

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
May 28, 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 6:02 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 – Remotely Via Teams
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Present
Director Amira Watters	Present
Director Mike Williams	Present – Remotely Via Teams

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 6:45 p.m.); Mr. Bruk Mulaw (Remotely via Teams); 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 Mike Feeley and seconded by Don Sherman to approve the minutes of the regular meeting of the board of directors dated April 16, 2024, as presented. The motion was voted upon and carried.

Abstained: Bill Clayton and Mike Williams (technical difficulties)

V. PROMOTIONS

A. Promote Nicholas Winterhalder to the Rank of Engineer, Effective May 15, 2024
– Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Amira Watters to promote Nicholas Winterhalder to the Rank of Engineer, Effective May 15, 2024. The motion was voted upon and carried.

Abstained: Bill Clayton and Mike Williams (technical difficulties)

VI. OATH OF OFFICE FOR ENGINEER NICHOLAS WINTERHALDER

RECESS

At approximately 6:12 p.m., President Cassel announced the board would take a 13-minute recess to congratulate the newly promoted engineer, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:25 p.m.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. USAR Update

a. Administrative Readiness Evaluation (ARE)

Colorado Task Force One (CO-TF1) completed an ARE last week. Every three years, peers from USAR teams across the country along with personnel from the USAR branch conduct the evaluation by reviewing and rating operational readiness, logistics readiness, and management readiness. CO-TF1 received a score of 98 out of 100 points, which is an exceptional score for this evaluation. Chief Lombardi acknowledged Chief Olme and his staff for their great work in preparation for this evaluation.

2. National Emergency Response Information System (NERIS) Update

The pilot program for NERIS continues. The District is one of six agencies across the country to participate in this prototype, and has been supplying the developers with feedback for system improvements. Chief Lombardi participated in the production of a NERIS webinar along with the International Association of Fire Chiefs President, Chief John Butler of Fairfax County Fire and Rescue, that included a Q&A session made available nationally to discuss the status of the pilot program. The webinar was attended by over 900 people and has been downloaded over 2,000 times since the date of production.

3. Insurance Services Office (ISO) Classification Process Update

The District has supplied all relevant documents to ISO representatives for their review in evaluating the District's ISO classification. The process has gone well, and the classification is anticipated to be received in the coming weeks.

4. World Fire Congress

Chief Lombardi was invited by the U.S. Fire Administrator, Lori Moore Merrel to attend the inaugural World Fire Congress. The event convened representatives from 50 countries to deliberate on key issues including structure fires, climate change, technology, electrical vehicle safety, and firefighter health and safety. Despite cultural differences and varying challenges, common ground was discovered in addressing these critical issues. The World Fire Congress will convene every two years, with the next meeting occurring in London in 2026. Future meetings will endeavor to facilitate ongoing dialogue, collaboration, progress, and outcomes. Chief Lombardi noted that participation in this groundbreaking event was a great honor for him personally and professionally, in addition to being a tremendous honor for West Metro.

5. Metro Chiefs Conference

Chief Lombardi attended the Metro Chiefs Conference in Tulsa, Oklahoma last week. Themes from the conference included diversity, equity and inclusion (DEI), hiring and retention practices, and cancer and mental wellness initiatives. West Metro has prioritized these topics for years, demonstrating the ways that the District is leading the way in the fire service. One example of this forward-thinking is West Metro's partnership with Drexler University to participate in an upcoming DEI cultural study.

B. Finance – Finance Director Bruk Mulaw

1. March 2024 Financial Statements

Mr. Mulaw reviewed the March 2024 financial statements which will be brought to the board for approval at the June 18, 2024 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The mental health coordinator position has been filled by former Building Warrior's employee, Emily Johnson, who will begin during the second week in June 2024. Firefighter background investigations are underway in

preparation for the August recruit academy. The District plans to place 16-18 recruits in this academy.

Chief Metz reported on an event that occurred at the Administration building on Friday, May 24, 2024. Jefferson County Emergency Communications Authority (JCECA) had scheduled work on the installation of a new fiber optic line to the building. During the installation, technicians damaged the generator line, and through a cascade of events, damaged portions of the electrical system in the building, the battery backup system, the server, and the ability for the 911 system to receive calls. Denver's dispatch is the back up to Jeffcom 911 and handled emergency calls for a period of four hours during the incident. Damage to the building and systems is estimated to be between \$150,000 - \$250,000. The District will proceed with repairs and will be submitting an insurance claim to cover the costs associated with this incident. Chief Metz acknowledged the contributions of the staff who responded to this incident, including employees from the IT Division and Facilities Maintenance.

Development of the Reserve Apparatus Storage facility is currently on hold. Design plans have been submitted to the city of Lakewood in anticipation of a response by December 2024.

Chief Metz reported on progress with the transition of the Wheat Ridge Volunteer Pension Fund to the Fire and Police Pension Association of Colorado (FPPA). The Wheat Ridge Volunteer Pension board will have need for meetings at the June and July 2024 board meetings to facilitate the transition.

Command Staff has recently reviewed requested revisions to the National Renewable Energy Lab (NREL) contract.

2. Deployment Resource Analysis Presentation

Chief Metz reported to the board on the Deployment Resource Analysis study performed by FACETS Consulting firm. FACETS worked with the West Metro Data Engineer, Pierce Power Quitmeyer to collect a data set that included dispatch data from June 1, 2022 – May 31, 2023 to perform the analysis. The District requested to have the following seven scenarios studied: Baseline (existing conditions), moving one station, moving two stations, adding one station, adding additional resources, adding one station and moving one station, adding new engine at Station 10. The conclusion of the study was that the District is presently operating near capacity, while delivering a very high level of fire-EMS service. Many front-line response units are at, or above target utilization goals set by the District and additional resources will likely be required to meet growing service demand in future years. Chief Metz summarized that adding a

station within the triangle of West Metro Fire Stations 1, 3, and 7 would improve the geographic and demand coverage and would reduce the unit hour utilization (UHU) for four of the highest UHU fire units, in addition to adding an engine at Station 10 to increase reliability and demand coverage and to reduce UHU for Rescue 10 and Engine 12. Chief Lombardi added that this study is input that allows the District to plan down the road for growth, and to look for future opportunities.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The Training Division has begun the 2024 Lieutenant Promotional Exam process, and they have just completed Driver Operator Pumper training.

One structure fire resulted in a very minor firefighter injury last month.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. A new inspector is starting in the Life Safety Division in June, with another inspector anticipating retirement by the end of the year. The Sears on Colfax received approval from the Lakewood Reinvestment Authority for demolition. The removal of vacant buildings like this one reduces nuisance alarms and other hazards for law enforcement and firefighters. The new Lutheran Medical Center received their temporary certificate of occupancy, with an open house scheduled for July 19th and an official opening during the first week in August. Chief Kirkpatrick reported on the Otay Mesa Battery Facility in San Diego, California that caught on fire and burned for 10 days, highlighting the dangers these types of storage facilities present to a community.

F. Other Matters

None.

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

Ms. Reester discussed two pieces of legislation that could affect the District. The first is Senate Bill 194 pertaining to impact fees and sales tax. The second is Senate Bill 233 which is a property tax bill that has some dependency on whether Proposed Initiative 50 is successful with the voters during the fall 2024 election. Ms. Reester will continue to update the board as more information becomes available.

- H. Report of the President – President Jerry Cassel

Mr. Cassel thanked West Metro for their participation and involvement in the Colorado Fallen Firefighter Memorial.

- I. Treasurer’s Report – Treasurer Carolyn Wolfrum

- 1. February 2024 Financial Statements

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

Abstained: Bill Clayton and Mike Williams (technical difficulties)

- J. Report of the Union – Lieutenant Mike Mulcahy

None.

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

Mr. Sherman reported on the May 14, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for June 11, 2024.

VII. OLD BUSINESS

- A. Jeffcom IGA for Microwave Communications Dish – Deputy Chief Jeremy Metz

MOTION: It was moved by Mike Feeley and seconded by Amira Watters to approve the IGA between Jeffcom and the District to locate a microwave communications dish at the District Administrative building and authorize Chief Lombardi, or designee to execute all agreement documents as presented. The motion was voted upon and carried.

- B. Hazardous Materials Remediation Contractor – Division Chief Sean Jewell

MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to approve the contracts between CG Environmental Services, Environmental Hazmat Services and West Metro Fire Protection District, and to authorize Chief Lombardi or his designee to sign all documents associated with this agreement as presented. The motion was voted upon and carried.

- C. Approval of the Strategic Plan 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the revisions to the Strategic Plan as presented. The motion was voted upon and carried.

D. Public Comment Discussion – Fire Chief Don Lombardi

A draft of a new board policy on the topic of public comment at regular and special board meetings was provided to the board for review and discussion. A final version of this new board policy will be brought to the board for approval at the June 18, 2024 board meeting.

E. Fire Chief Search Committee Update - Chairman Don Sherman and Bill Clayton

1. Proposal

Mr. Sherman reviewed the proposal for the executive internal recruitment services for fire chief, submitted on April 24, 2024, by CPS HR.

2. Contract

Mr. Sherman reviewed the draft contract with CPS HR which has been reviewed by West Metro's legal.

Mr. Sherman noted that he had made contact with area organizations that have recently used CPS HR for their fire chief selection process. The feedback about CPS HR that he received was very positive, noting that CPS HR was very accommodating, flexible and professional throughout the process. The next meeting of the Fire Chief Search Committee will be held on May 29, 2024 at 3:00 p.m.

VIII. NEW BUSINESS

None.

IX. BOARD BRIEFS

A. Old Station 8 Roofing Project – Deputy Chief Jeremy Metz

X. OTHER MATTERS

None.

XI. EXECUTIVE SESSION

A. Executive session pursuant to Section 24-6-402(4)(a), C.R.S. regarding the purchase, acquisition, lease, transfer, or sale of real property at 6th and Wadsworth

MOTION: At approximately 9:22 p.m. it was moved by Mike Feeley and seconded by Carolyn Wolfrum to enter into an executive session pursuant to § 24-6-402(4)(a) CRS for purposes of discussing the purchase, acquisition, lease, transfer, or sale of real property at 6th and Wadsworth. The motion was voted upon and carried.

MOTION: At approximately 9:51 p.m. it was moved by Mike Feeley and seconded by Carolyn Wolfrum to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Cassel announced that no motions were made nor were any votes taken.

Mr. Cassel requested and received consensus from the board members for District staff to pursue discussions and verbal negotiations for the purposes of land purchase near the intersection of 6th and Wadsworth.

XII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Amira Watters 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 9:54 p.m.

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