

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
August 8, 2023

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Peggy Valdez at 6:00 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Teams.

### II. ROLL CALL

President Peggy Valdez	Present
Vice President Susan Emsbo	Present
Member Kim Brewer	Present
Member Christina Cosentini	Present
Member Christopher Holm	Present
Member Leo Johnson	Present
Member Jim Roos	Present
Member Danny Turney	Absent - Excused
Board Liaison Don Sherman	Present

Also present were Fire Chief Don Lombardi; Division Chief Doug Hutchinson; Lieutenant Jon Beattie representing IAFF Local 1309; and, Ms. Jennifer Wheaton as recording secretary.

### III. PUBLIC COMMENT

None.

### IV. ADOPTION OF AGENDA

**MOTION: It was moved by Leo Johnson and seconded by Jim Roos to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of August 8, 2023, as presented. The motion was voted upon and carried.**

### V. REVIEW OF MINUTES

**MOTION: It was moved by Kim Brewer and seconded by Leo Johnson to approve the minutes of the regular meeting of the Civil Service Committee dated June 13, 2023 as presented. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – Fire Chief Don Lombardi**

The 2024 budgets are currently being developed by budget makers. Deputy Chief Jeremy Metz is holding individual meetings with the authors of each budget, with a plan to formalize the preliminary budget in late September. The budget will be presented to the board at the October 17, 2023 board meeting.

Chief Lombardi tasked the RCS Committee with reviewing and evaluating the District’s recruiting and hiring process to determine whether the process is aligned with industry best practices, to determine if the current process is still effective, and to determine if changes need to be made to the Charter Document. The RCS Committee will present to the Civil Service Committee at the September 12, 2023 CSC meeting.

Chief Lombardi announced that there will be a combination retreat for both the board and Civil Service Committee members in late October. This event will include a variety of presentations, featuring the various areas within the organization. The retreat will be held on a Friday and Saturday in late October. More details to follow.

**VII. REPORT OF THE TRAINING CHIEF – Division Chief Hutchinson**

The 22-02 recruit academy began on August 1 with 33 recruits in the combined academy. There are 14 West Metro recruits, nine from Arvada, eight from Castle Rock, one from Monument, and one from Northwest Fire Protection District in Fairplay.

The training on the new tactical tender is in the final stages. A wash-in ceremony to welcome the new apparatus will occur at Station 4 on Saturday, August 12, 2023.

West Metro is beginning a mentorship program for the new recruits. Each recruit is paired with a tenured firefighter. Regular contact is made with the new recruit to offer informal guidance and support to the new employee. This program was modeled after a mentorship program at Arvada Fire.

The Insights leadership training was introduced to the civilian staff last month, with a refresher on this program provided to uniformed employees. The training was well received.

**VIII. REPORT OF LEGAL COUNSEL – Cathy. Tallerico, Esq.**

None.

**IX. REPORT OF BOARD LIAISON – Secretary Don Sherman**

Mr. Don Sherman reported on the June 20, 2023 and the July 18, 2023 board meetings. The next board meeting is scheduled for August 15, 2023 and will be held remotely via Teams.

**X. REPORT OF THE UNION – Lieutenant Jon Beattie**

The Annual Colorado Professional Fire Fighters meeting occurred in June in Colorado Springs. Some of the notable discussions across the various fire agencies in the state included concerns over property taxes, potential ballot measures, firefighter safety on calls – specifically the lack of law enforcement available for scene safety in certain areas in the state, lack of interest in firefighter participation with essential functions or special functions of the job.

The 20<sup>th</sup> Annual Firefighter Golf Tournament held last month was a great success. Over \$85,000 was raised for the Colorado Professional Fire Fighters Foundation (CPFFF).

The Annual Carnation Festival will occur August 10-11, 2023. This event is a tradition that has been carried on since the merger with Wheat Ridge back in 2016. Proceeds from this fund raiser also benefit the CPFFF.

Other notable events on the horizon include the Annual MDA Campaign, Fill the Boot, that will occur over the Labor Day weekend; the 9-11 Stair Climb event at Red Rocks Amphitheater; and the International Association of Fire Fighters Memorial Ceremony will occur in Colorado Springs on September 16, 2023.

The 27<sup>th</sup> Annual Family Fire Muster will occur on Saturday, September 23, 2023 at the Training Center. Lieutenant Beattie encouraged the Civil Service Committee members to attend this premiere event for West Metro.

**XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie**

A complete report of the RCS Committee regarding recruiting and hiring practices will be given to the CSC at the September 12, 2023 meeting.

**XII. FINANCIAL REPORT – Division Chief Doug Hutchinson**

A. Budget Review

Chief Hutchinson reviewed the 2023 year-to-date budget.

**XIII. OLD BUSINESS**

A. 2023 Engineer Promotional Exam

The written exam will occur tomorrow. 25 candidates are expected to take the written portion of the exam. This exam process is the most involved from a labor-intensive perspective and cost perspective. The practical portions of this exam occur later in August and in mid-September.

B. 2023 3<sup>rd</sup> Grade Firefighter Promotional Exam (22-02)

The written component of this exam will occur on September 26, 2023 at the Training Center. There will be a practical exam immediately following the written exam.

**XIV. NEW BUSINESS**

None.

**XV. OTHER MATTERS**

None.

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Kim Brewer and seconded by Chris Cosentini to adjourn the regular meeting of the West Metro Fire Protection District Civil Service Committee. The motion was voted upon and carried.**

The meeting adjourned at 6:40 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton  
/s/ Peggy Valdez