

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
October 15, 2024

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Jerry Cassel 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 Jerry Cassel	Present
Vice President Bill Clayton	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Present
Director Amira Watters	Present
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309 (remotely via Teams); Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

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

IV. REVIEW OF MINUTES

MOTION: It was moved by Carolyn Wolfrum and seconded by Amira Watters to approve the minutes of the regular meeting of the board of directors dated September 17, 2024, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Cameron Muller to the Rank of Lieutenant, Effective September 28, 2024, and promote Douglas Piccone to the Rank of Lieutenant, Effective October 4, 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Mike Williams to promote Cameron Muller to the Rank of Lieutenant, Effective September 28, 2024, and to promote Douglas Piccone to the Rank of Lieutenant, Effective October 4, 2024. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR LIEUTENANT CAMERON MULLER AND LIEUTENANT DOUGLAS PICCONE

RECESS

At approximately 6:10 p.m., President Cassel announced the board would take a 10-minute recess to congratulate the newly promoted employees and citizens, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:20 p.m.

VII. PUBLIC COMMENT

None.

X. NEW BUSINESS (Moved to an earlier position on the agenda)

- A. Civil Service Committee Member Term Renewal for Susan Emsbo and Chris Cosentini, December 31, 2024 – Civil Service Committee President Kim Brewer

MOTION: It was moved by Don Sherman and seconded by Amira Watters to approve the reappointment of Susan Emsbo and Chris Cosentini to the Civil Service Committee, each for a 6-year term with new term expiration dates of December 31, 2030. The motion was voted upon and carried.

VIII. REPORTS

- A. Report of the Fire Chief – Fire Chief Don Lombardi

1. USAR Update

On September 25, 2024, Colorado Task Force One (CO-TF1) was deployed as a 45-person, Type III task force, in response to the aftermath of Hurricane Helene. The team was initially assigned to perform search and structural assessments in the Clearwater Beach, Florida area before transitioning to North Carolina to conduct search and rescue operations in McDowell County. On October 7, the Task Force was moved back to Florida to stage for Hurricane Milton. FEMA then requested CO-TF1 to deploy a Type I task force consisting of 80 personnel, prompting a staffing change of the Type III team with newly deployed staff to fulfill a Type I deployment. This transition took place over two days with Type III personnel returning home on October 10. After several days of search operations in Florida, the Type I team is returning to McDowell County North Carolina. The District also sent a non-CO-TF1 resource to assist with emergency management ahead of Hurricane Milton. Assistant Chief Clint Fey was sent to Hillsborough County, Florida to support emergency operations through the Emergency Management Assistance Compact (EMAC) program, a national mutual aid partnership agreement allowing state-to-state assistance during state or federally declared emergencies. Reimbursement for this resource will be made available through the EMAC program.

2. Insurance Services Office (ISO) Classification Process Update

The evaluation and rating process is moving forward. The evaluators are currently looking at the District's staffing and water sources. Chief Lombardi discussed the importance of adequate staffing as it relates to the District's ISO rating. He also acknowledged the recent decisions made by the state legislature on assessment rates and property taxes that are impacting the District's revenues and potentially its ability to maintain adequate staffing.

3. 2025 Budget Update

The budget update occurred under Old Business during the 2025 budget presentation.

B. Finance – Finance Director Bruk Mulaw

1. August 2024 Financial Statements

Mr. Mulaw reviewed the August 2024 financial statements which will be brought to the board for approval at the November 19, 2024, meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz introduced Administrative Assistant Kara Urand to the board. Ms. Urand also operates as the recording secretary to the Civil Service Committee and is the backup to the recording secretary to the board.

A public bid process is underway for a general contractor for the redesign of the Reserve Apparatus Storage Facility. Contractor interviews will occur on November 7, followed by a request for approval of the recommended contractor at the November 19 board meeting.

Chief Metz updated the board on the property purchase at 7475 W. 5th Avenue. Multiple inspections have occurred up to this point that have identified areas needing attention before closing which is scheduled for November 7. Chief Metz met with a representative from AT&T today regarding the cell tower that is currently on the roof of the building and discussed a plan for the cell tower placement during an anticipated fire station construction on the site.

Fleet Maintenance Manager Glen Meader has announced his retirement for the first quarter of 2025. The District will pursue an internal process for replacing Mr. Meader. Chief Metz acknowledged the valuable contributions of Mr. Meader over his 35-year career at West Metro and noted the high-quality staff in this division as a result of his leadership.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

All out-of-District wildland deployments and resources have concluded and returned to the District.

The Firefighter Academy is moving forward with a total of 27 recruits scheduled to graduate in December.

The 2024 Lieutenant Promotional Exam finished earlier this month, establishing a new eligibility register for this rank. The 2025 Assistant Chief Promotional Exam reading list has been released in preparation for this promotional process that will occur in early 2025.

Notable calls included aid provided to Golden Fire, Aurora Fire, and Denver Fire.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

Fire Prevention Week occurred October 6-12, 2024. This year's theme was smoke alarms and scheduling battery checks.

Chief Kirkpatrick thanked the board members who volunteered and attended the 29th Annual Family Fire Muster. The predicted rain held off, allowing great weather for another successful event.

F. Other Matters

The District was honored by the City of Lakewood with a proclamation, recognizing West Metro Fire Rescue for Exceptional Service During the 2024 Fire Season.

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

Ms. Reester reported on a potential petition for inclusion of the White Deer Valley neighborhood association. This area is currently covered by Inter-Canyon Fire. At this time, a petition for exclusion with Inter-Canyon is in process. Once the exclusion with Inter-Canyon is complete, the neighborhood association can petition to be included with the West Metro Fire Protection District. Ms. Reester anticipates this petition for inclusion to be presented to the board at future meeting.

H. Report of the President – President Jerry Cassel

Mr. Cassel thanked Chief Lombardi for the daily updates on the current CO-TF1 deployment.

Mr. Cassel also congratulated the West Metro staff on the success of the 29th Annual Family Fire Muster.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

1. July 2024 Financial Statements

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Williams to approve the July 2024 Financial Statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

None.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the October 8, 2024, Civil Service Committee meetings. The next meeting of the CSC is scheduled for November 12, 2024.

IX. OLD BUSINESS

A. Fire Chief Search Committee Update – Chairman Don Sherman and Bill Clayton

The Fire Chief Search Committee held a meeting earlier today. Mr. Sherman reported on the topics of the meeting, including feedback received from the CPS HR consultant, Kylie Wilson, regarding the ideal candidate profile; the public panel selection for the interview process; and the pertinent dates when full board participation will be needed for this process.

B. 3M Lease Renewal – Deputy Chief Jeremy Metz

MOTION: It was moved by Amira Watters and seconded by Bill Clayton to approve the fourth amendment for services between 3M/Scott Fire and Safety and the District. The motion was voted upon and carried.

C. Capital Lease Payment for Tower L-06 and Engine P-72 – Finance Director Bruk Mulaw

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the payment as obligated in the debt capital lease agreement from Oshkosh Capital/PNC Equipment Finance in the total amount of \$211,347.59. The motion was voted upon and carried.

D. Contract Approval with Property Management Inc. Little Town - Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the contract with PMI for property management services at 7574 W. 5th Avenue and the associated tenant lease documents. The motion was voted upon and carried.

X. NEW BUSINESS (Continued)

B. 2025 Budget Presentation – Deputy Chief Jeremy Metz

Chief Metz presented the 2025 budget. The public hearing for the budget will be held at the November board meeting, and the board will be asked to approve the budget at the December board meeting.

XI. BOARD BRIEFS

A. Approval of a General Contractor for the Reserve Apparatus Storage Facility - Deputy Chief Jeremy Metz

B. Jefferson County Emergency Communications Authority (JCECA) Lease Agreement – Deputy Chief Jeremy Metz

C. Debt Collections Agency Contract for EMS Billing Services – Deputy Chief Jeremy Metz

D. Apparatus Purchases (Three Engines) – Deputy Chief Jeremy Metz

E. Apparatus Purchases (Two Medics) – Deputy Chief Jeremy Metz

F. Apparatus Purchases (One Type 3 Engine) – Deputy Chief Jeremy Metz

XII. OTHER MATTERS

A. New Meeting Packet Platform

The meeting packet platform used by the board, BoardPaq, will no longer be available after the first of the year. Alternate meeting packet platforms are being considered for this change which is anticipated to occur sometime in December 2024.

B. Fire Chief Annual Appraisal

Mr. Sherman requested to revisit the topic of the annual appraisal for the fire chief with a goal of streamlining and simplifying the process for the board members.

Mr. Cassel requested and received consensus from the board for Mr. Sherman to pursue changes to the format of the annual fire chief appraisal.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Williams 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 8:04 p.m.

Recording Secretary: /s/ Jennifer Wheaton
/s/ Don Sherman