

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
September 19, 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 6:08 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 Bill Clayton	Present – Arrived at 6:12 p.m.
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Absent
Director Amira Watters	Present – Remotely via Teams
Director Mike Williams	Present – Remotely via Teams

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz (Remotely via Teams); Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq. (Remotely via Teams); Lieutenant Mike Mulcahy representing IAFF Local #1309 (Remotely via Teams); Mr. Bruk Mulaw; and, Ms. Kylee Burnside 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.

A moment of silence was also observed in memory of West Metro Firefighter/Paramedic Jeffrey Kaiser.

IV. REVIEW OF MINUTES

A. August 15, 2023 Regular Meeting

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the minutes of the regular meeting of the board of directors dated August 15, 2023, as presented. The motion was voted upon and carried.

V. PUBLIC COMMENT

None.

VI. REPORTS

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

1. Celebration of Life for West Metro Firefighter Paramedic Jeffrey Kaiser who died in an off-duty accident in August 2023.

Chief Lombardi thanked the board members for their attendance at the celebration of life for West Metro Firefighter Paramedic Jeffrey Kaiser. He acknowledged the contributions of Chief Metz, Chief Olme, the Local 1309, and many others who helped to coordinate the events to honor the life of Jeff Kaiser during this very difficult time as the organization begins to heal from this great loss.

2. 2024 Budget Update

Chief Lombardi updated the board on the progress of the budget making process for 2024. The vast majority of the budgets are complete. The entire preliminary budget will be made available to the board members in October, and the presentation of the 2024 budget will occur at the October 17, 2023 board meeting. Chief Lombardi noted that another factor that could influence the 2024 budget is Proposition HH which is a measure on the ballot for Colorado voters to decide in November 2023. If Proposition HH passes, West Metro could lose anywhere from \$15 to \$30 million over a 10-year span. Chief Lombardi will be meeting with legal counsel to discuss Proposition HH and review the specific impact on the District. The Colorado Fire Chiefs Executive Board and the Colorado Professional Firefighters will be announcing their positions regarding Proposition HH very soon. Should the board members at West Metro wish to announce their position on Proposition HH, this action would be handled by a resolution. Chief Lombardi will address consideration for a resolution at the October board meeting.

3. USAR Update

West Metro was recently awarded a readiness grant from FEMA to fund CO-TF1 in the amount of \$1.4 million. This grant funds the program for a 12-month period to support the operational costs of the program, including equipment replacement, maintenance, and training. Funding was also included to reimburse West Metro for the truck that was damaged while on deployment two years ago. CO-TF1 has also renewed their annual lease at the West Metro Training Center.

Chief Lombardi commented on the pursuit of additional funding for the task force programs and acknowledged that discussions surrounding the recent fires in Maui could influence funding in 2024.

4. Board and Civil Service Committee Retreat

The 2023 combination board and the Civil Service Committee retreat will occur on Friday, October 27, and Saturday 28, 2023 at the West Metro Training Center. More information about the agenda and specific times will become available in the coming weeks.

5. 2023 Special Districts Association (SDA) Conference

The 2023 Special District Association Conference was held last week. An in-depth discussion on Proposition HH provided good information to those in attendance at the conference. West Metro Division Chief Steve Johnston presented at the conference on the District's various wellness programs which generated great interest from those in attendance.

6. 2023 Camp Ember Presentation – Firefighter Paramedic Lakota Beckhorn

Firefighter/Paramedic Lakota Beckhorn was present to provide the board with an update on this year's Camp Ember. 2023 marked the seventh year of Camp Ember when 16 girls aged 16-18 attended the four-day, three-night immersive fire-based camp. This mini fire academy begins with hose work, followed by auto extrication, the physical agility test, forceable entry, fire suppression, and a sensory deprivation simulation using bubbles in the Training Center tower. Over the course of the camp, the teens gain essential leadership skills, including confidence, focus, teamwork, service, strength, and courage. Days one and four occur at West Metro's Training Center, days two and three occur at the Arvada Training Center. Feedback about the program from the teens attending the camp and the parents of these teens has been terrific. This year, some of the previous year's campers returned to the camp to share their experiences and encourage the new campers. The next gathering of Camp Ember alumni will be at this year's Family Fire Muster where campers from previous years will provide a car fire demonstration.

7. Narcan Distribution in the Community – Firefighter/Advanced Care Paramedic Kimel Brent, Advanced Practice Provider Aurora Hunt, NP

Firefighter/Advanced Care Paramedic Kimel Brent presented the federally funded Leave Behind Naloxone program to the board. Naloxone, also known as Narcan, is used to reverse the toxic effects of an opioid overdose. West Metro administered Narcan for opioid overdoses approximately 435 times in 2022. One of the solutions to the opioid epidemic that was recently presented by the U.S. Department of Health and Human Services was to increase access to Narcan by distributing it to family members, friends, and the patient along with education for use and resources that are available. West Metro aims to participate in this Narcan distribution project by delivering it to members in the community through

the Advanced Resource Medic (ARM) car, increasing access of this medication throughout the District. Through this fund, the Narcan is free of cost to the patient and to West Metro, and the only cost to the District has been putting together kits, which include plastic bags. The bags contain two doses of Narcan with instructions and a paper with resources. West Metro's mission is to save lives through this project. The fund supporting this project will remain open until resources run out, with an anticipated duration of approximately five years. As an added benefit to this distribution project, the District will be able to save on the regular costs associated with the purchase of Narcan, amounting in an approximate savings of \$18,000 per year.

Chief Lombardi requested and received consensus from the board to move forward with the Narcan Distribution Project, beginning October 1, 2023.

8. Jeffcom 911 Vacancy

Chief Lombardi notified the board that Jeffcom 911 has purchased a new building for their operations and will be vacating the third floor of the District's administrative building within the next 18 months. They will be relocating to a building at 6th Avenue and Indiana Street. Jeffcom 911 will retain a small backup facility at the West Metro administrative building.

B. Finance Division – Finance Director Bruk Mulaw

1. July 2023 Financial Statements

Mr. Mulaw reviewed the July 2023 financial statements which will be brought to the board for approval at the October 17, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on the 6325 W. Mississippi property that was approved for purchase. The due diligence and inspections phase is currently underway. The environmental inspection will take place in two parts. The first phase consists of paperwork inspection, and the second phase consists of evaluating the soil and performing a property condition assessment. The next step is to hear back from the phase two environmentalist and take some preliminary design work to the city of Lakewood to discuss site development. Closing is anticipated for November 1, 2023.

The two Pierce aerial apparatus currently on order are anticipated to be ready for delivery at the end of the year with an anticipated in-service timeframe for the first quarter 2024. Chief Metz will travel to Pierce's manufacturing site in October to inspect the new apparatus. With the

ordering process for new apparatus taking upwards of four years, Chief Metz will be proposing to order an engine later this year for a future delivery in 2028.

Chief Metz met with the Capital Construction Committee to discuss proposed construction projects from West Metro's budget owners. The details and priorities of the projects will be provided to the full board in the preliminary budget when it is made available in October.

A new employee appraisal program for the civilian staff will be implemented in late 2023 with a plan to introduce the program to the uniformed employees in 2024. Board Policy #1615 – Professional Development, will need to be modified to include this new appraisal program which will be brought to the board for consideration at a future meeting.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Tactical tender training has been ongoing throughout August as a result of placing the new tender in service. The new tactical tender was utilized twice in recent weeks. Once on a challenging semi-truck fire on I-70, and again on a structure fire in Willow Springs where the water distribution system is not very robust.

There is a controlled burn scheduled next week at Bear Creek Lake Park in an effort to burn fuels for wildfire mitigation. There will be a number of partners from the metro area at this prescribed burn, leading to opportunities for collaboration, gaining experience, and expertise.

The 2023 Engineer Promotional Exam concluded in September. An eligibility register will be officially established at the next Civil Service Committee meeting in October.

The recruit academy 22-02 is now at 30 participants. 13 of the 30 recruits are with West Metro. Eight recruits from Arvada, eight from Castle Rock, and one recruit from Fairplay/Northwest Fire Protection District.

Chief Pfannenstiel also reported on notable calls in the District over the last month.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

The 28th Annual Family Fire Muster will occur on September 23, 2023. Chief Kirkpatrick encouraged all board members to attend.

F. Other Matters

Chief Lombardi will be on vacation for a few days later this week. Chief Kirkpatrick will be acting chief during Chief Lombardi's absence.

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

Ms. Reester has been working with the District on Proposition HH, the District's administrative procedure updates, and some Colorado Open Records Act (CORA) requests. The remaining porting of the legal update will occur in executive session.

H. Report of the President – President Jerry Cassel

1. Fire Chief's Appraisal Format

Mr. Cassel asked for input from the board on the format of the annual fire chief's appraisal. The board agreed to continue with the same format that has been used in previous years. The appraisal will be made available to the board members in December along with a comprehensive list of the chief's accomplishments.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

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

J. Report of the Union – Lieutenant Mike Mulcahy

The International Association of Firefighters held their annual memorial ceremony on September 16, 2023 in Colorado Springs to honor firefighters who lost their lives in the line of duty or to an on duty illness in recent years. 500 names were placed on the memorial wall. Since 2020, the IAFF has been attempting to catch up on the placement of names when they were not able to hold the ceremony due to the COVID-19 pandemic.

K. Report of Civil Service Committee – President Jerry Cassel

Mr. Cassel reported on the September 12, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for October 10, 2023.

IX. OLD BUSINESS

A. Organizational Chart – Fleet Mechanic – Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the addition of one mechanic to the organizational chart as presented. The motion was voted upon and carried.

- B. Modify District Bylaws to Increase Threshold for Public Bid Notice for Capital Construction Projects – Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the changes to the District Bylaws Sections 12 and 12.4 to increase the capital construction thresholds from \$60,000 to \$120,000. The motion was voted upon and carried.

X. NEW BUSINESS

None.

XI. BOARD BRIEFS

None.

XII. OTHER MATTERS

- A. Board Room Construction Begins – Remote Board Meetings Via Teams Starting October 2023 – Fire Chief Don Lombardi

XIII. EXECUTIVE SESSION

MOTION: At approximately 8:21 p.m. it was moved by Don Sherman and seconded by Amira Watters to enter into an executive session pursuant to section 24-6-402 (4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators regarding the assistant chiefs’ contract. The motion was voted upon and carried.

MOTION: At approximately 10:07 p.m. it was moved by Don Sherman and seconded by Amira Watters to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Cassel announced that there were no decisions made in the executive session and that Mr. Clayton is directed to meet again with the chiefs to reference their contract and move forward in the direction and the parameters that were set.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Carolyn Wolfrum 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 10:12 p.m.

Recording Secretary: /s/s/ Kylee Burnside
/s/ Don Sherman