

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
January 18, 2022

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Cassie Tanner at 6:30 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Cassie Tanner	Present
Vice President Marta Murray	Present
Secretary Mike Williams	Present
Treasurer Jerry Cassel	Present
Director Bill Clayton	Present
Director Mike Feeley	Present
Director Carolyn Wolfrum	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq.; Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

III. MOMENT OF SILENCE

President Tanner requested a moment of silence to honor all fallen firefighters.

IV. REVIEW OF MINUTES

- A. **MOTION: It was moved by Mike Williams and seconded by Jerry Cassel to approve the minutes of the special meeting of the board of directors dated December 2, 2021, as presented. The motion was voted upon and carried.**
- B. **MOTION: It was moved by Mike Feeley and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated December 7, 2021, as presented. The motion was voted upon and carried.**

V. CIVILIAN OF THE YEAR 2021

- A. 2021 Civilian of the Year – Finance Director Bruk Mulaw – Fire Chief Don Lombardi

VI. PROMOTIONS

- A. Promote Erik Arthur to the Rank of Lieutenant, effective December 2, 2021, to Promote Scott Martin to the Rank of Lieutenant, effective December 16, 2021, and to Promote Doug King to the Rank of Lieutenant, effective January 3, 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Williams to Promote Erik Arthur to the Rank of Lieutenant, effective December 2, 2021, to Promote Scott Martin to the Rank of Lieutenant, effective December 16, 2021, and to Promote Doug King to the Rank of Lieutenant, effective January 3, 2022. The motion was voted upon and carried.

VII. OATH OF OFFICE FOR LIEUTENANT ERIK ARTHUR, LIEUTENANT SCOTT MARTIN, AND LIEUTENANT DOUG KING

VIII. PUBLIC COMMENT

Mr. Russell Weisfield was present for public comment to extend his accolades to West Metro in the response to the Marshall Fire, noting that West Metro provided video footage that showed some of the circumstances the firefighters encountered during the response. Mr. Weisfield added that the continuing response and support surrounding citizen inquiries and local mitigation strategies have been exemplary.

IX. REPORTS

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

1. Covid-19 Update

Response to COVID-19 continues. West Metro is weathering the viral blizzard that is currently affecting the country very well. At present, there are approximately five employees infected with the virus. Most of the cases are breakthrough cases with very mild symptoms reported. Chief Lombardi credited the high vaccination rate, commitment to mask wearing, and diligent application of PPE for the relatively low infection rate within the organization.

Navigation through the vaccine mandate for federal contractors continues. West Metro will continue with the current directives in place. Chief Lombardi is closely following the outcome of the appeals court case pertaining to federal contractors and will await the final outcome of this case before making further decisions about the status of the mandate. In the meantime, 27 employees have received a vaccine exemption and will be subject to weekly COVID PCR testing.

Work continues on government funding and reimbursements related to COVID expenses.

Finance Division

a. October 2021 and November 2021 Financial Statements

Mr. Mulaw reviewed the October 2021 and November 2021 financial statements which will be brought to the board for approval at the February 15, 2022 meeting.

3. Accreditation Update

The accreditation authors are in the process of compiling 2021 documentation in preparation for re-accreditation in 2022. Deadlines for finalizing all accreditation documents are approaching quickly (March 2022). Additionally, the annual program appraisals for the year 2021 are due during the same timeframe. The annual program appraisals and the other accreditation documents will be presented to the board at a future meeting.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz thanked the board for their support in sending West Metro apparatus to the Retired Assistant Chief Jim Hare’s funeral services. Chief Hare’s widow extended her appreciation to West Metro for participating in the services to honor her husband.

The new hire firefighter testing process is underway. The application period has closed with over 400 applicant submissions. The written exam will occur on January 29, 2022 at the West Metro Training Center. Applicants who pass the written exam will go onto the physical agility test, followed by the oral board interviews. This process will establish the eligibility list of candidates for the fall 2022 academy that is scheduled to begin in August.

Retired Morrison/Bancroft Volunteer Firefighter Duane Rodig passed away recently. Chief Metz acknowledged Mr. Rodig’s contributions to Bancroft Fire District as the fire district that merged with Lakewood Fire Department to become West Metro Fire Rescue.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The wildland component of the organization was heavily involved in responses due to fires in recent weeks. Notable calls included an auto aid response with Arvada Fire. A wind-driven fire event in Roxborough involving three homes, also in an auto aid area. Another wind-driven grass fire that burned 152 acres in the southern area of the District, involved assistance from a variety of surrounding agencies. West Metro provided immediate resources to the Marshall Fire, including two medic units that assisted in evacuating Avista Adventist Hospital, followed by ongoing support over the next four days. Chief Lombardi added that drone footage from the Bear Creek Lake Fire has been very helpful as a tool to demonstrate the importance of mitigation, such as mowing in open space areas. In response to the lessons learned from the Marshall Fire, illustrated by the drone footage, the City of Lakewood has been very receptive to mitigation efforts in Lakewood. Chief Pfannenstiel thanked the board for their support to the greater-metro area.

Chief Pfannenstiel also discussed the active shooter circumstance in late December that spanned two jurisdictions, resulting in five fatalities and an injury to one of the Lakewood police agents. Lakewood Police and West Metro collaborate on active threat and active shooter training which is not only meaningful to the community but also to the first responders.

The Training Division is working on in-house and on-line training deliveries for the annual training plan to accommodate COVID contingencies. The firefighter academy 22-01 begins February 1, 2022 with 11 candidates from West Metro, along with others from Arvada, Tri-Lakes-Monument, and Castle Rock Fire Departments. The written portion of the 2022 Captain Promotional Exam was held this morning. The next step is the assessment center during the week of February 7. Nine members are preparing to graduate from paramedic school, with eight EMTs beginning paramedic school in the near future. There will be a four-week overlap with all of these students in school at the same time. The EMS Division continues to work on the hospital and emergency medical services crisis standard of care on a local and state level. As well as the community health options through the Mobile Integrated Healthcare Strategic Planning Team. Work is in progress on the Staffing for Adequate Fire and Emergency Response (SAFER) grant application which will be submitted in early February.

In 2021 there were a total of 39,000 responses, an 8% increase over the last two years. The 2021 incidents occurred in the following categories:

- Fire 1.5 %
- EMS 65 %
- Public Assist and Alarms 18.5 %
- Other Services and Special Operations 15.5%

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

E. Other Matters

None.

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

The legal update was given in executive session.

G. Report of the President – President Cassie Tanner

1. Chief Lombardi’s 2021 Appraisal

Chief Lombardi agreed to waive his right to have his appraisal reviewed in executive session, released the District from liability, and holds the District harmless for anything said in the evaluation held in the public session. After a review of the comments on the appraisal, Chief Lombardi expressed his

appreciation to the board for their comments and recognition of his accomplishments, and he thanked them for their support to him and the organization. He also noted that the professionalism and vision of the new members of the command staff, continued collaboration and mutual respect with Local 1309, and the hard work from all members have contributed to his successes and success of the organization.

H. Treasurer's Report – Treasurer Jerry Cassel

None.

I. Report of the Union – Lieutenant Mike Mulcahy

None.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the January 13, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for February 10, 2022.

X. OLD BUSINESS

A. Designation of Posting Places – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve and authorize continuation of posting public notices and agendas of the West Metro Fire Protection District's board of directors 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.

B. Resolution 2022-01 – Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Mike Feeley to approve Resolution 2022-01 appointing Jennifer Wheaton as designated election official and Kylee Burnside as the assistant designated election official, and authorizing designated election official to cancel election. The motion was voted upon and carried.

C. District Map – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Marta Murray to approve the updated West Metro Fire Protection District map, including the boundaries for each specific director district. The motion was voted upon and carried.

XI. NEW BUSINESS

A. Organizational Changes

Chief Lombardi outlined some proposed changes to the organizational structure in the Life Safety, EMS, and Training Divisions. In evaluating the needs of the organization, Chief Lombardi is looking at the possibility of reallocating three lieutenant positions by taking two lieutenant plan reviewers from the Life Safety Division and replacing them with two civilian plan reviewers and reallocating one lieutenant in the Training Division due to the dissolution of the Red Rocks Community College Fire Academy. Immediate needs for lieutenants in the organization include the following: The EMS Division has an immediate need to expand the Mobile Integrated Healthcare (MIH) program. Adding a day-lieutenant to EMS to take over some of the day-to-day functions of the EMS captain will allow the EMS captain to shift focus to the oversight of the MIH program. The Training Division has an immediate need for a lieutenant to assist with the development and execution of multi-company drills. The Safety and Medical (SaM) captain, which is currently a line-duty position, would be better served in a day-role to focus on program oversight, and balances out the response and responsibilities of the two line-duty SaM positions. The vacancy created by moving the SaM captain to a day role could be filled by a line-duty SaM lieutenant. Benefits to this plan include reduction in need for overtime. Additionally, the plan reviewer roles require a collection of certifications that can take years to acquire. Placing civilians in these roles lends to greater stability in the division.

B. Cell Tower Lease – Station 13 and Crown Castle – Division Chief Tom Richards

MOTION: It was moved by Mike Feeley and seconded by Carolyn Wolfrum to approve the contract between Crown Castle and the West Metro Fire Protection District to place cellular equipment on the tower and grounds at Station 13 and authorize Chief Lombardi or his designee to execute all documents associated with this agreement. The motion was voted upon and carried.

C. Request the Top Four Names for the Rank of Captain, the Top Five Names for the Rank of Lieutenant, and the Top Five Names for the Rank of Engineer from the Eligibility Registers from the Civil Service Committee – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top four names for the rank of captain, the top five names for the rank of lieutenant, and the top five names for the rank of engineer from the Civil Service Committee.

XII. BOARD BRIEFS

A. Elevator Modernization at Administration – Division Chief Tom Richards

XIII. OTHER MATTERS

None.

XIV. EXECUTIVE SESSION

MOTION: At approximately 8:27 p.m. it was moved by Jerry Cassel and seconded by Mike Williams to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of legal advice regarding the Bourne termination appeal. The motion was voted upon and carried.

MOTION: At approximately 8:41 p.m. it was moved by Mike Feeley and seconded by Mike Williams to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Tanner announced that no motions were made nor were any votes taken.

XV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Marta Murray and seconded by Mike Feeley 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 8:43 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton
/s/ Mike Williams