

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
May 16, 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 6:31 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's headquarters, 433 S. Allison Parkway, Lakewood, Colorado and made available remotely via Teams.

II. ROLL CALL

President Jerry Cassel	Present
Vice President Marta Murray	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Bill Clayton	Present – Via Teams Arrived at 7:00 p.m.
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; Mr. Dick Lyons, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309; Mr. Bruk Mulaw; 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 Williams and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated April 18, 2022, as presented. The motion was voted upon and carried.

V. INSTALLATION OF NEW BOARD MEMBERS

Re-Elected Members Bill Clayton and Mike Williams, and New Member Amira Watters
- President Jerry Cassel

President Cassel and Chief Lombardi congratulated the re-elected and newly elected board members. Marta Murray was recognized for nine years of dedicated service to the West Metro Fire Protection District Board of Directors.

RECESS

At approximately 6:43 p.m., President Cassel announced the board would take a 20-minute recess to congratulate the elected board members and thank Director Murray for her service to the District, and would reconvene the regular meeting of the West Metro Fire Protection District board of directors at 7:03 p.m., at which time, Director Amira Watters was seated as board member and was present for the remainder of the meeting.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. Golden Update

The Golden feasibility study continues. West Metro has provided additional information to be included in the study. Once the report is complete, and the Golden Fire chief has had a chance to review the study, the Golden City Council will be presented with the findings.

The Golden Volunteer Fire Academy is going well. West Metro Captain Dan Wenger stepped in as the academy coordinator which is taking place at the West Metro Training Center through August 2023.

2. Accreditation Update

The Risk Assessment, Standard of Cover, and Annual Program Appraisals for the year 2022 are complete. These documents will be made available in BoardPaq for board member review in June. Division Chief of Accreditation and Risk Management Steve Aseltine will present these documents to the board at the July board meeting.

3. Camp Ember Observer Day

June 1, 2023 from 1:30 p.m. – 3:00 p.m. has been selected as the date for board and Civil Service Committee members to observe the Camp Ember activities.

4. FEU DEI Conference

Chief Lombardi had the opportunity to represent the U.S. Fire Service through the Metro Chiefs at a European Fire Officers' Diversity, Equity and Inclusion (DEI) Conference in Copenhagen, Denmark in April. Dr. Jennifer Taylor from Drexel University, a researcher in the study of DEI, was also in attendance at the conference. Dr. Taylor has worked closely with the Metro Chiefs to provide them with objective data collection on

recruiting, hiring, retention, training and policies. Chief Lombardi intends to bring these findings to the West Metro Recruit Candidate Selection (RCS) and the Civil Service (CSC) Committees for consideration.

5. City Councils Update

Chief Lombardi reported on his recent attendance at the Lakewood, Wheat Ridge, and Edgewater city council meetings where he updated the city councils on current activities at West Metro and received feedback and suggestions from each group.

6. SB 23-303 Discussion

Chief Lombardi updated the board on the status of Senate Bill 23-303 which is a bill that could reduce revenues for special districts through residential assessment rates and property taxes moving forward. Chief Lombardi expressed his concern for this during a time of increasing operational costs.

7. Board Officers Election and Liaison Assignments – June 2023

Chief Lombardi reminded the board about the upcoming election of officers and assignment of committee liaison positions at the June 2023 board meeting.

B. Finance Division Update – Finance Director Bruk Mulaw

1. March 2023 Financial Statements

Mr. Mulaw reviewed the March 2023 financial statements which will be brought to the board for approval at the June 20, 2023 meeting. Mr. Mulaw also distributed a copy of the auditor communications plan for the 2022 audit.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on the Medic 11 accident that occurred in December 2022. While insurance has already settled the claim, the District is following the court case after submitting documentation for restitution.

The 2022 apparatus replacement fund has been reconciled. The apparatus budget came in under by 1%. One item of note is that the apparatus fund was able to post \$38,000 in interest income with the increase in interest rates in 2022. In 2021, there was \$0 interest posted to the fund.

The District was awarded a 50%-match grant in the amount of \$40,000 for turf replacement at select fire stations from the Colorado Water Conservation Board.

The District will be participating in a fire station location study with the FACET Consulting Group, beginning in late May 2023.

Diversified Consulting Services (DCS) is preparing to evaluate West Metro fire station condition and vulnerability. Results of the study will be delivered to the board upon completion. Additionally, electrical vehicle (EV) and photovoltaic (PV) assessment will be conducted at the same time.

The West Metro 23-02 Academy is scheduled to begin on August 1, 2023 with 16 West Metro recruits. Background checks are underway for the final available positions for this academy. The administrative assistant to the deputy chief of administration and the EMS billing technician positions have been filled and are awaiting their start dates in the coming weeks. An offer has been sent out to a candidate for the open plans reviewer position in the Life Safety Division. Human Resources Manager Shannon Rush will be retiring at the end of June. Shannon has served the employees of the District for over 19 years. One highly qualified internal candidate has applied for the position.

Chief Lombardi added that Chief Metz was selected to be the North American representative to the Federation of European (FEU) Fire Officers for a Fire Officer Development program. The program consists of a small group of chief-level officers as representatives from around the world. There will be three remote sessions and one in-person session in the Netherlands in the month of June. One of the themes of this program includes the topic of sustainability in the fire service, a topic that is present in the day-to-day decisions of the deputy chief of administration. Chief Metz thanked Chief Lombardi and the board for the opportunity to be a part of this program. Having Chief Metz participate in this program benefits the District by seeing other fire departments business practices and how they approach sustainability and future organizational needs. It also allows for a broader network of fire service leaders to call upon for collaboration and problem solving.

D. Operations – Fire Chief Don Lombardi

1. Operations Update

West Metro hosted fire station open houses on weekends during the month of May as part of the National Wildfire Awareness Month to interact with and educate the public about mitigation and planning for wildfire emergencies. The events were well received by the community with good feedback given from those in attendance.

The Swift Water Rescue Team is preparing for a certification training later this month which will occur at Clear Creek. This training will allow for the two swift water stations at Stations 8 and 17 to be fully staffed with certified swift water responders. The training is timely with the high flow of water in Clear Creek in the spring months.

The West Metro Academy 23-01 is nearing completion and is scheduled to graduate on June 15, 2023 at 4:00 p.m. at Dakota Ridge High School. Chief Lombardi encouraged the board members to attend.

The EMS Division is looking at alternate delivery model options to better serve the community. Options such as a provider triage line is being considered to direct appropriate resources to lower acuity calls.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. The city of Lakewood adopted the 2021 International Fire Code last week along with the 2021 International Residential Code. The residential fire code will require all new residential buildings to be equipped with residential sprinklers.

F. Other Matters

SAFER Grant

West Metro applied for and was awarded the FEMA funded Staffing for Adequate Fire and Emergency Response (SAFER) Grant. This \$5 million grant will assist the District with the funding, the salaries and benefits for 16 firefighters for a period of three years.

G. Report of Legal Counsel – Dick Lyons, Esq.

Mr. Lyons provided a legislative update to the board on legislation that came out of this most recent session that would affect the District.

H. Report of the President – President Jerry Cassel

Mr. Cassel welcomed back Mr. Clayton and Mr. Williams and congratulated and welcomed Ms. Watters to the board.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

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

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy reported on the distribution of two college scholarships from the Local 1309 to the children of West Metro union members in the amount of \$2,500 each. 18 students applied for scholarships. The union is considering increasing the dollar amount of these scholarships in the future.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the May 9, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for June 13, 2023.

IX. OLD BUSINESS

A. Station 17 Remodel Project – Division Chief Jay Jackson

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the contract with PG Arnold for the WMFR Station 17 remodel and authorize Chief Lombardi or his designee to execute all documents associated with this proposal.

X. NEW BUSINESS

None.

XI. BOARD BRIEFS

A. Fire Mitigation Specialist Grant Position – Organizational Chart Changes – Fire Chief Don Lombardi

XII. OTHER MATTERS

A. June Board Meeting to be Held Remotely via Teams – Fire Chief Don Lombardi

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Williams 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 8:35 p.m.

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