

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
February 15, 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; Lieutenant Mike Mulcahy representing IAFF Local #1309; 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

**MOTION: It was moved by Mike Feeley and seconded by Jerry Cassel to approve the minutes of the regular meeting of the board of directors dated January 18, 2022, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Aaron Johnson and Brett Burke to the Rank of Captain, effective February 10, 2022, to Promote Sean Calocci to the Rank of Lieutenant, effective January 8, 2022, to Promote Michael Brouillette and Michael Long to the Rank of Lieutenant, effective February 10, 2022, and, to Promote Chad Hanson to the Rank of Engineer, effective January 8, 2022, to Promote Chad Thieman to the Rank of Engineer, effective January 16, 2022, and to Promote Dean Karamigos to the Rank of Engineer, effective February 1, 2022 – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Williams to Promote Aaron Johnson and Brett Burke to the Rank of Captain, effective February 10, 2022, to Promote Sean Calocci to the Rank of Lieutenant, effective January 8, 2022, to Promote Michael Brouillette and Michael Long to the Rank of Lieutenant, effective February 10, 2022, to Promote Chad Hanson to the Rank of Engineer, effective January 8, 2022, to Promote Chad Thieman to the Rank of Engineer, effective January 16, 2022, and to Promote Dean Karamigios to the Rank of Engineer, effective February 1, 2022. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR CAPTAIN BRETT BURKE, LIEUTENANT SEAN CALOCCI, LIEUTENANT MICHAEL BROUILLETTE, LIEUTENANT MICHAEL LONG, ENGINEER CHAD HANSON, ENGINEER CHAD THIEMAN, AND ENGINEER DEAN KARAMIGIOS**

Oath of office for Captain Aaron Johnston will occur at the March 15, 2022 Board Meeting

**VII. PUBLIC COMMENT**

None.

**VIII. REPORTS**

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

**1. COVID-19**

Chief Lombardi provided an update on the response to COVID-19. With an appeal in progress in the federal courts regarding vaccine mandates for federal contractors, Chief Lombardi made the decision to make the vaccine mandate one that is a West Metro mandate, requiring all employees to be vaccinated with the COVID-19 vaccine or file for an exemption. The mask mandate that has been in effect in Jefferson County was lifted recently. West Metro has responded by ending the mask mandate for employees who are vaccinated. Unvaccinated employees will continue to wear masks while working. Beginning next week, Deputy Chief Scott Rogers will be leading a workgroup to make recommendations and to coordinate a transition from pandemic to endemic. Anticipated outcomes of this workgroup include developing a plan for how and when to require the use of masks, how and when we require COVID testing, and when and if different requirements are applied to employees who are vaccinated and employees who are not vaccinated. These factors will be discussed along with a focus on what is best for the community and for the organization.

2. US&R Update

Captain Rod Tyus has announced his upcoming retirement in summer 2022. In addition to Colorado Task Force One, Captain Tyus represents the Central Division, including 8 other task force teams as task force leader and has shown great leadership while in this role. Chief Lombardi noted the extraordinary contributions Captain Tyus has made during his time in this position.

3. Finance Division

a. December 2021 Preliminary Financial Statements

Mr. Mulaw reviewed the December 2021 financial statements which will be brought to the board for approval at the March 15, 2022 meeting.

4. Accreditation Update

West Metro is going through the full accreditation renewal process in 2022. This complete process occurs once every five years, where every area of the organization is evaluated through the development of a strategic plan, self-assessment, community risk assessment, and a standard of cover. Once these documents are complete, West Metro will be assigned a peer review team to verify and validate the practices detailed in the documentation. The authors of these documents are making their final revisions on the Community Risk Assessment, the Standard of Cover, the Self-Assessment Manual, as well as the Annual Program Appraisals. This lengthy documentation and review process is scheduled to be complete by the middle of March for a timely submission to the Commission on Fire Accreditation International (CFAI). Once the peer reviewers complete their review of the documentation, a site visit, and a hearing before the Commission will follow later this year.

5. 2022 Board Member Election

The 2022 Board Member election is scheduled to occur on May 3, 2022 from 7:00 a.m. – 7:00 p.m. West Metro has 4 seats up for election, each for 3-year terms:

Director District 1 – Ms. Tanner’s Seat – Term Limited

Director District 2 – Mr. Cassel’s Seat

Director District 3 – Mr. Feeley’s Seat

Director District 5 – Ms. Wolfrum’s Seat

The deadline to submit self-nomination forms is February 25, 2022

6. Mobile Integrated Healthcare (MIH) SPT Update – Division Chief Todd Heint and Lieutenant Mike Binney

Chief Heint and Lieutenant Binney updated the board on the MIH program which provides mobile resources for patients in the community needing immediate care, but not an ambulance trip to the emergency department. This service fills that gap, allowing for advanced treatment to occur in the home of the patient. In 2021, the program expanded patient services to operate 24/7, up from the previous operational schedule of 12 hours each day. Other additions to the program included a telehealth partnership with USACS, the addition of labs, imaging, and case management. As a result, call volume on the Advanced Resource Medic (ARM) has increased as more citizens in the District discover this resource available to them. Additionally, the program has noted improved revenue per run as Medicare now recognizes this treatment option as a covered benefit through the (Emergency Triage, Treatment, and Transport) ET3 pilot program. Hospitals also benefit from this program as it eases the burden of patient loads in the area emergency departments. Other noteworthy results of this program that Lieutenant Binney described to the board included the social services connections that the ARM car staff can arrange for patients in need.

Chief Heint discussed how this program fits with the Strategic Priority III of the West Metro Strategic Plan to seek opportunities to address unmet healthcare needs outside traditional community resources. The MIH SPT continues to pursue ways to improve the service to the community as the needs of the community evolve.

B. Chief of Staff – Deputy Chief Scott Rogers

1. Fuel Tank Mitigation and Replacement 3301 South Field Street

Chief Rogers reported on the history and current status of the 40-year-old fuel tanks the old Fire Station 10 which is located at 3301 S. Field Street. These tanks are intended to be retained to hold an emergency back-up reserve of fuel. One of the tanks at this location is leaking, with evidence that groundwater has been discovered in the outer lining of the tank. No actual fuel has been contaminated or is leaking from the tank. Bids for both repairs and replacement have indicated that replacement of these two tanks would be more cost effective and a better long-term solution. The full replacement is estimated to cost between \$400,000-\$500,000. The State of Colorado is requiring a decision on the repair or replacement of these tanks within 60 days. Chief Rogers will provide full detail prior to the March board meeting where he will request board action for a decision on the fuel tank replacement.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on the firefighter new hire process. The written exam occurred on January 29. 330 candidates passed the written exam. The physical ability test (PAT) is occurring now through early March with over 100 applicants in attendance at today's session of the PAT. Oral board interviews will occur during the week of March 7 with an anticipated preliminary list of candidates by March 21.

The American Rescue Plan Act (ARPA) funding that is available through Jefferson County has available grant money for wildland mitigation and preparedness. The proposal for funding to support West Metro's wildland program is due later this month. Finance Director Bruk Mulaw has been working on the FEMA Public Assistance Grant for COVID expense reimbursement. The application for this grant is due March 31.

West Metro Fire Station 12 was involved in an incident where a motor vehicle collision occurred outside of the building. One of the vehicles hit and damaged the generator at the back of the fire station. Replacement for this generator was not scheduled for a few more years. The replacement will involve more than a simple replacement. With the generator replacement, additional updates throughout the station will be needed to outfit a modern generator for functionality throughout the station. Depending on insurance coverage from the driver and West Metro's insurance, the amount of cost recovery is unclear at this time.

Chief Metz noted some of the unplanned events that have occurred so far in 2022 that may result in an amendment to the budget. While much thought and consideration went into the contingency fund in 2022 with supply chain concerns, and rising costs due to inflation; unplanned increases in costs and events such as the generator at Station 12, the fuel tank replacements at 3301 S. Field Street, and the elevator modernization at Administration were not budgeted for and may require a budget amendment to the capital fund later in the year in order to cover these unexpected expenses.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Division Chief Clint Fey and Captain Brendan Finnegan have been involved in a variety of planning events and projects recently as a result of their experiences with the Marshall Fire in December 2021. Additionally, they attended a recent conference to prepare them for a strategic rollout for the interface between the community and the Community Wildfire Protection Plan (CWPP).

The West Metro Firefighter academy is underway with 11 West Metro graduating late May. Preparations for the 2022 Lieutenant Promotional Exam are underway. The promotional exam will occur in the fall 2022. Multicompany drills are in progress with a current focus on EMS, thermal imaging cameras, and a wildland course refresher.

The Operations Division submitted a request for funding to the SAFER grant to support the hiring of 16 new firefighters over the course of three years. The funds total \$5.1 million with a requirement to maintain the new staffing level.

Early evaluations from the recent amendment of the Automatic Aid Agreement with Arvada Fire has shown excellent results in terms of a reduction in the number of times West Metro runs calls in Arvada's jurisdiction.

- E. Life Safety – Deputy Chief Mike Kirkpatrick
  - 1. Comprehensive Project Report – Electronic Report

- F. Other Matters

None.

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

The District received a Colorado governmental immunity notice regarding a water rescue at Chatfield Reservoir in August 2021. The remaining portions of the legal update will occur in executive session.

- H. Report of the President – President Cassie Tanner

- 1. Harassment Complaint

President Tanner reported that a third-party investigator was hired investigate a complaint received by the board. Discussion on this matter will occur in executive session.

- I. Treasurer's Report – Treasurer Jerry Cassel

**MOTION: It was moved by Jerry Cassel and seconded by Marta Murray to approve the October 2021 and November 2021 financial statements as presented. The motion was voted upon and carried.**

- J. Report of the Union – Lieutenant Mike Mulcahy

President Mulcahy thanked the board and administration for their ongoing support pertaining to West Metro's response to COVID-19.

Camp Ember applications are now available on the West Metro website. Teenage girls aged 16-18 who are interested in learning about a career in the fire service are encouraged to apply.

K. Report of Civil Service Committee – Secretary Mike Williams

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

**IX. OLD BUSINESS**

A. Organizational Changes – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Mike Feeley to approve the changes to the EMS, Life Safety, Risk Management and Accreditation, and Training Divisions as presented. The motion was voted upon and carried.**

B. Elevator Modernization at Administration – Division Chief Tom Richards

**MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to approve the proposal from TK Elevator for modernization of the elevator at the West Metro Fire Protection District Administrative Building, 433 S. Allison Parkway and authorize Chief Lombardi or his designee to execute all documents associated with this proposal. The motion was voted upon and carried.**

**X. NEW BUSINESS**

A. Polling Place Locations (Station 17, Administration, Training Center, and Station 15) – Fire Chief Don Lombardi

**Chief Lombardi requested and received consensus to hold the polling place locations for the 2022 board member election at Station 17, Administration, Training Center, and Station 15.**

B. Request the Top Three Names for the Rank of Captain, the Top Five Names for the Rank of Lieutenant – Fire Chief Don Lombardi

**Chief Lombardi requested and received consensus to request the top three names from the eligibility register for the rank of captain and the top five names from the eligibility register for the rank of lieutenant from the Civil Service Committee.**

**XI. BOARD BRIEFS**

A. Station 16 Phase IV Construction Project – Division Chief Tom Richards

## **XII. OTHER MATTERS**

None.

## **XIII. EXECUTIVE SESSION**

**MOTION:** At approximately 9:37 p.m. it was moved by Jerry Cassel and seconded by Mike Feeley to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of a litigation update on the Axtell matter, and pursuant to § 24-6-402(4)(f) CRS for purposes of a personnel matter related to the fire chief and pursuant to § 24-6-402(4)(b) CRS for legal advice regarding the same. The motion was voted upon and carried.

**MOTION:** At approximately 10:13 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 in executive session, there was discussion pertaining to a complaint against Chief Lombardi. No motions were made nor were any votes taken. Due to the nature of the complaint, the board hired a third-party investigator to lead an investigation specific to this matter. The investigator compiled a report of findings which was made available to each board member for review and was reviewed with the board by legal counsel. Board members described the report as thorough and detailed and found the third-party investigator's report to include conclusive information regarding the merits of all of the allegations in preparation for taking a formal vote. The Board members discussed their individual reasons for why they agreed with the third-party investigator's findings of no merit to any of the allegations.

**MOTION:** It was moved by Mike Feeley and seconded by Mike Williams to accept the report of the third-party investigator pertaining to the harassment complaint made by Firefighter Paramedic Nicklaus Bourne, which found no merit to the three harassment allegations contained in the complaint, and directed legal counsel to consult the administrative procedures to complete the process. The motion was voted upon and carried.

## **XIV. ADJOURNMENT**

**MOTION:** There being no further business to be presented it was moved Bill Clayton and seconded by Mike Williams 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 10:24 p.m.

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