

**RECORD OF PROCEEDINGS**

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West Metro Fire Protection District  
Civil Service Committee Meeting  
October 10, 2023

**I. CALL TO ORDER**

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by Vice President Susan Emsbo at 6:01 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     | Absent - Excused |
| Vice President Susan Emsbo | Present          |
| Member Kim Brewer          | Present          |
| Member Christina Cosentini | Present          |
| Member Christopher Holm    | Present          |
| Member Leo Johnson         | Present          |
| Member Jim Roos            | Absent - Excused |
| Member Danny Turney        | Absent           |
| Board Liaison Don Sherman  | Present          |

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

**III. PUBLIC COMMENT**

None.

**IV. ADOPTION OF AGENDA**

**MOTION: It was moved by Chris Cosentini and seconded by Leo Johnson to accept the amended agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of October 10, 2023, moving the Old Business agenda item for the approval of the redline changes to the Recruit Candidate Selection Committee Charter Document to the Report of the Fire Chief. 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 September 12, 2023 as presented. The motion was voted upon and carried.**

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

The 2024 Preliminary Budget will be complete and made available to the board of directors and the public by October 15, 2023. Chief Lombardi will present the proposed budget to the board at the October 17, 2023 board meeting. Proposition HH, a measure on the November ballot for Colorado voters to decide, creates financial uncertainty for the District. The board members will be taking a closer look at the financial impacts Proposition HH would have on the District, which is projected to be a loss between \$15 - 20 million. The board will announce their position on the issue at the October board meeting through board resolution. Other budget items of note include setting aside funding for capital projects such as the purchase of property next to Station 7 which will increase storage for the District, and increasing the apparatus replacement fund to support the increased costs for apparatus and lengthy wait times for apparatus manufacturing.

Two fire engines are scheduled for delivery to West Metro at the end of 2023. The lengthy wait times for apparatus manufacturing is causing pressure on the District in a variety of ways. Delayed wait times to replace aged apparatus cause challenges for the District's fleet services, in some cases locating replacement parts for the aged apparatus results in extended down time to complete repairs. Additional pressure is placed on the budget due to advanced ordering, including advanced payment for future apparatus. These issues, in combination with the increased costs for individual apparatus will impact the District's budget for years to come.

The 28<sup>th</sup> Annual Family Fire Muster was a great success. Chief Lombardi thanked those from the Committee who attended and specifically thanked Civil Service Committee Member Kim Brewer for volunteering her time to assist at this year's Muster.

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

The academy continues to move along smoothly. There are 10 recruits from West Metro, seven from Arvada, and seven from Castle Rock. A few recruits have departed from the academy due to grade point averages not meeting the minimum standards.

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

None.

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

Mr. Don Sherman reported on the September 19, 2023 board meeting, as well as his attendance at the 2023 Special District Association Annual Conference where CSC Member Leo Johnson was honored for his contributions to the SDA. The next board meeting is scheduled for October 17, 2023.

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

Lieutenant Beattie thanked the CSC members for their thoughtful review of the RCS Committee Charter Document. Lieutenant Beattie commented on the position the

Colorado Professional Firefighters has taken on Proposition HH. The Local 1309 will take a vote of the membership to determine their stance in the coming weeks.

Reflecting on the memorial service for Firefighter Paramedic Jeffrey Kaiser, Lieutenant Beattie acknowledged the contributions of Captain Reed Norwood, Lieutenant Mike Mulcahy, and particularly Lieutenant Nick Zeman for his work to deliver a meaningful service that honored the life of Jeff Kaiser. The memorial service was well attended and a great showing of respect for the Kaiser family.

West Metro participated in the 34<sup>th</sup> Annual Chili Cook-Off hosted by Denver Fire on October 6<sup>th</sup> at McGregor Square in Denver. Proceeds of the event will be donated to the Muscular Dystrophy Association (MDA).

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

The next meeting of the RCS Committee is Thursday, October 19. The Committee will begin to develop a timeline, working backwards from the goal of holding an August 2024 academy. This means work would likely begin as soon as possible to begin the 2024 hiring process.

**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

1. Ratification of final scores

**MOTION: It was moved by Leo Johnson and seconded by Kim Brewer to ratify and post the final scores of the 2023 Engineer Promotional Exam on October 10, 2023, and to establish the eligibility register for the rank of engineer with an expiration date of October 9, 2025. The motion was voted upon and carried.**

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

1. Ratification of written scores.

**MOTION: It was moved by Leo Johnson and seconded by Chris Holm to ratify and post the final scores of the 2023 3<sup>rd</sup> Grade Firefighter Promotional Exam (22-02) on October 10, 2023. The motion was voted upon and carried.**

C. Approve Redline Changes to the Recruit Candidate Selection (RCS) Committee Charter Document (Moved Under the Report of the Fire Chief)

Chief Lombardi reviewed the changes to the RCS Committee Charter Document. Changes included dropping the requirement for candidates to hold a State of Colorado Emergency Medical Technician certification at the time of hire, the removal of the application and processing fee, added that the candidate must be tobacco free, along with other minor changes to the document. The RCS Committee also updated language throughout the document to be gender neutral. Additional comments and corrections were made by the CSC and were updated in the document.

**MOTION: It was moved by Leo Johnson and seconded by Chris Cosentini to approve the proposed changes to the Recruit Candidate Selection Committee Charter Document, including additional changes that were discussed at the meeting. The motion was voted upon and carried.**

#### **XIV. NEW BUSINESS**

##### **A. 2024 Captain Promotional Exam**

##### **1. Reading List**

**MOTION: It was moved by Leo Johnson and seconded by Chris Cosentini to approve and post the reading list of the 2024 Captain Promotional Exam as presented on October 10, 2023. The motion was voted upon and carried.**

##### **2. Notice**

**MOTION: It was moved by Kim Brewer and seconded by Chris Holm to approve and post the notice of the 2024 Captain Promotional Exam as presented on October 10, 2023. The motion was voted upon and carried.**

#### **XV. OTHER MATTERS**

None.

#### **XVI. EXECUTIVE SESSION**

None.

#### **XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Leo Johnson and seconded by Susan Emsbo 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 7:35 p.m.

Recording Secretary: /s/ Jennifer Wheaton  
/s/ Susan Emsbo