

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
December 2, 2025

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Bill Clayton 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 Bill Clayton	Present
Vice President Carolyn Wolfrum	Present
Secretary Don Sherman	Present
Treasurer Amira Watters	Present
Director Steven Haire	Present
Director Mike Williams	Present - Remote Via Teams
Director Joe Zimmermann	Present

Also present were Fire Chief Jeremy Metz; Deputy Chief Gary Armstrong; Deputy Chief Steve Aseltine; Deputy Chief Todd Heinl; Deputy Chief Mike Kirkpatrick; Ms. Adele Reester, Esq.; Captain Mike Mulcahy representing IAFF Local #1309; Mr. Bruk Mulaw (Remote Via Teams); and, Ms. Jennifer Wheaton as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Clayton led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

**IV. CONTINUATION OF THE PUBLIC HEARING ON THE 2026 BUDGET
(CONTINUED FROM THE NOVEMBER 18, 2025 BOARD MEETING)**

President Clayton announced the continuation of the public hearing on the 2026 budget that was continued from the November 18, 2025 board meeting. As no one signed up to speak in the public hearing, President Clayton closed the public hearing on the 2026 budget.

V. REVIEW OF MINUTES

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the minutes of the regular meeting of the board of directors dated November 18, 2025, as presented. The motion was voted upon and carried.

VI. PUBLIC COMMENT

None.

VII. REPORTS

A. Report of the Fire Chief – Fire Chief Jeremy Metz

1. USAR Update

The Federal Emergency Management Agency (FEMA) Review Council is scheduled to meet on December 11, 2025 to discuss shaping the future of FEMA, which will ultimately affect Colorado Task Force One (CO-TF1). One CO-TF1 staff member will attend the meeting virtually. Chief Metz will report on the outcome of the Review Council meeting at the next board meeting.

2. Wildfire Resiliency Code Update

Jefferson County has sent the new code for public review. Adoption of the new code is anticipated by the first quarter of 2026.

3. Accreditation Update

a. Strategic Plan SPT Update – Assistant Chief Ben Tennessen, and Captain Andy Jensen

Representatives of the Strategic Plan SPT were present to update the board on the progress of the Strategic Plan since it was approved in April 2024. Captain Jensen welcomed Chief Tennessen to the Strategic Plan SPT as the new co-chair, replacing Chief Heintz's position. Notable highlights included the onboarding of a Mental Health Coordinator to address the mental health needs of the organization; enhanced recruitment efforts to reach diverse talent through the Recruit Candidate Selection Committee and the Human Resources Division; balancing workload by bringing on additional employees in needed areas of the organization; initiating mentorship programs; and furthering succession planning in all areas of the organization. Organizational communication, distributing consistent and timely information both internally and externally, has received considerable focus. Chief Metz is evaluating different communication methods internally, with early feedback on these new methods being positive. The District's public information officer produces regular content for the District's social media, including public service announcements and recruitment videos that are widely viewed and shared. Other

highlights include improving partnerships for enhanced response, training, and events; robust risk-reduction efforts, focusing on injury, life safety, and fire prevention in the community, including wildfire preparedness; and pursuing alternate sources of funding through grants and other supplemental reimbursement programs. Looking ahead, the Strategic Plan SPT will engage with stakeholders in 2027 to begin work to revise the Strategic Plan, with the next revision planned in 2028.

B. Finance – Finance Director Bruk Mulaw

1. October 2025 Financial Statements

The October 2025 and November 2025 Financial Statements will be presented at the January 20, 2026 Board Meeting.

C. Chief of Staff – Deputy Chief Mike Kirkpatrick

1. Chief of Staff Update

Chief Kirkpatrick updated the board on the progress with the Drone as a First Responder Grant Program, a grant that was recently awarded from the Statewide Internet Portal Authority. West Metro representatives met with Lakewood Police Representatives to discuss the next steps for this program. Chief Kirkpatrick anticipates bringing expense requests to the board at the February board meeting for program equipment, which will be reimbursed by the grant once purchase receipts are provided to the grant authority.

The District recently finalized an Artificial Intelligence (AI) policy, providing parameters and opportunities for the use of AI technology.

D. Administration – Deputy Chief Todd Heintz

1. Administration Update

The Station 13 bathroom remodel project is nearing completion, with the final walkthrough planned for tomorrow. Station 14's construction project will conclude at the end of December 2025.

The District is awaiting the delivery of three new ambulances, which are scheduled to arrive at the end of December 2025, and the delivery of two engines which are scheduled to arrive in February 2026.

The District is becoming familiar with the new federal legislation on the No Taxes on Overtime requirement, informing employees on the process, and identifying the District's responsibilities for the tax year 2026.

E. Operations – Deputy Chief Gary Armstrong

1. Operations Update

Chief Armstrong reviewed notable calls in recent weeks.

Additionally, he reported on a mock exercise that the District participated in with Colorado State Patrol. Chief Metz spoke at the event, which was filmed for a future public service announcement.

Chief Armstrong shared a recent heartwarming story with the board about the kindness demonstrated by Chief Aseltine to help a citizen in need. Chief Metz also noted that he is aware of many circumstances over the years in which West Metro crews stepped in to help community members in need. He thanked Chief Aseltine for his leadership, modeling generosity and goodwill in the community.

F. Life Safety – Deputy Chief Steve Aseltine

1. Comprehensive Project Report – Electronic Report

G. Other Matters

None.

H. Report of Legal Counsel – Adele Reester, Esq.

None.

I. Report of the President – President Bill Clayton

None.

J. Treasurer's Report – Treasurer Amira Watters

1. September 2025 Financial Statements

MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to approve the September 2025 financial statements as presented. The motion was voted upon and carried.

- K. Report of the Union – Captain Mike Mulcahy

Lieutenant Mulcahy invited the board members to attend the Local 1309 Annual Holiday and Awards party on Saturday, December 13, 2025. Awards such as the Firefighter of the Year, Civilian of the Year, and others will be announced at the event.

- L. Report of Civil Service Committee – Secretary Don Sherman

The Civil Service Committee has not met since the last board meeting. The December 9, 2025 CSC meeting will be cancelled, as there are no pressing agenda items needing attention at this time. The Recruit Academy 25-02 will graduate from the academy on December 19, 2025 at 2:00 p.m. The next meeting of the CSC is scheduled for January 13, 2026.

VIII. OLD BUSINESS

- A. Approval of the Updated Board Policy and District Bylaws – Deputy Chief Mike Kirkpatrick

MOTION: It was moved by Don Sherman and seconded by Amira Watters to approve the amendments to the Board Policies and District Bylaws as presented. The motion was voted upon and carried.

- B. Resolution 2025-03 – A Resolution to Adopt the Budget for 2026 – Fire Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2025-03 – A Resolution to Adopt the Budget for 2026. A roll call was taken and the motion carried unanimously.

- C. Resolution 2025-04 – A Resolution to Appropriate Sums of Money for 2026 – Fire Chief Jeremy Metz

MOTION: It was moved by Carolyn Wolfrum and seconded by Steven Haire to adopt Resolution 2025-04 – A Resolution to Appropriate Sums of Money for 2026. A roll call vote was taken and the motion carried unanimously.

- D. Resolution 2025-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2026 – Fire Chief Jeremy Metz

MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to adopt Resolution 2025-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance for 2026. A roll call vote was taken and the motion carried unanimously.

- E. Resolution 2025-06 – A Resolution Levying General Property Taxes for the Year 2025 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2026 Budget Year – Fire Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2025-06 - A Resolution Levying General Property Taxes for the Year 2025 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2026 Budget Year. A roll call vote was taken and the motion carried unanimously.

- F. \$2,000,000 1st Bank Line of Credit Renewal – Finance Director Bruk Mulaw

MOTION: It was moved by Steven Haire and seconded by Amira Watters to approve the terms/conditions stated in the debt modification agreement from 1st Bank for the term loan January 1, 2026 to December 31, 2026, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.

IX. NEW BUSINESS

- A. Request for the Top Four Names from the Eligibility Register for the Rank of Lieutenant from the Civil Service Committee – Fire Chief Jeremy Metz

Chief Metz requested and received consensus to request the top four names from the eligibility register for the rank of lieutenant from the Civil Service Committee.

X. BOARD BRIEFS

None.

XI. OTHER MATTERS

- A. Board and Civil Service Committee Holiday Gathering December 16, 2025

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Steven Haire and seconded by Amira Watters to adjourn the regular meeting of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.

The meeting adjourned at 7:18 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton

/s/ Don Sherman