

RECORD OF PROCEEDINGS

West Metro Fire Protection District Board of Directors Meeting November 18, 2025

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Bill Clayton at 6:01 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 available remotely via Teams.

II. ROLL CALL

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| President Bill Clayton | Present |
| Vice President Carolyn Wolfrum | Present |
| Secretary Don Sherman | Present |
| Treasurer Amira Watters | Absent |
| Director Steven Haire | Present |
| Director Mike Williams | Present |
| Director Joe Zimmermann | Present |

Also present were Fire Chief Jeremy Metz; Deputy Chief Gary Armstrong; Deputy Chief Steve Aseltine; Deputy Chief Todd Heintz; Deputy Chief Mike Kirkpatrick; Ms. Adele Reester, Esq. (remote via Teams); Captain Mike Mulcahy representing IAFF Local #1309; Mr. Bruk Mulaw (remote via Teams); and, Ms. Jennifer Wheaton as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

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

IV. PUBLIC HEARING ON THE 2026 BUDGET

MOTION: It was moved by Bill Clayton and seconded by Carolyn Wolfrum to open the public hearing on the 2026 budget. The motion was voted upon and carried.

At the direction of the board at the October 21, 2025 board meeting, Chief Metz presented updated EMS Billing Rate Fees to be included in the 2026 proposed budget. Chief Metz also brought the board's attention to the request in the proposed budget to authorize an overage in operational staffing from 125% to 130% to accommodate various types of leave, schooling, and attrition. This increase in staffing directly relates to the decision to include 25 new employees in the fall 2026 firefighter academy. No one signed up from the public to speak at the public hearing. President Clayton announced that the

public hearing on the 2026 budget will be continued at the December 2, 2025 board meeting, at which time the board will proceed to discuss the budget for adoption.

MOTION: It was moved by Don Sherman and seconded by Mike Williams to continue the public hearing on the 2026 budget at the December 2, 2025 Board Meeting. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Mike Williams and seconded by Carolyn Wolfrum to approve the minutes of the regular meeting of the board of directors dated October 21, 2025, as presented. The motion was voted upon and carried.

VI. PUBLIC COMMENT

None.

VII. REPORTS

A. Report of the Fire Chief – Fire Chief Jeremy Metz

1. Firefighter Fatality Reporting

Chief Metz noted that the U.S. Fire Administration has restarted the reporting of U.S. firefighter fatalities now that the government shutdown has ended. He commented on the tragic stories associated with each name read at the monthly board meetings, noting a personal connection with the fire chief of the agency, which not only lost two employees on this month's list, but also lost another employee in a motor vehicle incident while reporting to duty. These stories are a reminder of those who have died in service to their communities and the tremendous impact these losses have on the respective fire agency.

2. USAR Update

Chief Metz updated the board on the status of the recent CO-TF1 deployment reimbursements. Payments from the federal government have been made in full for the response to Hurricane Milton. Payments are still in progress for the other two recent deployments.

3. Accreditation Update

The Strategic Plan – Strategic Planning Team co-chairs will provide a presentation on the updates to the Strategic Plan at the December 2, 2025 board meeting.

4. Fire Leadership Challenge Conference

Chief Metz and several other organizational leaders attended the annual Fire Leadership Conference in Keystone, Colorado. The conference was well attended with vibrant topics, pertinent to the emerging trends of the fire service in Colorado. One highlight included the display of the Division of Fire Prevention and Control's new state resource, the Fire Hawk helicopter, one of which is staged at the Rocky Mountain Metropolitan Airport in Jefferson County. At the conference, Retired Fire Chief Don Lombardi received the Gary Briese Leadership Award.

5. Election Results

Chief Metz provided an overview of the election results of fire agencies in Colorado. Some agencies were successful in passing a mill levy increase, some were successful in passing sales tax increases, while other agencies, primarily in rural areas, were unsuccessful in their elections. West Metro is closely monitoring these results in consideration of a potential election in 2026.

6. Jeffco Wildfire Resiliency Code

Due to legislative action that was passed in 2024, the state is mandating the adoption of a wildfire resiliency code. Jefferson County has been proactive to develop the code for unincorporated Jeffco. The Life Safety Division has been in touch with the county and also with area fire agencies within the county to develop a roadmap for the District's adoption of this code.

B. Finance – Finance Director Bruk Mulaw (Remote via Teams)

1. September 2025 Financial Statements

Mr. Mulaw reviewed the September 2025 financial statements which will be brought to the board for approval at the December 2, 2025 meeting.

C. Chief of Staff – Deputy Chief Mike Kirkpatrick

1. Chief of Staff Update

Chief Kirkpatrick updated the board on some chief of staff projects that are currently underway.

Later in the agenda, the board will review a board brief on the updates to the Board Policies and District Bylaws.

As mentioned by Chief Metz during a prior board meeting, the District is changing the performance management system for annual performance appraisals in 2026. Chief Kirkpatrick is overseeing this process, including a change to Board Policy #1615 – Performance Appraisals to allow flexibility for the transition from the current system to the new system in 2026.

The District is moving forward with the data collection phase of the impact fees study. Once this phase is complete, the data will be provided to the District’s consultant, BBC Research.

The District was awarded a \$250,000 grant in coordination with the Lakewood Police Department (LPD) for a test program to use drones as first responders. Chief Kirkpatrick thanked IT Director Eric Bates for his efforts to submit the grant application. Chiefs Kirkpatrick and Armstrong will begin discussions with LPD for the formal planning of the Drone as a First Responder Program.

D. Administration – Deputy Chief Todd Heintz

1. Administration Update

Training on the National Emergency Response Information System (NERIS) began this week. This is the replacement for the legacy system, National Fire Incident Reporting System (NFIRS). The U.S. Fire Administration has led the national effort to develop and launch the new platform, which is intended to provide the fire service with faster data collection, smarter reporting, and improved informed decision-making. Division Chief Mike Parker is leading this effort through the transition between the platforms. The District’s reporting management software, ESO, will be fully integrated with the new NERIS system data which will go live in early 2026.

The preliminary design planning for the new Fire Station 18 has begun. Chief Heintz thanked Directors Williams and Zimmermann for their time to participate in and provide board input at these early design meetings.

E. Operations – Deputy Chief Gary Armstrong

1. Operations Update

Chief Armstrong reviewed notable calls in recent weeks.

The Whole Blood Alert Pilot Program, which was introduced to the board by Dr. Louderback at the October board meeting, launched at West Metro on November 4. This initial phase of the pilot program begins with an alert

process and the use of saline instead of blood. Coolers are currently being installed in specific apparatus that will eventually carry the blood when the final phase of the program is implemented in mid-2026.

F. Life Safety – Deputy Chief Steve Aseltine

1. Comprehensive Project Report – Electronic Report
2. 30th Annual West Metro Family Fire Muster 2025 Report – Community Risk Reduction Manager Erin Bravo

Ms. Bravo provided an update on the 30th Annual Family Fire Muster which attracted approximately 5,000 attendees. Information about the Muster obtained through a participant survey, showed that the Muster was a conversation starter after the event for many families with regard to safety preparedness and planning. The Muster utilized 160 volunteers at the 26 activity/information stations. New activity stations included the Dunk Tank and the Cost of Public Service. There were 10 generous sponsors of the Muster that made this event possible. Approximately 64% of the participants were first-time Muster attendees and 100% indicated that they plan to return next year. Participants reported that 69% had practiced or discussed the emergency escape plan as a family since attending the Muster, demonstrating the Muster's lasting safety messaging in the community. Ms. Bravo thanked the sponsors, the West Metro employees, volunteers, and the board for their role in supporting this valuable community event.

G. Other Matters

None.

H. Report of Legal Counsel – Adele Reester, Esq. (Remotely via Teams)

No report.

I. Report of the President – President Bill Clayton

Mr. Clayton commented on the August 2025 board retreat and the opportunity at the retreat for the board to participate in dialogue and conversation pertaining to the business of the District. Chief Metz added that he is planning two study sessions in 2026, in addition to the monthly board meetings, for the board to complete the station tour that began at the board retreat, to hear from other leaders within the organization, and also to allow time for discussion on emerging topics affecting the District in the coming months and years.

J. Treasurer's Report – Director Joe Zimmermann

1. August 2025 Financial Statements

MOTION: It was moved by Joe Zimmermann and seconded by Steven Haire to approve the August 2025 financial statements as presented. The motion was voted upon and carried.

K. Report of the Union – Captain Mike Mulcahy

The Union Holiday and Awards Party will be held on December 13, 2025. Captain Mulcahy invited the board to attend.

Captain Mulcahy thanked the board for their work on the 2026 IAFF Local 1309 Working Agreement, acknowledging the impact labor makes on the District's budget and the willingness of the board to recognize the value labor brings to the community. He also commented on the cooperative approach to the negotiation process at West Metro, which differs dramatically from the methods other fire agencies use in their negotiation process.

L. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the November 4, 2025 Civil Service Committee meetings. The next meeting of the CSC is scheduled for December 9, 2025.

VIII. OLD BUSINESS

A. Golden Fire Intergovernmental Agreement (IGA) Update – Fire Chief Jeremy Metz

The IGA is currently under review with legal. The agreement will likely be delayed until the January 20, 2026 board meeting at which time the board will be asked to consider the IGA for approval.

B. IAFF Local 1309 Working Agreement – Mr. Don Sherman and Mr. Mike Williams

Chief Metz thanked the board and the union representatives for their amicable approach to the negotiations process, demonstrating mutual respect between the two groups. Mr. Clayton noted the unique nature of this labor-management partnership model, in contrast to other organizations' labor-management negotiations which are typically very challenging.

MOTION: It was moved by Joe Zimmermann and seconded by Carolyn Wolfrum to approve the one-year agreement of the 2026 Working

Agreement between the West Metro Fire Protection District and the IAFF Local 1309. The motion was voted upon and carried.

- C. General Contractor Selection for Class A Site Prep at Training Center – Deputy Chief Todd Heintl

MOTION: It was moved by Carolyn Wolfrum and seconded by Don Sherman to approve the contract with PG Arnold Construction LLC as the general contractor for site preparation of the Class A burn building and authorize Chief Metz to execute all contract documents associated with this project. The motion was voted upon and carried.

- D. 3M Scott Amendment for the Service and Lease Agreement – Deputy Chief Todd Heintl

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the fifth amendment for services between 3M Scott Fire and Safety and the District and to authorize Chief Metz, or designee to execute the contract documents. The motion was voted upon and carried.

- E. AEV Medic Apparatus Purchase Requests – Division Chief Jay Jackson

MOTION: It was moved by Joe Zimmermann and seconded by Steven Haire to approve the contract with Front Range Fire Apparatus for the purchase of three 2026 AEV Type 3 medic units, and to authorize Chief Metz or his designee to execute all associated documents. The motion was voted upon and carried.

- F. Pierce Aerial Apparatus Purchase Requests – Division Chief Jay Jackson

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Williams to approve the contract with Front Range Fire Apparatus for the purchase of one 2026 Pierce 107' Ascendant PUC aerial truck and to authorize Chief Metz or his designee to execute the contract documents. The motion was voted upon and carried.

- G. 2025 Financial Risk Analysis – Fire Chief Jeremy Metz

Chief Metz reviewed the 2026 Financial Risk Analysis. The board will be asked to adopt a resolution approving the 2026 budget at the December 2, 2025 board meeting.

IX. NEW BUSINESS

None.

X. BOARD BRIEFS

- A. Board Policies and District Bylaws Review Update – Deputy Chief Mike Kirkpatrick

The board policy and District Bylaws review workgroup met on September 11, October 28, and October 30 to review needed changes to the documents. The recommended changes are minimal, with some language cleanup and clarification added. The full board will be asked to approve the changes to the documents at the December 2, 2025 board meeting.

XI. OTHER MATTERS

- A. Next board meeting – December 2, 2025
- B. Board and Civil Service Committee Holiday Gathering

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Carolyn Wolfrum and seconded by Joe Zimmermann 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 8:52 p.m.

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