



**Michael Williams**

Ebert Metropolitan Board Position

To: Kurt Schlegel, bnshibles@comcast.net

Yesterday at 8:30 PM



Hello Mr. Shines and Mr. Schlegel,

I hope this email finds you both well. I am writing to express my sincere interest in joining the board of directors for the Ebert Metropolitan District.

I have attached my letter of interest along with a comprehensive summary of my background and qualifications. My professional career spans over 20 years in local government administration, during which time I have gained extensive experience in budget management, infrastructure development, and community outreach. Additionally, I have served on various local boards and committees, honing my leadership skills and understanding of metropolitan district operations.

My passion for public service and commitment to improving our community aligns closely with the Ebert Metropolitan District's objectives. My expertise in public service has enabled me to contribute significantly to the district's efforts.

I am excited about the opportunity to bring my experience and enthusiasm to the board of directors.

I look forward to the possibility of discussing how I can contribute to the district's continued success. Please feel free to contact me if you require any additional information.

Kind Regards,

Dr. Mike Williams

**Dr. Michael Jay Williams Jr.**

4867 N. Dunkirk St., Denver, CO. 80249 - (303) 257-0188 - Michael.williams1086@gmail.com

September 24, 2024

Bruce N. Shibles  
President & Co-Treasurer  
Ebert Metropolitan District Board  
2370 Antelope Ridge Trail,  
Parker CO 80138-4235  
[bnshibles@comcast.net](mailto:bnshibles@comcast.net)

Dear Honorable Members of the Ebert Metropolitan District Board,

I am writing to express my formal interest in the position of Board of Director for the Ebert Metropolitan District. As a property owner within the district and a registered voter in the State of Colorado, I believe my extensive background and qualifications make me an ideal candidate for this important role. I want to serve my community and support this board in any capacity needed.

With over 23 years of experience in fire service and my current position as an Assistant Fire Marshal, I deeply understand state and local regulations. My expertise spans fire prevention, plan review, construction inspections, and compliance with relevant codes and ordinances. These skills directly align with the responsibilities of serving on the Ebert Metropolitan District Board.

My academic credentials include: • Doctorate in Business Administration • master's degree in organizational leadership • Bachelor's degree in Fire Protection and Safety Engineering Technology.

Additionally, I have served three years on the Board of Directors for the Society of Fire Protection Engineers, honing my governance and leadership skills. Throughout my career, I have demonstrated strong abilities in:

- Financial acumen • Effective communication • Ethical leadership • Diversity of perspective • Critical thinking and problem-solving

These attributes, combined with my technical expertise in fire safety and district management, make me uniquely qualified to serve on the Ebert Metropolitan District Board. I am committed to bringing my skills and experience to bear in support of the district's mission and goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the Ebert Metropolitan District Board.

Sincerely,

Dr. Michael Jay Williams Jr.

# Dr. Michael Jay Williams Jr.

Ebert Metropolitan District Board

Phone Number 303- 257-0188

Email drwilliamsjr33@gmail.com

Address Denver, CO. 80249

*Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in individual and team capacities, leveraging seasoned work ethics to adapt to different processes and drive organizational objectives quickly. Resourceful and results-driven with a passion for growth and efficiency to meet organizational needs and increase service value.*

## **SKILLS**

- Leadership
- Teamwork and Conflict Management
- Organization
- Planning & Forecasting
- Interpersonal Skills
- Responsibility
- Effective Communication
- Critical Thinking and Problem-Solving
- Decision Making
- Mentorship

## **EXPERIENCE**

### **Assistant Fire Marshal**

*South Metro Fire Rescue, Centennial, Colorado*

*Jul 2019 - Present*

- Use logic, data, and metrics to inform and support staffing structures, strategic planning, and budget decisions.
- Establish and maintain relationships to support a healthy work culture.
- Provide leadership, train, and act in the capacity of an instructor to support organizational growth.
- Plan, direct, conduct, and manage processes, operational phases, and projects to ensure desired team and operational goals to improve systems.
- Assist with developing and implementing departmental goals, objectives, policies, and procedures for Code Compliance functions.
- Analyze data from various sources to identify potential hazards and develop risk mitigation strategies.
- Perform analysis and coordinate with stakeholders to facilitate collaboration to administer training and necessary equipment in alignment with budgetary constraints.
- Serve as a liaison with external stakeholders.
- Lead the quality assurance program process to ensure efficient and effective strategies are in place to meet customer service needs.
- Develop and implement fire safety programs to ensure compliance with applicable laws and regulations.
- Compile statistical information relating to causes of fires within the jurisdiction area.
- Coordinate activities between different organizations involved in implementing a comprehensive Fire Prevention Program.
- Facilitate meetings between local officials and community stakeholders regarding proposed changes to fire codes or regulations.
- Advise businesses on best practices for protecting their assets from potential damage due to fire or other disasters.
- Recommend equipment modifications and new equipment purchases to businesses.
- Participate in educational seminars related to current issues in Fire Prevention and Protection.

### **Section Supervisor**

*South Metro Fire Rescue, Centennial, Colorado*

*Jul 2015 - Dec 2019*

- Supervised and completed inspections of existing facilities for Code Compliance.
- Developed a Fire Protection Code training program for Code Compliance inspectors.
- Collaborated with the IT department to implement an app to improve the efficiency of inspections.

**Plans Examiner**

*Division of Fire Prevention and Control, Lakewood, Colorado*

*Jan 2010 - Jul 2015*

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- Analyze and interpret complex fire and life safety construction documents related to adopted fire code and NFPA standards, including, but not limited to, fire protection systems, hazardous materials, high-piled storage, etc.
- Review all plans and documents to ensure adequate fire apparatus access, water supplies, and the location of fire appliances relating to projects.
- Assist designers and contractors by providing information and interpretations of fire codes and regulations, recommend necessary changes to design documents as required to obtain compliance with applicable codes and regulations.
- Schedule, conduct and participate in meetings regarding codes and departmental interpretations.
- Provide quality customer service while functioning in a regulatory capacity.
- Maintain plan review data status on a computer and update status as necessary.
- Maintain plan review records and files.
- Responsible for preparing written correction letters and maintaining and updating records and database information.

**Fire Prevention Officer**

*Cunningham Fire Protection District, Denver, Colorado*

*Jul 2006 - May 2010*

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- Prepared detailed reports on findings from investigations, inspections, tests, surveys, or studies related to fire prevention activities.

**Inspector/ Plans Reviewer**

*City of Aurora, Aurora, Colorado*

*Oct 2004 - Feb 2006*

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- Examined records, reports, and other documents to establish facts and detected discrepancies.
- Inspected government-owned properties for compliance with applicable regulations.

**Firefighter**

*Ripley, Ripley, Oklahoma*

*Nov 2001 - Mar 2004*

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- Conducted fire suppression operations.

**EDUCATION****New Executive Chief Officer (NECO) Course R0763 (accepted to attend)**

*National Fire Academy, Emmitsburg, MD*

*December 2024*

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**Doctor of Business Administration**

*Columbia Southern University*

*July 2024*

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**Master of Science in Organizational Leadership, Specialization in Human Resource Management**

*Colorado State University*

*May 2019*

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**Bachelor of Science in Fire Protection and Safety Engineering**

*Oklahoma State University, Stillwater, OK*

*May 2004*

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**Fire/ Arson Origin Cause Investigations**

*National Fire Academy, Emmitsburg, MD*

*Apr 2010*

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**REFERENCES**

**Bob Baker**

*Fire Chief, South Metro Fire Rescue - Professional*

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**Phone Number** (720) 989-2000

**Email** bob.baker@southmetro.org

**Scott Richardson**

*Division Chief, South Metro Fire Rescue - Professional*

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**Phone Number** (720) 672-1659

**Email** Scott.richardson@southmetro.org

**Jeff Tasker**

*Operational Chief, South Metro Fire Rescue - Professional*

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**Phone Number** (303) 324-7719

**Email** jeff.tasker@southmetro.org

**Michael Stanley**

*Fire Chief, Wisconsin Fire Chief - Professional*

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**Phone Number** (720) 987-4743

**Email** mstanley@ci.oshkosh.wi.us

**CERTIFICATIONS**

- Fire Marshal Designation
- Certified Fire Protection Specialist
- Hazardous Material Operator
- NFPA Fire Inspector I & II
- Fire Inspector I & II (ICC)
- Best Practices in Planning DE&I Interventions
- Framework for Data Collection and Analysis
- Responsible Conduct of Research
- Commercial Building Inspector
- NFPA Fire Plans Examiner

**VOLUNTEER EXPERIENCE****School Accountability Committee (SAC) Member**

*May 2019 - Nov 2024*

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**Chairman of the Board-SMFR-DEI Committee**

*South Metro Fire Rescue, Centennial, Colorado*

*May 2021 - Present*

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- Assessed financial performance metrics to identify potential risks or areas of growth potential.
- Liaison between SMFR and third-party to set and obtain metrics to access organizational standings related to DEI efforts.

**Test Proctor-Certified Fire Protection Specialist**

*National Fire Protection Association, Denver, Colorado*

*Mar 2013 - Jun 2017*

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- Proctored exams, handled sensitive documents, and ensured the highest ethical standards with National Fire Protection Association testing materials.

**Board of Directors-Society of Fire Protection Engineers**

*Society of Fire Protection Engineers, Denver, Colorado*

*Feb 2014 - Mar 2017*

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- Participated in board meetings to discuss company policies and issues, performance reports, and future endeavors.

**MEMBERSHIPS**

- National Fire Protection Association (NFPA)
- The Institution of Fire Engineer (MIFE)
- The International Association of Fire Chiefs (IAFC)
- Society of Fire Protection Engineers (SFPE)
- Omega Nu Lambda National Honor Society

- National Fire Sprinkler Association (NFSA)
- International Code Council (ICC)
- Center for Public Safety Excellence (CPSE)
- Fire Marshals Association of Colorado (FMAC)

## **AWARDS**

- Unit Citation 2016 & 2024
- Division of Fire Prevention & Control Employee of the Year 2014