

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
September 23, 2025

II. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by Vice President Carolyn Wolfrum 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.

III. ROLL CALL

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

Also present were Fire Chief Jeremy Metz; Deputy Chief Gary Armstrong; Deputy Chief Todd Heintz; Ms. Adele Reester, Esq.; Captain Mike Mulcahy representing IAFF Local #1309; Mr. Bruk Mulaw; and, Ms. Kara Umland and Ms. Jennifer Wheaton as recording secretary.

IV. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

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

V. REVIEW OF MINUTES

A. Minutes of August 15 & 16, 2025 – Special Meeting (Board Retreat)

MOTION: It was moved by Steven Haire and seconded by Amira Watters to approve the minutes of the special meeting of the board of directors dated August 15 & 16, 2025, as presented. The motion was voted upon and carried.

B. Minutes of August 19, 2025 – Regular Meeting

MOTION: It was moved by Joe Zimmermann and seconded by Steven Haire to approve the minutes of the regular meeting of the board of directors dated August 19, 2025, as presented. The motion was voted upon and carried.

VI. CITIZEN AWARD

- A. Presentation of Citizen Award to Gabriella Orizaba, Ian Jenner, Claire Thompkins, and Terrence Micciche-Hall – Fire Chief Jeremy Metz
- B. Presentation of Citizen Award to Brandon Accordio – Fire Chief Jeremy Metz

RECESS

At approximately 6:13 p.m., Vice President Wolfrum announced the board would take an 8 - minute recess to celebrate the citizen award recipients and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:21 p.m.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

Chief Metz introduced Kara Urand to the board. As the recording secretary to the Civil Service Committee and as the backup to the recording secretary to the board, Ms. Urand is present at tonight's meeting to maintain familiarity with the board meetings as part of an ongoing process to cross-train roles for continuity within the organization.

- 1. 2026 Budget Update

Chief Metz described the next steps in the budget process. The preliminary 2026 Budget will be made available to the board by October 15, 2025. The board will receive a presentation on the budget at the October 21, 2025 board meeting, followed by a budget hearing and a presentation of the 2026 financial risk analysis during the November 18, 2025 board meeting. Finally, board approval of the 2026 budget will be on the agenda of the December 2, 2025 meeting.

Chief Metz updated the board on a few of the major revenue sources for the District and described how the varying revenue changes factor into the budget preparation for 2026. In summary, there is an overall increase of 3.9% in assessed property values. Based on those numbers, this will result in an approximately \$6 million property tax increase in 2026. With uncertainty in the future funding of the Medicaid Supplemental Reimbursement Program, Chief Metz noted that the District will adjust the budget to reflect an anticipated 75% reduction, budgeting \$2 million in funding from this program, which is a \$6 million reduction compared to previous years. This reduction will nearly neutralize the increase in the

property tax revenue anticipated for 2026. One other significant reduction to the budget in 2026 is the conclusion of the Staffing for Adequate Fire and Emergency Response (SAFER) grant, administered by FEMA. The District has been a recipient of this grant for the last three years, resulting in approximately \$2 million in funding each year. The final disbursement for this grant will occur in July 2026 in the amount of \$1 million, which is \$1 million short of the funding received in the previous years.

Chief Metz also updated the board on notable proposed changes to revenue streams and suggested measures for cost savings. A recent evaluation of EMS transport rates in the Metro Area determined that the District's rates are currently set below the market average. A proposed increase to these rates to align the District with averages in the region will be included in the 2026 budget, along with supporting documentation for the proposed changes. Finally, Chief Metz informed the board that a change they will see in the proposed 2026 budget pertains to the operations of the Advanced Resource Medic (ARM Car). After an analysis of the ARM Car utilization, it was determined that 90% of the call volume occurs between the hours of 8:00 a.m. and 6:00 p.m., leading Chief Metz to propose reducing the operational hours of this resource from a 24-hour resource to one that operates 10 hours each day, seven days each week (excluding holidays). This change will result in significant cost savings in the amount of approximately \$700,000 per year in salaries alone. Chief Metz will discuss these topics in further detail during the budget presentation at the October 21, 2025 board meeting.

2. Impact Fee Study

Chief Kirkpatrick has interviewed two vendors in the process to perform a 2026 impact fee study. Results of the study are anticipated in early 2026.

3. USAR Update

Chief Metz recently met with Acting USAR Branch Director, Cat Deel. Discussions surrounded the delayed reimbursement from the federal government that the District is waiting to receive from the 2024 Colorado Task Force One (CO-TF1) hurricane responses. The reduction in administrative staff at FEMA is the reason for the delay, with payment in progress. CO-TF1 recently applied for a \$5 million FEMA equipment grant to replace outdated equipment and to bring current equipment up to the national standard. Chief Metz will update the board if the grant is awarded.

CO-TF1 sent team managers to Evergreen High School as part of the response to the shooting that took place there on September 10, 2025. CO-

TF1 was tasked with setting up tents to support the ongoing incident in the event of inclement weather in the area.

4. Enhanced Mutual Aid Intergovernmental Agreement (IGA)

Progress continues on the Golden IGA. Chief Armstrong will bring the agreement to the board for approval once the details of the agreement have been finalized.

5. Special Districts Association (SDA) Conference

Chief Metz reported on the SDA Conference, commenting on the value of the conference topics pertaining to compliance, legal issues, sales, property tax, ADA and accessibility, and more. Mr. Zimmermann highlighted some of the important topics pertaining to board members of special districts.

6. International Association of Firefighters (IAFF) Fallen Fire Fighter Memorial

Chief Metz and President Mulcahy attended the IAFF Fallen Fire Fighter Memorial on September 20, 2025. There were 311 names placed on the wall during the ceremony.

7. Class Action Lawsuit

The City of Lacrosse, Wisconsin, has filed a class action lawsuit against the three major manufacturers of fire apparatus in the United States, including one of the manufacturers used by the District. While the District has not been named as plaintiff in the lawsuit, Chief Metz has asked Ms. Reester and her team to remain updated on this topic for any interpretation as it may relate to the District.

B. Finance – Finance Director Bruk Mulaw

1. July 2025 Financial Statements

Mr. Mulaw reviewed the July 2025 financial statements which will be brought to the board for approval at the October 21, 2025 meeting.

C. Chief of Staff – Fire Chief Jeremy Metz

1. Board Policies and District Bylaws

The first meeting of the Board Policy and District Bylaws review occurred earlier in September. The review process will continue with two additional

meetings between now and the end of October. The changes to these documents will be presented to the full board at the November 18, 2025 board meeting in preparation for approval at the December 2, 2025 board meeting.

2. Chief Kirkpatrick and Chief Armstrong have been working closely with Lakewood Police Department (LPD) to learn about their drone program, using drones as first responders. LPD has been using drone pilots for approximately two years, deploying drones to 9-1-1 calls from various locations throughout Lakewood to begin the incident response. The District crews have encountered these drones on scene and have noted the value this resource brings to the initial response in emergency situations. The District has applied for a grant to help support testing this program in partnership with LPD to determine if drone response has potential for success at West Metro.

D. Administration – Deputy Chief Todd Heintz

1. Administration Update

The District's radio communications specialist, in coordination with the city of Lakewood, has been working through radio reprogramming and preventative maintenance. This process will continue through the month of September and will support the longevity and performance of the District's radios.

The building permit for construction at the reserve apparatus storage facility was finally approved by the city of Lakewood. Construction is scheduled to begin in the next two weeks. The bathroom and workout room remodel project at Station 13 is in progress, and the bathroom remodel at Station 14 is also progressing.

The District is anticipating the delivery of three new medic units in November, followed by two engines and a brush truck in January 2026.

E. Operations – Deputy Chief Gary Armstrong

1. Operations Update

Chief Armstrong updated the board on notable calls in recent weeks, including various mutual aid and auto aid responses with neighboring fire agencies, the response to the Evergreen High School active shooter incident, structure fires, including analysis of those fires, wildland fire deployments, and commented on a valuable drill scenario that involved two West Metro resources at the federal corrections institute facility.

F. Life Safety – Fire Chief Jeremy Metz

1. Comprehensive Project Report – Electronic Report
2. 30th Annual Family Fire Muster – October 4, 2025

Chief Metz encouraged the board members to attend West Metro’s premiere community event, either as a participant or as a volunteer at one of the activity stations. A full presentation on the outcome of the 2025 Muster will occur at the November 18, 2025 board meeting.

G. Other Matters

None.

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

Ms. Reester commented on the SDA Conference and the valuable time spent at the informative conference sessions, and encouraged other board members to attend future SDA conferences.

The class action lawsuit mentioned by Chief Metz is being reviewed by Ms. Reester’s office. Ms. Reester will keep the board informed of any progress or changes pertaining to this case that would affect the District.

I. Report of the President – Vice President Carolyn Wolfrum

Ms. Wolfrum thanked Chief Metz for putting on the board retreat in August, specifically commenting on the worthwhile experience of visiting each fire station.

J. Treasurer’s Report – Treasurer Amira Watters

1. June 2025 Financial Statements

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

K. Report of the Union – Captain Mike Mulcahy

President Mulcahy updated the board on the IAFF Fallen Firefighter Memorial in Colorado Springs, noting the impressive hospitality demonstrated by retirees of the Colorado fire departments that provide logistical support to the families of fallen firefighters who attend the event from across the country. West Metro Fire

Engine 8 participated in the procession, and the West Metro Honor Guard participated in the ceremony.

President Mulcahy thanked the board and administration for their support to participate in the Labor Day Weekend fundraising efforts for the MDA Fill the Boot Campaign, collecting donations from the public for the muscular dystrophy association. The membership collections totaled just under \$68,000 for this worthwhile cause, putting the West Metro at #1 for collections in Colorado.

The Union Holiday Party will be held on December 13, 2025. President Mulcahy encouraged the board to attend. A formal invitation will be sent in the near future.

L. Report of Civil Service Committee – Fire Chief Jeremy Metz

Chief Metz reported on the September 9, 2025 Civil Service Committee meetings. The next meeting of the CSC is scheduled for October 14, 2025.

IX. OLD BUSINESS

A. Board Orientation and Public Record Overview – Ms. Adele Reester, Esq.

Ms. Reester presented an overview of the Colorado Open Records Act (CORA), providing context and background on the federal and state rules that the employees and board members must follow pertaining to District records, including records that are created through the course of communication. Ms. Reester also discussed an overview of HIPAA, litigation, and discovery.

B. Red Rocks Property Service Agreement Update – Deputy Chief Gary Armstrong

Chief Armstrong updated the board on the status of the agreement renewal between West Metro and Denver Fire for the services provided at Red Rocks park.

C. Radio Systems Administrator Services Agreement (IGA) with Wheat Ridge – Division Chief Jay Jackson

MOTION: It was moved by Joe Zimmermann and seconded by Amira Watters to approve the first amendment to the agreement for radio specialist services with the city of Wheat Ridge based on the implementation of a full-time radio systems administrator, and to authorize Chief Metz or his designee to execute all documents associated with this agreement. The motion was voted upon and carried.

D. Org Chart Change – Radio Systems Administrator Position – Division Chief Jay Jackson

MOTION: It was moved by Amira Watters and seconded by Joe Zimmermann to approve the reclassification of the part-time radio communications specialist position to a full-time radio systems administrator position. The motion was voted upon and carried.

X. NEW BUSINESS

- A. IAFF Local 1309 Working Agreement – Fire Chief Jeremy Metz

Chief Metz reported on behalf of the board’s Negotiations Committee which met with the Union E-Board and with Chief Metz on September 11, 2025 pertaining to negotiations for a 2026 Working Agreement. The board will enter into executive session at the October board meeting to discuss this topic in detail.

XI. BOARD BRIEFS

None.

XII. OTHER MATTERS

- A. Annual Board and Civil Service Holiday Gathering – December 16, 2025, 6:00 p.m.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Steven Haire and seconded by Amira Watters 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 7:59 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton
/s/ Carolyn Wolfrum