

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
January 14, 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 6:00 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL & ELECTION OF OFFICERS

President Don Sherman	Present
Vice President Peggy Valdez	Present
Member Susan Emsbo	Present
Member Dick Igel	Present
Member Leo Johnson	Present
Member Jim Roos	Present – Arrived at 6:20 p.m.
Member Danny Turney	Present
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.

MOTION: It was moved by Dick Igel and seconded by Peggy Valdez to nominate Don Sherman for president. The motion was voted upon and carried.

MOTION: It was moved by Susan Emsbo and seconded by Leo Johnson to nominate Peggy Valdez for vice president. The motion was voted upon and carried.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Leo Johnson and seconded by Danny Turney to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of January 14, 2021, as presented. The motion was voted upon and carried.

V. DESIGNATION OF POSTING PLACES

MOTION: It was moved by Leo Johnson and seconded by Dick Igel to approve and authorize continuation of posting public notices and agendas for the Civil Service Committee meetings on the West Metro Fire Protection District website; and, the main lobby of the administration building of West Metro Fire Protection District. The motion was voted upon and carried.

VI. REVIEW OF MINUTES

MOTION: It was moved by Danny Turney and seconded by Peggy Valdez to approve the minutes of the regular meeting of the Civil Service Committee dated December 10, 2020, as presented. The motion was voted upon and carried.

VII. REPORT OF THE FIRE CHIEF – D. Lombardi

Chief Lombardi thanked President Sherman and Vice President Valdez for accepting the officer roles on the Civil Service Committee.

Chief Lombardi reported that COVID calls continue to be up and down. A recent survey completed by the West Metro staff shows that 87% of the employees are willing to receive the COVID vaccine at some point. Jefferson County Health, UCHealth, and SCL have made vaccinations accessible to the West Metro employees. To date, over 70% of the West Metro staff have received the first dose of the vaccine.

VIII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

Chief Pfannenstiel reported on the 2021 annual training plan, which outlines the training priorities and separates the training into the four quarters of the year. Training will begin with multi-company drills that further the conversation on workplace respect, followed by a two-hour organizational leadership and tactical decision-making program. EMS training and then hydraulics classes for engineers will follow. Based on feedback from hydraulics class, we will be able to formulate and finalize the revised pump chart that will be needed for the 2021 Engineer Exam. Looking ahead, a special situational awareness class will be delivered to medic drivers for mitigating minor auto accidents. A Wildland Safety refresher course will follow - a component necessary for the certification of red card holders. Finally, Blue Card and Fire Officer 1 classes will be offered in preparation for future promotional exams.

The delivery of the 2021 Assistant Chief Exam is coming up in March.

The 21-01 Firefighter Training Academy began on January 4th. 13 of the 28 members in the academy are with West Metro.

IX. REPORT OF LEGAL COUNSEL – C. Tallerico, Esq.

None.

X. REPORT OF BOARD LIAISON – M. Williams

None.

XI. REPORT OF THE UNION – R. Norwood

The 55th Annual IAFF Convention will occur virtually during the week of January 25th.

The 2020 Awards Ceremony will take place on Tuesday, January 19, 2021 at 6:00 p.m., in advance of the January Board Meeting. Captain Norwood encouraged all CSC members to attend the virtual event.

XII. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

CPS-HR has been contracted to perform a firefighter job analysis. Division Chief Aseltine is leading this effort. SMEs include 1 captain, 1 lieutenant, and 3 firefighters to develop the initial job analysis.

XIII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

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

XIV. OLD BUSINESS

A. 2021 Assistant Chief Exam

Progress has been made recently to review job analysis data, exam framework, candidate preparatory manual, logistics, and exam assessors. President Sherman will be requesting Committee members to attend various timeframes during exam events in the month of March 2021.

President Sherman will follow-up on the contract progress for this exam with CPS-HR.

B. 2021 Engineer Exam

The pump chart has been revised and refreshed. The new chart will be tested during a scheduled engineer training in the first quarter 2021.

President Sherman will follow up on the contract progress for this exam with CPS-HR.

XV. NEW BUSINESS

A. Records Retention and Electronic Storage

Chief Pfannenstiel opened a discussion on changing from paper to electronic records pertaining to exams and meeting documents for the CSC. The retention of paper documentation has resulted in many boxes of archived paper documents in storage. Historically, contracts for various exams specify that all documents, paper or electronic, be sent to the Training Center for archiving. Chief Pfannenstiel proposed consideration of changing future contracts to allow for electronic delivery and storage of exam documents for future exams, and develop a plan to scan and store records from the years past electronically. The Committee agreed to consider this change as long as the electronic storage is secure. Chief Pfannenstiel will report back to the Committee with a plan to transfer historical paper documents into electronic format.

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

Chief Pfannenstiel suggested that it would be an opportune time to rewrite the test questions for the Third Grade Developing Firefighter Written Exam. CPS-HR has a division specifically for test question development based on sourced material provided. Chief Pfannenstiel included a budget line item to fund the cost of this test question rewrite. The new test bank should be valid for a period of two years. The Committee agreed to this rewrite and will plan to revisit this conversation once the reading list is finalized for this exam.

XVI. OTHER MATTERS

A. November 11, 2021 CSC Meeting

With the November CSC meeting scheduled on a holiday, the Committee agreed by consensus to hold the meeting one week in advance, on November 4, 2021.

XVII. EXECUTIVE SESSION

None.

XVIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Leo Johnson and seconded by Jim Roos 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 6:58 p.m.

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