

West Metro Fire Protection District Civil Service Committee Meeting Minutes

September 9, 2025

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Kim Brewer at 6:00 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 Kim Brewer	Present
Vice President Susan Emsbo	Present
Member Jerry Cassel	Present
Member Vince Harris	Present
Member Ann Paul	Present
Member Jim Roos	Present
Member Danny Turney	Present - remotely via Teams
Member Peggy Valdez	Present
Board Liaison Don Sherman	Present

Also present were Fire Chief Jeremy Metz; Division Chief Doug Hutchinson; Ms. Cathy Tallerico, Esq; Lieutenant Jon Beattie representing IAFF Local 1309; and, Ms. Kara Urland as recording secretary.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Vince Harris and seconded by Jim Roos to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee on September 9, 2025, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Jerry Cassel and seconded by Vince Harris to approve the minutes of the regular meeting of the Civil Service Committee dated August 12, 2025, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – Fire Chief Jeremy Metz

Chief Metz provided an update on the ongoing work to prepare the District's 2026 budget. He explained that the process involves balancing projected property assessments with anticipated federal funding. The District recently received updated federal guidance from the Federal Emergency Management Agency (FEMA) concerning Diversity, Equity, and Inclusion (DEI) practices. Chief Metz reported that the District has reviewed the guidance and remains in full compliance.

Chief Metz further shared that he and several District staff members will be attending the Special District Association of Colorado's 2025 Annual Conference in Keystone, Colorado, from September 16 to 18. The conference is an important forum for district leaders across the state to collaborate, share best practices, and enhance community services.

VII. REPORT OF THE TRAINING CHIEF – Division Chief Doug Hutchinson

Chief Hutchinson reported that Recruit Class 25-02 continues to perform very well, with positive feedback from the training instructors. All 19 recruits remain in the program. The Fire Officer I certification class was recently completed, and the District also held a required structure training at Coal Mine and Kipling, which provided valuable hands-on experience for participants.

VIII. REPORT OF LEGAL COUNSEL – Cathy Tallerico, Esq.

None.

IX. REPORT OF BOARD LIAISON – Secretary Don Sherman

Mr. Don Sherman reported on the August 19, 2025, board meeting. The next board meeting is scheduled for September 23, 2025.

X. REPORT OF THE UNION – Lieutenant Jon Beattie

Lieutenant Beattie shared that the National Firefighter Memorial in Colorado Springs, an annual event honoring fallen firefighters, will take place on September 20, 2025. In addition, the District will be represented at the Colorado 9/11 Stair Climb at Red Rocks Amphitheatre, a powerful tribute event held each year to honor the lives lost on September 11, 2001. Recruit Class 25-02 will participate in the climb alongside more than 1,660 registered participants, making it a meaningful experience for both the recruits and the community.

XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie

Lieutenant Beattie noted that recruitment efforts remain a top priority. The recent Veterans Fair was successful, and ongoing recruitment efforts will continue. He will also be meeting with Chief Metz to further discuss recruitment strategies and next steps.

XII. FINANCIAL REPORT – Division Chief Doug Hutchinson

A. Budget Review

Chief Hutchinson reviewed the 2025 year-to-date budget.

XIII. OLD BUSINESS

A. 2025 Engineer Promotional Exam

1. Ratification of written scores

MOTION: It was moved by Susan Emsbo and seconded by Jerry Cassel to ratify the final scores of the 2025 Engineer Written Promotional Exam and to post the results of the exam on September 9, 2025. The motion was voted upon and carried.

B. 2025 3rd Grade Firefighter Promotional Exam (24-02)

The written exam is scheduled for Wednesday, September 17, 2025, at 8:00 a.m. Due to a scheduling conflict for one applicant, an additional written exam will be administered on Monday, September 15, 2025, at 8:00 a.m.

C. Consideration of Redlined Amendments to Rules and Regulations - Section 2.4.5 Attendance

The Committee reviewed the proposed redlined amendments to Section 2.4.5 Attendance of the Rules and Regulations, which would align Civil Service Committee attendance requirements with those of the Board, providing that any Committee member who misses three regular or special meetings within a twelve-month period shall be presumed to have resigned. By consensus, the Committee agreed to table this item until the Board of Directors finalizes its Rules and Bylaws. Once finalized, the Committee will revisit and consider alignment at that time.

XIV. NEW BUSINESS

- A. Proposed change to Civil Service Committee Rules and Regulations regarding Promotional Exam Eligibility

Chief Hutchinson presented proposed revisions to Section 8.4, Application of Members, and Section 8.6.1, Promotional Requirements. He explained that the current language is unclear and restrictive. The recommended amendments would simplify the requirements, make them easier to understand, and provide broader eligibility for members to participate in promotional exams, thereby creating more opportunity.

MOTION: It was moved by Susan Emsbo and seconded by Vince Harris to approve the recommended amendments to Sections 8.4 and 8.6.1 as presented by Chief Hutchinson. The motion was voted upon and carried.

XV. OTHER MATTERS

- A. 30th Annual Family Fire Muster

The Family Fire Muster will be held at the Training Center on Saturday, October 4, 2025, from 10:00 a.m. - 2:00 p.m.

XVI. EXECUTIVE SESSION

- A. Executive Session for Legal Advice Regarding Eligibility on the Captain's Eligibility Register Pursuant to Section 24-6-402(4)(b), CRS

MOTION: At approximately 6:45 p.m., it was moved by Susan Emsbo and seconded by Jerry Cassel to enter into executive session for legal advice regarding eligibility on the Captain's Eligibility Register pursuant to Section 24-6-402(4)(b), CRS. The motion was voted upon and carried.

MOTION: At approximately 6:54 p.m., it was moved by Susan Emsbo and seconded by Peggy Valdez to resume the regular Civil Service Committee meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Brewer announced that no motions were made and no votes were taken.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Vince Harris and seconded by Jerry Cassel to adjourn the regular meeting of the West Metro Fire Protection District Civil Service Committee. The motion was voted upon and carried.

The meeting adjourned at 6:55 p.m.

Recording Secretary: /s/s/ Kara Urland

/s/ Kim Brewer