involve the **Board of Trustees** throughout the recruitment process?
- What is your approach to incorporating stakeholders and community input?
- How do you keep the Board informed of progress throughout the recruitment?

### **5. Timeline**

- What is your typical timeline for a recruitment similar to ours?
- What factors could potentially delay the recruitment process?
- What factors, if any, could impact the cost or result in additional expenses beyond the proposal?

### **6. Candidate Selection & Interview Support**

- How will you assist the Board in developing interview questions and evaluating candidates?
- What assessment tools, leadership evaluations, or interview scoring matrices do you provide?
- How do you support the Board during the finalist interview and selection process?

### **7. Ethics, Confidentiality & Risk Management**

- Please describe your firm's core values and professional standards.
- How do you ensure confidentiality throughout the recruitment process?
- Have you ever had a search fail or encounter controversy? If so, how was it handled?
- How do you address potential conflicts of interest, particularly when recruiting from nearby communities?

**AGENDA INFORMATION  
MEMORANDUM**

**FIRESTONE BOARD OF TRUSTEES**



**AIM No.:** 4.b

**Discussion/Action**

**Meeting Date:** March 25, 2026

**Initiated By:**

**Department:** Boards and Commissions

**AGENDA ITEM**

Board Deliberation

**RECOMMENDATION**

**APPROVAL/DENIAL OPTIONS**

**SUMMARY**

Following the interviews, the Board will discuss each firm's qualifications, experience, and overall fit for the Town.

**FINANCIAL CONSIDERATIONS**

**HISTORY AND PREVIOUS BOARD ACTION**

**BOARD STRATEGIC PLAN IMPACT**

✓ This agenda item furthers the Board of Trustees' strategic goal:

**ATTACHMENTS**

None

**AGENDA INFORMATION  
MEMORANDUM**

**FIRESTONE BOARD OF TRUSTEES**



**AIM No.:** 4.c

**Discussion/Action**

**Meeting Date:** March 25, 2026

**Initiated By:**

**Department:** Town Clerk

**AGENDA ITEM**

Board Direction

**RECOMMENDATION**

**APPROVAL/DENIAL OPTIONS**

**SUMMARY**

Direction to staff to draft a contract with the selected firm to be brought before the Board for consideration at the April 15, 2026, Regular Board Meeting.

**FINANCIAL CONSIDERATIONS**

**HISTORY AND PREVIOUS BOARD ACTION**

**BOARD STRATEGIC PLAN IMPACT**

✓ This agenda item furthers the Board of Trustees' strategic goal:

**ATTACHMENTS**

None