

# West Metro Fire Protection District Civil Service Committee Meeting Minutes

August 12, 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 6:03 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	Absent - Excused
Member Danny Turney	Absent - Excused
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

Prior to the adoption of agenda, President Brewer welcomed the three new committee members and noted that one candidate declined the appointment, leaving the committee with eight total members.

**MOTION: It was moved by Vince Harris and seconded by Jerry Cassel to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of August 12, 2025, as presented. The motion was voted upon and carried.**

## **V. REVIEW OF MINUTES**

**MOTION: It was moved by Peggy Valdez and seconded by Susan Emsbo to approve the minutes of the regular meeting of the Civil Service Committee dated July 8, 2025, as presented. The motion was voted upon and carried.**

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

Chief Metz welcomed the new committee members to the District and expressed appreciation for their service to the community. He also thanked everyone who attended or watched the Transfer of Command Ceremony, noting it was a very special day for both himself and Chief Don Lombardi, and a memorable event for the District. Chief Metz reported that the 2026 budget season has begun and that all budgets, including approximately 80 program budgets, are currently under review. He noted concern regarding the 2026 budget, as preliminary property values are not yet available and are expected at the end of August. He further explained that the District relies on several federal Medicaid and Medicare reimbursements, that have experienced reduced rates. While health care premiums have remained flat in recent years, the District is now facing an anticipated increase of 10 to 12 percent in the coming year. Chief Metz emphasized that navigating these financial challenges will be difficult but remains a top priority. He also reported that the District currently has a crew deployed with a Type 6 engine to the Elk Creek Fire in Meeker, Colorado in support of firefighting efforts. In addition, an Urban Search and Rescue team from Colorado Task Force 1 was deployed to Texas for over two weeks and returned on July 27 after assisting with emergency operations there. Chief Metz noted that the Board retreat will take place next week and will include a full tour of the District. He concluded his report by sharing that he is in the process of developing his 100-day plan, with more details to come as he looks ahead to 2026.

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

Chief Hutchinson reported that a live fire training was completed several weeks ago. The burn building is scheduled for renovation in the summer of 2026. On August 6, the District conducted an active threat exercise with many neighboring agencies. This was a large-scale event with approximately 320 participants on site and was considered a major success. Recruit Class 25-02 is currently in session with 19 recruits, and training is progressing well. Recruit Class 25-01 has

completed academy EMS training and all members are now on-line. In addition, a hazmat class is currently underway.

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

None.

**IX. REPORT OF BOARD LIAISON – Secretary Don Sherman**

Mr. Don Sherman reported on the July 15, 2025, board meeting. The next board meeting is scheduled for August 19, 2025.

**X. REPORT OF THE UNION – Lieutenant Jon Beattie**

Lieutenant Jon Beattie welcomed the new members to the committee. He proudly announced that all 19 recruits from the 25-02 class have joined the IAFF Local 1309. He also 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 Union is sponsoring several sporting events, including hockey, softball, bowling, cornhole, spike ball, and others, as a way to create a fun and engaging environment for members outside of work.

**XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie**

Lieutenant Jon Beattie reported that the committee meets quarterly. There will be no Spring academy in 2026, with the only academy scheduled for Fall 2026 as part of the next hiring cycle. The committee will place greater focus on recruitment efforts. Upcoming outreach events include the Truck Event at the Jeffco Fairgrounds, which is a strong opportunity to connect with middle school and high school-aged females. Camp Ember will also be held, which specifically focuses on encouraging females to explore the fire service. In addition, the committee will attend a military event at Buckley Air Force Base, which targets veterans. Lieutenant Beattie emphasized that significant recruitment efforts are ongoing.

**XII. FINANCIAL REPORT – Division Chief Doug Hutchinson**

A. Budget Review

**XIII. OLD BUSINESS**

A. 2025 Engineer Promotional Exam

The written exam is scheduled for August 20, 2025, at 9:00 a.m. An exercise development session will be held on August 12, 2025, in

preparation for the promotional process. The application deadline has closed with 23 applicants.

B. 2025 3<sup>rd</sup> Grade Firefighter Promotional Exam 24-02

The Notice and Reading List have been published, and the application period has closed. The written exam is scheduled for September 17, 2025, at 8:00 a.m.

#### XIV. NEW BUSINESS

- A. Certify the Top Three Names from the Eligibility Register for the Rank of Assistant Chief, Certify the Top Three Names from the Eligibility Register for the Rank of Captain, and Certify the Top Three Names from the Eligibility Register for the Rank of Lieutenant

**MOTION: It was moved by Susan Emsbo and seconded by Peggy Valdez to certify the Top Three Names from the Eligibility Register for the Rank of Assistant Chief (Brendan Finnegan, Dan Wenger, Aaron Johnson), to Certify The Top Three Names from the Eligibility Register for the Rank of Captain (Daniel Shannon), Certify The Top Three Names from the Eligibility Register for the Rank of Lieutenant (Matthew Biery, Michael Worcester, Toby Hood). The motion was voted upon and carried.**

#### XV. OTHER MATTERS

- A. Orientation and overview of Civil Service Rules and Regulations for committee members, presented by legal counsel

Cathy Tallerico, Legal Counsel, provided an orientation and overview of the Civil Service Committee Rules and Regulations for Committee members. The presentation highlighted member responsibilities, procedural requirements, and limitations within the Rules. Members were given the opportunity to ask questions, and discussion followed to ensure clarity and understanding.

- B. Assignment of Experienced Members to Mentor New Members

The Committee discussed pairing experienced members with new members to serve as mentors. This mentorship will provide an opportunity for new members to ask questions and gain a better understanding of procedures, including what is permitted and not permitted during a promotional exam. The Committee agreed that this

will be especially valuable in preparation for the upcoming Engineer Promotional Exam next month.

C. Discussion of Committee Photos: Scheduling Date and Time

The Committee discussed scheduling group and individual photos. It was agreed that photos will be taken on October 14th at 5:30 p.m., prior to the regularly scheduled meeting.

D. August 20, 2025 Annual Summer Picnic

President Brewer addressed the Committee regarding the importance of member attendance and how absences impact meetings and the promotional exam process. She requested that the Committee consider aligning attendance requirements with those of the Board by redlining the Rules and Regulations to include:

Section 2.4 Meetings – 2.4.5 Attendance

Any Committee member who misses three meetings (regular or special) of the Committee within a twelve-month period shall be presumed to have resigned from the Committee.

By consensus, the Committee agreed to place this item on the agenda for the next regular meeting.

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Susan Emsbo 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 7:14 p.m.

Recording Secretary: /s/s/Kara Urland  
/s/Kim Brewer