

# **West Metro Fire Protection District Civil Service Committee Meeting Minutes**

November 4, 2025

## **I. CALL TO ORDER**

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Kim Brewer at 6:04 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 was available remotely via Teams.

## **II. ROLL CALL**

President Kim Brewer	Present
Vice President Susan Emsbo	Absent
Member Jerry Cassel	Present
Member Vince Harris	Present
Member Ann Paul	Present
Member Jim Roos	Present
Member Danny Turney	Absent
Member Peggy Valdez	Present - arrived 6:12
Board Liaison Don Sherman	Present

Also present were Division Chief Doug Hutchinson; Lieutenant Jon Beattie representing IAFF Local 1309; and, Ms. Kara Urland as recording secretary.

## **III. PUBLIC COMMENT**

None.

## **IV. ADOPTION OF AGENDA**

**MOTION: It was moved by Jerry Cassel and seconded by Vince Harris to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee on November 4, 2025, as presented. The motion was voted upon and carried.**

## **V. REVIEW OF MINUTES**

**MOTION: It was moved by Vince Harris and seconded by Jerry Cassel to approve the minutes of the regular meeting of the Civil Service Committee dated October 14, 2025, as presented. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – Division Chief Doug Hutchinson reported on behalf of the Fire Chief Jeremy Metz**

Chief Hutchinson provided updates to the Committee regarding the proposed budget, capital projects, employee benefits, operational changes, and staffing. He reported that the proposed budget has been presented to the Board, with a public budget hearing scheduled for November 18, 2025, and final budget approval anticipated on December 2, 2025, noting that just under nineteen million dollars will be reserved to fund proposed projects. He discussed the proposed construction of Fire Station 18 located at Fifth Avenue and Wadsworth, with an anticipated timeline of completion in three to four years. Chief Hutchinson also advised of a projected eleven percent increase in health insurance premiums and reviewed operational changes involving the reassignment of Squad 1 and relocation of SAM 1 to support the Whole Blood Program. He further outlined proposed organizational changes, including the addition of two Lieutenant positions and the reorganization of the Life Safety Division.

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

Chief Hutchinson reported on training-related activities, including progress on the new burn building project and updates on the current recruit academy. He stated that planning for the burn building project has been underway for approximately one year and that the project is now entering the early implementation phase. Payments have been made for select components and deposits, and the department is soliciting bids from engineering firms and contractors for site preparation. Site preparation is anticipated in the coming spring, with installation of the burn building expected during the summer of 2026. The project remains in its initial stages, with contractors, vendors, and engineering firms currently being scheduled.

Chief Hutchinson also provided an update on Recruit Academy Class 25-02, reporting that the class is ongoing with no resignations or washouts to date. He noted that the recruits have performed well during physically demanding training evolutions and that external and specialty instructors have provided positive feedback regarding the overall quality and preparedness of the class. He advised that the department will be transitioning to a 9:00 a.m. training start time and that, while this adjustment has affected training delivery cycles, training objectives continue to be met. Development of the 2026 annual training calendar is ongoing, with divisional and team input being incorporated as expected. He concluded by reporting that graduation for Recruit Class 25-02 is scheduled for December 19, 2025 at 2:00 p.m., with formal notifications to be distributed through official channels.

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

None.

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

Mr. Don Sherman reported on the October 21, 2025, board meeting. The next board meeting is scheduled for November 18, 2025.

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

Lieutenant Beattie provided the Union report, noting that there were no ballot issues in the current election relating to the District. He reported that Union representatives attended a Colorado Professional Fire Fighters (CPFF) delegate meeting earlier in the day, which included a guest presentation by Senator Bennett, who is running for governor, and that the CPFF voted to endorse Senator Bennett. He also advised that neighboring fire districts, including South Metro, are pursuing property tax or sales tax initiatives to support fire department funding and that these efforts are being monitored as the District considers future alternative revenue options. Lieutenant Beattie further reported that a one year labor contract is pending ratification, with a referendum vote scheduled for the following week at Union Hall, and that multiple voting opportunities will be available. He concluded by stating that contract negotiations are expected to resume next fall.

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

Lieutenant Beattie provided the RCS Committee report, advising that planning is underway to transition to a single annual academy model, with the next academy scheduled for August 1, 2026. He reported that the written examination has been updated with new questions and will be administered remotely in February 2026, while physical agility testing will remain on a monthly schedule. The written test will be followed by oral board interviews conducted over several weeks. The number of candidates invited to oral boards is expected to increase to allow broader participation. Lieutenant Beattie also noted that transitioning to an annual hiring cycle will support expanded recruitment efforts moving into 2026. He concluded by reporting that minor administrative, non financial revisions to the RCS charter are in progress and are pending legal and policy review prior to presentation to the Committee.

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

### **A. Budget Review**

Chief Hutchinson reviewed the 2025 year-to-date budget.

## **XIII. OLD BUSINESS**

### **A. 2025 Engineer Promotional Exam**

Planning activities related to the rescheduling of the 2025 Engineer Promotional Exam to May 19, 2026 were addressed. The revised schedule includes multiple practice days leading up to the exam date. All candidates have been formally notified of the updated schedule to allow subject matter experts to regroup and prepare accordingly.

B. 2026 Captain Promotional Exam

The application period closes on February 4, 2026.

C. Consideration of Redlines Amendments to Rules and Regulations –  
Section 2.4.5 Attendance

The Committee reviewed proposed redline amendments to the Rules and Regulations related to attendance and noted that no action would be taken pending formal adoption of the Board policy. Discussion included provisions regarding attendance requirements, remote participation, and the classification of excused and unexcused absences, with the understanding that unexcused absences require a Committee vote and documentation in the minutes. The Committee noted that additional clarification will be required prior to consideration of adoption.

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

A. 3<sup>rd</sup> Grade Firefighter Recruit Class 25-01 Written Exam

1. Notice

**MOTION: It was moved by Vince Harris and seconded by Jerry Cassel to approve the notice of examination for the 3<sup>rd</sup> Grade Firefighter Recruit Class 25-01 Written Exam as presented and to approve the notice for posting on November 4, 2025. The motion was voted upon and carried.**

2. Reading List

**MOTION: It was moved by Jim Roos and seconded by Jerry Cassel to approve the reading list for the 3<sup>rd</sup> Grade Firefighter Recruit Class 25-01 Written Exam as presented. 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 Jerry Cassel and seconded by Jim Roos 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 6:49 p.m.

Recording Secretary: /s/ Kara Urland  
/s/ Kim Brewer