

West Metro Fire Protection District Civil Service Committee Meeting Minutes

July 14, 2026

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 4:01 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 was available remotely via Teams.

II. ROLL CALL

President Kim Brewer – Present
Vice President Susan Emsbo – Present
Member Jerry Cassel – Present
Member Vince Harris – Present
Member Danny Turney – Present
Member Peggy Valdez – Present
Board Liaison Don Sherman – Present

Also present were Fire Chief Jeremy Metz; Assistant Chief Ben Tennesen; Board Member Amira Waters; 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 of July 14, 2026, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Danny Turney and seconded by Peggy Valdez to approve the minutes of the regular meeting of the Civil Service Committee dated June 9, 2026, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – Fire Chief Jeremy Metz

Chief Metz provided an update on the District’s Revenue Stabilization Initiative, including recent presentations to member city councils. He reported positive feedback from several communities and shared that the Board will consider a resolution at its August 10 meeting regarding whether to place a potential sales tax measure on the November ballot. In addition, he reported that the District has applied for a federal grant to help fund the replacement of aging self-contained breathing apparatus (SCBA) equipment, with award notifications expected later this year.

VII. REPORT OF THE TRAINING CHIEF – Assistant Chief Ben Tennesen

Chief Tennesen reported that a new burn building was recently completed and is now in use. Specialized instruction was provided to enhance the realism of firefighter training while improving safety. He also announced that the next recruit academy 26-02 will begin in August and will include 27 recruits, including participants from both Arvada Fire and Castle Rock Fire.

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

No report.

IX. REPORT OF BOARD LIAISON – Secretary Don Sherman

Mr. Don Sherman reported on the June 16, 2026, board meeting. The next board meeting is scheduled for July 21, 2026.

X. REPORT OF THE UNION – Lieutenant Jon Beattie

No report.

XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie

No report.

XII. FINANCIAL REPORT – Assistant Chief Ben Tennesen

A. Budget Review

Chief Tennesen reviewed the 2026 year-to-date budget

XIII. OLD BUSINESS

A. 2026 Lieutenant Promotional Exam

Chief Tennesen reported that applications for the 2026 Lieutenant Promotional Examination are being accepted through August 5, 2026. The written examination is scheduled for September 10, 2026, followed by the assessment center during the week of September 28, 2026, for candidates who successfully advance. He also reported that the job analysis for the

examination is nearing completion. Once finalized and verified, the candidate manual will be distributed to eligible candidates. Additionally, Chief Tennessen noted that following the departure of Breanna Lopez from CPS HR Consulting, the District will be working with another experienced consultant from CPS HR Consulting to administer the upcoming promotional examination.

B. Firefighter 3rd Grade Recruit Class 25-02 Written Exam

Applications are currently being accepted through August 12, 2026. The written examination is scheduled for September 22, 2026.

C. Civil Service Committee Vacancy – Conduct Applicant Interviews

The Committee conducted interviews with five candidates for potential appointment to the Civil Service Committee. All candidates were evaluated based on their qualifications, availability, and understanding of the unique responsibilities of the Civil Service Committee, which include participation in promotional processes and monthly meetings.

1. Thomas Clayton
2. Dean Wahl
3. Dennis Walker
4. Cheryl Joseffy
5. John Sandridge

Consensus:

By consensus, the Committee agreed to recommend the following three candidates to the Board of Directors for appointment to the Civil Service Committee:

1. Thomas Clayton
2. Dean Wahl
3. Cheryl Joseffy

These recommendations will be presented to the Board of Directors at their regular meeting on July 21, 2025.

XIV. NEW BUSINESS

None.

XV. OTHER MATTERS

A. July 29, 2026 Annual BBQ

- B. Chief Metz reported that the District will issue a Request for Proposals (RFP) for promotional testing administrative services to evaluate available vendors and ensure quality services at a competitive cost. The Committee supported moving forward with the RFP process. Chief Metz will assemble a small committee consisting of two Committee members, Peggy Valdez and Danny Turney, to assist with reviewing proposals and interviewing finalists before presenting a recommendation to the Committee.

XVI. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented, it was moved by Vince Harris 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 6:45 p.m.

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