

## RECORD OF PROCEEDINGS

---

West Metro Fire Protection District  
Civil Service Committee Meeting  
February 11, 2021

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Don Sherman at 6:01 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

### II. ROLL CALL

President Don Sherman	Present
Vice President Peggy Valdez	Present
Member Susan Emsbo	Present
Member Dick Igel	Present
Member Leo Johnson	Absent
Member Jim Roos	Present - Arrived at 6:05 p.m.
Member Danny Turney	Absent - Excused
Board Liaison Mike Williams	Present

Also present were Fire Chief Don Lombardi; Division Chief Dan Pfannenstiel; Captain Reed Norwood, representing IAFF Local 1309; and, Ms. Jennifer Wheaton as recording secretary.

### III. PUBLIC COMMENT

None.

### IV. ADOPTION OF AGENDA

**MOTION: It was moved by Peggy Valdez and seconded by Susan Emsbo to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of February 11, 2021, as presented. The motion was voted upon and carried.**

### V. REVIEW OF MINUTES

**MOTION: It was moved by Dick Igel and seconded by Peggy Valdez to approve the minutes of the regular meeting of the Civil Service Committee dated January 14, 2021 as presented. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – D. Lombardi**

Chief Lombardi updated the Committee on the large vegetation fire that occurred on Sunday at Bear Creek Lake Park. High winds and dry conditions quickly drove the fire to the east into the Fox Hollow Golf Course area. Lakewood Police assisted with evacuations of area homes. All structures in the area remain intact because of the diligent work by firefighters.

West Metro crews assisted Jefferson County Sheriffs in their search for a missing person, resulting in a recovery effort at Blue Heron Lake.

Workplace respect and leadership skills have been included in the first quarter multi-company drills. Chief Lombardi is proud to note that the training and instruction was a collaborative effort with Chief Pfannenstiel, Chief Rogers, and the Shift Commanders.

COVID calls are trending down. Over half of the staff have received the second dose of the vaccine.

**VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel**

This week marks the 6<sup>th</sup> week of the fire academy. The first large practical exam will occur tomorrow, with 7 skills stations consisting of 4-5 job performance requirements each. Next week will mark 30 days in the academy where recruits receive evaluation of examination scores – 80% is the minimum standard.

The first quarter training plan consisting of multicompny drills is 2/3 complete. The training includes workplace respect, organizational leadership, hazard zone management, integrated EMS, and hydraulics pump chart. RT-130 Wildland Fire Refresher Training is also in progress and is about 2/3 complete. Upcoming training events include training on new rescue tools, driver operator pumper training, and an 11-day technical rescue class.

Chief Pfannenstiel also reported on a training that has recently been made available to all employees at West Metro as a result of a recommendation by the Union and CPS-HR. The training provides an overview of the promotional exam process, how to prepare for the exam process, and the role of the Civil Service Committee at West Metro. Chief Pfannenstiel made the training available to the members of the Committee for their review.

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

None.

**IX. REPORT OF BOARD LIAISON – M. Williams**

Mr. Williams reported on the January 19, 2021 board meeting. The next board meeting is scheduled for February 16, 2021.

**X. REPORT OF THE UNION – R. Norwood**

The 55<sup>th</sup> Annual IAFF convention was held virtually with over 35,000 delegates in attendance from the US and Canada.

Local 1309 meetings have been held via Zoom in recent months. In-person meetings may resume in the month of March with continued use of Zoom for future meetings to offer options to the membership for attendance when physical presence is not possible.

**XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood**

Continued work is underway on the entry firefighter job analysis. A small group of firefighters, a lieutenant and a captain assisted in developing a survey to all firefighters and officers obtain feedback on topics such as the importance and frequency of tasks. The results of the survey will be available shortly and will assist in the development of the job analysis.

**XII. FINANCIAL REPORT – D. Pfannenstiel**

A. Budget Review

Chief Pfannenstiel reviewed the 2021 year-to-date budget.

**XIII. OLD BUSINESS**

A. 2021 Assistant Chief Exam

Work on this exam is ahead of schedule, the Chief Pfannenstiel has been putting the finishing touches on the simulation lab exercises and working with CPS-HR on the instructions and grading system. All assessors have been confirmed. March 11 is the date of the exam orientation and project assignment for the 11 candidates. Mr. Sherman requested CSC member attendance on March 11, 22, 23 and 24 for the exam components.

B. 2021 Engineer Exam

Preparation of the reading list is underway and will need to be posted by mid-March. The new pump chart is in evaluation now with final adjustments being made. The written exam is expected to occur during the second week in August with the practical portions of the exam occurring in late-August and mid-September.

C. Third Grade Developing Firefighter Written Exam (21-01)

The development of these exam questions has been outsourced to CPS-HR. Work on this project will begin in the late 3<sup>rd</sup> quarter/ early 4<sup>th</sup> quarter of 2021.

#### **XIV. NEW BUSINESS**

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

**MOTION: It was moved by Dick Igel and seconded by Jim Roos to certify the top three names from the eligibility register for the rank of captain (S. Erosky, S. Duncan, T. Sugaski), and to certify the top three names from the eligibility register for the rank of lieutenant (A. DiTullio, M. Mulcahy, D. Shannon). The motion was voted upon and carried.**

#### **XV. OTHER MATTERS**

Mr. Sherman will plan a short recognition ceremony at the start of the March 11, 2021 meeting to recognize Joan Rosenberger and Tom Coonley for their years of service and dedication to the West Metro Civil Service Committee.

#### **XVI. EXECUTIVE SESSION**

None.

#### **XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Jim Roos and seconded by Susan Emsbo 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 6:40 p.m.

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