

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
November 12, 2024

### 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 6:09 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 Kim Brewer	Present
Vice President Susan Emsbo	Present
Member Christina Cosentini	Present - Remotely via Teams
Member Christopher Holm	Present - Remotely via Teams
Member Leo Johnson	Present
Member Jim Roos	Present
Member Danny Turney	Present
Member Peggy Valdez	Present
Board Liaison Don Sherman	Present

Also present were Deputy Chief Jeremy Metz (Acting Fire Chief); 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 Jim Roos and seconded by Susan Emsbo to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of November 12, 2024, as presented. The motion was voted upon and carried.**

### V. REVIEW OF MINUTES

**MOTION: It was moved by Leo Johnson and seconded by Danny Turney to approve the minutes of the regular meeting of the Civil Service Committee dated October 8, 2024 as presented. The motion was voted upon and carried.**

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

The 2025 budget was presented to the Board in October, highlighting that the District is facing an anticipated \$2 million decrease in revenue. Additionally, the Board was made aware that the wait time for ordering fire engines is approximately 52 months.

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

The planning for the 2025 training calendar is progressing, with over 90,000 training hours scheduled across the division.

Recruit Class 24-02 will be graduating on December 16, 2024, at 4:00 p.m. The ceremony will take place at Dakota Ridge High School, celebrating the achievements and dedication of our recruits.

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

None.

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

Mr. Don Sherman reported on the October 15, 2024 board meeting. The next board meeting is scheduled for November 19, 2024.

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

The election has concluded, and all the policies supported by Local 1309 have passed successfully.

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

The recruitment process for the Fall 2025 Firefighter Academy is now open and accepting applications from the public.

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

**A. Budget Review**

Chief Hutchinson reviewed the 2024 year-to-date budget.

**XIII. OLD BUSINESS**

**A. 2024 Lieutenant Promotional Exam**

Chief Hutchinson discussed the role of the Civil Service Committee in the promotional exam process and shared insights on lessons learned. Following the discussion, Chief Hutchinson offered to consult with CPS HR Consulting before the next meeting and report back for further discussion.

#### XIV. NEW BUSINESS

##### A. 2025 Assistant Chief Promotional Exam

###### 1. Notice

**MOTION: It was moved by Leo Johnson and seconded by Danny Turney to approve and post the notice of the 2025 Assistant Chief Promotional Exam on November 12, 2024, as presented. The motion was voted upon and carried.**

###### 2. Contract

**MOTION: It was moved by Danny Turney and seconded by Peggy Valdez to approve the Contract for services with CPS HR for the 2025 Assistant Chief Promotional Exam as presented. The motion was voted upon and carried.**

Two contracts for CPS HR Consulting were presented and discussed in detail. The Master Consulting Service Agreement, which would allow for a longer-term partnership, was not voted upon at this meeting. Further information is needed and will be presented at a future meeting.

#### XV. OTHER MATTERS

##### A. Civil Service Committee Member Term Renewal (6 years) for Susan Emsbo and Chris Cosentini, December 31, 2024

Ms. Brewer attended the October 15, 2024, board meeting to request reappointment to the Civil Service Committee for Ms. Emsbo and Ms. Cosentini, each for six-year terms.

##### B. Board and Civil Service Committee Holiday Gathering

#### XVI. EXECUTIVE SESSION

None.

#### XVII. ADJOURNMENT

**MOTION: There being no further business to be presented it was moved by Leo Johnson 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 7:09 p.m.

Recording Secretary: /s/s/ Kara Urland

/s/ Kim Brewer