

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
December 19, 2023

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 remotely via Teams in accordance with the applicable statutes of the state of Colorado.

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 (arrived at 6:25 p.m.); Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

III. MOMENT OF SILENCE

President Cassel requested a moment of silence to honor all fallen firefighters.

IV. PUBLIC HEARING ON THE 2024 BUDGET - CONTINUATION FROM THE NOVEMBER 21, 2023 PUBLIC HEARING

President Cassel re-opened the public hearing on the 2024 budget that was continued from the December meeting. No one signed up from the public to speak in the public hearing.

Chief Lombardi and Mr. Mulaw updated the board on the methodology used to arrive at the mill levy for 2024, taking all things into consideration regarding the estimated revenue reduction as a result of the state legislature's action to reduce assessment rates, the backfill from the state, and the estimated revenues from taxation that the District anticipates receiving in 2024. Effectively through this calculation, the District is proposing a slight decrease in the mill rate from 2023 to 2024.

Another factor that will affect the District's property tax revenue in 2024 pertains to recent action taken by the state board of equalization to reject Douglas County's 4% residential property class taxable value reduction. This decision may be appealed in the coming days. Final property tax certification for both Jefferson and Douglas Counties will be provided to the District by January 3, 2024.

President Cassel announced that the public hearing on the 2024 budget will be continued at the January 9, 2024, board meeting at which time the board will proceed to discuss the budget for potential adoption at that time.

V. REVIEW OF MINUTES

MOTION: It was moved by Don Sherman and seconded by Amira Watters to approve the minutes of the regular meeting of the board of directors dated November 21, as presented. The motion was voted upon and carried.

VI. PUBLIC COMMENT

None.

VII. REPORTS

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

1. Accreditation Update

a. Strategic Plan SPT Update

Chief Lombardi updated the board on the status of the Strategic Plan which is currently in revision with anticipated completion in April 2024. Next steps are to incorporate themes from the internal and the external stakeholders meetings into the new strategic plan. The Strategic Plan SPT is scheduled to present the 2024 Revised Edition of the Strategic Plan at the April 2024 board meeting. At this time of year, the board typically approves the Strategic Plan. With the revisions underway, we will postpone the approval and adoption process until the new plan is complete.

b. Annual Compliance Report Kick Off

The process to complete the annual program appraisals and the Annual Compliance Report #2 for 2023 has begun.

B. Finance Division Update – Finance Director Bruk Mulaw

1. October 2023 Financial Statements

Mr. Mulaw reviewed the October 2023 financial statements which will be brought to the board for approval at the January 9, 2024 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on two grants that the District is pursuing. The first is a funding request to replace air packs through the FEMA Assistance to

Firefighters Grant. Mr. Mulaw applied for a COVID-related grant that assists with funding for operational staffing due to COVID absences. Determination on funding from these grant opportunities is pending.

Most of the capital projects initiated in 2023 are complete or nearing completion. The Station 12 generator is still in progress, awaiting service from Xcel Energy in January 2024.

The above ground fuel tanks installed at the 3301 S. Field Street location (Old Station 10) is nearing completion with fuel anticipated to be filled in the tanks by the end of the month.

The construction at the administration building is still in progress and is on schedule for completion in late January 2024.

Two new mechanics were hired and started their work at Fleet Maintenance last week.

Chief Metz congratulated the recipients of the awards that were announced at the Union Holiday and Awards Party in early December. Division Chief Bob Olme was named the Firefighter of the Year 2023, Logistics Specialist Dave Marvel was named the Civilian of the Year 2023, and the West Metro Chaplains were awarded a unit citation for their work with the Chaplaincy Program at West Metro.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Pfannenstiel thanked the board members who were in attendance at the recruit graduation last week. There will not be a spring 2024 academy. The next academy will be the fall 2024 academy, beginning in August.

Personnel from the Operations and EMS Divisions visited Aurora Fire Department's Nurse Navigation Program to evaluate the concept of nurse navigation at the dispatch level. This program aids in 911 call triage to connect patients with the appropriate level of medical care. Chief Pfannenstiel and the Standard of Cover SPT will have more information on this topic for the board at a later date.

The District is currently receiving approximately \$75,000 per month as a result of the Staffing for Adequate Fire and Emergency Response (SAFER) grant. This funding began back in August and will continue to fund 16 new firefighters for a period of three years.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. Fire Investigations Team Schedule Change

The West Metro Fire Investigations Team will be moving to a full-time days schedule Monday through Friday with on-call service during nights and weekends.

3. Buildings Under Construction in Community

Chief Kirkpatrick commented on the hazards of unattended buildings under construction in the metro area and what West Metro is doing in the form of outreach to foremen and management of construction sites to keep these structures in the community safe.

F. Other Matters

Chief Lombardi participated in interviews for the replacement of retired DHS/FEMA USAR Branch Chief Fred Endrikat. A finalist has been selected and an offer is pending. Chief Lombardi was honored to have participated in this endeavor.

Texas Task Force One Director Jeff Saunders has been named as the replacement for the Central Division Representative, replacing Chief Lombardi at the end of his 10-year term in December 2023.

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

Ms. Reester reported on the current projects for the District on which she and her team are working. Much of the work consists of contract review and legislative interpretation.

H. Report of the President – President Jerry Cassel

1. Fire Chief's Appraisal and Compensation

Chief Lombardi agreed to waive his right to have his appraisal reviewed in executive session, released the District from liability, and holds the District harmless for anything said in the evaluation held in the public session. After a review of the comments on the appraisal, Chief Lombardi expressed his appreciation to the board for their confidence and trust in him, effectively allowing him to continue to pursue what is best for the community. He acknowledged the contributions of Ms. Reester and her legal team, Command Staff and their leadership, and the civilian and uniformed employees for their commitment to service. Chief Lombardi noted that a highlight of the year was receiving the Russell Sanders Lifetime Achievement Award from the International Metropolitan Fire Chiefs Association, an achievement that he considers to have been earned not just by him, but also by the entire organization. An organization he considers to be "best in class". Chief Lombardi thanked the board for their comments, recognition, and support.

Mr. Cassel raised the topic of Chief Lombardi's compensation as part of this review. Chief Lombardi has not taken a salary increase or cost of living adjustment during the contract period which began in 2020. The board evaluated the comparable salaries of fire chiefs in the metro area, took into consideration the inflation and cost of living changes in recent years, and availability of budget funds.

MOTION: It was moved by Bill Clayton and seconded by Amira Watters to approve the second amendment to the contract between the District and the fire chief beginning January 1, 2024. The motion was voted upon and carried.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the September 2023 financial statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy thanked the board for their service to West Metro and the community.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported that the December 2023 Civil Service Committee meeting was cancelled due to a lack of an agenda. The next meeting of the CSC is scheduled for January 2, 2024.

VIII. OLD BUSINESS

A. Update to Board Policy #1605 – Suspensions Without Pay – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Carolyn Wolfrum to approve the changes to Board Policy #1605 – Suspensions Without Pay as presented. The motion was voted upon and carried.

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

MOTION: It was moved by Don Sherman 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, 2024 to December 31, 2024, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.

C. Front Line Mobile Health Contract (Deferred to January) – Deputy Chief Jeremy Metz

IX. NEW BUSINESS

- A. Request for the Top Five Names from the Eligibility Register for the Rank of Engineer and the Top Three Names from the Eligibility Register for the Rank of Assistant Chief - Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top five names from the eligibility register for the rank of engineer and the top three names from the eligibility register for the rank of assistant chief from the Civil Service Committee.

X. BOARD BRIEFS

- A. Training Center Media Blasting/Painting Contract – Deputy Chief Jeremy Metz
- B. NV5 Professional Owner’s Representative Services for Apparatus Storage Facility – Deputy Chief Jeremy Metz
- C. Auxilium Responder LLC – Deputy Chief Jeremy Metz
- D. Contract for Architect Services for Apparatus Storage Facility – Deputy Chief Jeremy Metz
- E. FPPA/Money Purchase Plan Document Change

XI. OTHER MATTERS

- A. Next Meeting January 9, 2024 – One Week Early

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Carolyn Wolfrum and seconded by Mike Feeley 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 7:55 p.m.

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