

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
February 21, 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 6:30 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 Zoom.

### II. ROLL CALL

President Jerry Cassel	Present
Vice President Marta Murray	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Bill Clayton	Present
Director Mike Feeley	Absent
Director Mike Williams	Present

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

### IV. REVIEW OF MINUTES

**MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated January 17, 2023, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Cory Loupee to the Rank of Lieutenant, Effective February 1, 2023 – Fire Chief Don Lombardi

**MOTION: It was moved by Jerry Cassel and seconded by Don Sherman to promote Cory Loupee to the rank of lieutenant, effective February 1, 2023. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR LIEUTENANT JOSEPH ZIMMERMANN (promoted at the January 17, 2023 board meeting), AND LIEUTENANT CORY LOUPEE**

**VII. CITIZEN AWARDS**

- A. Presentation of Citizen Award to Pieter James - Fire Chief Don Lombardi
- B. Presentation of Citizen Award to Dr. Karen Jackson – Fire Chief Don Lombardi

**RECESS**

At approximately 6:55 p.m., President Cassel announced the board would take a 15-minute recess to congratulate the newly promoted lieutenants, and award recipients, and would reconvene the regular meeting of the West Metro Fire Protection Board of Directors at 7:10 p.m.

**VIII. PUBLIC COMMENT**

None.

**IX. REPORTS**

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

- 1. US&R Update

- Chief Lombardi will attend a strategic group meeting regarding the 2023 budget, and will also plan to speak with legislators during the visit to discuss the possibility of increasing the US&R budget.

- Two U.S. task force teams were deployed to Turkey to assist with the earthquake recovery.

- The insurance claim from the apparatus accident during the 2021 CO-TF1 deployment is still in progress. Consideration for setting aside funds in future budgets for insurance gap circumstances is ongoing.

- 2. Accreditation Update

- The Annual Compliance Report (ACR) #1 is in the review process. The ACR #1 will be completed and ready for submission to the Commission on Fire Accreditation International in late March 2023. The annual Excellence Conference will occur next week in Orlando, Florida.

- 3. Public Information Officer Update – Public Information Officer Ronda Scholting

- Ms. Scholting updated the board on the recent developments and progress with social media and media related to West Metro. She discussed District safety messaging through platforms such as Facebook, Twitter, YouTube,

Instagram, and NextDoor, as well as stories that have been picked up from the District's social media site by local and national news stations. The District's overall media exposure has grown considerably in recent years due to the strategic social media engagement with the community.

4. 2023 Board Member Election

The 2023 Board Member election is scheduled to occur on May 2, 2023 from 7:00 a.m. – 7:00 p.m. West Metro has three seats up for election, each for four-year terms:

Director District 4 – Ms. Murray's Seat – Term Limited

Director District 6 – Mr. Williams' Seat

Director District 7 – Mr. Clayton's Seat

The deadline to submit self-nomination forms is February 24, 2023 and February 27, 2023 for write-in candidates

5. Review of Fees

The review of the West Metro fees will occur in the coming weeks. Chief Lombardi anticipates that the recommendation will be to keep the same fees schedule in 2023, with a look at fee changes in the year 2024. Chief Lombardi's formal recommendation for the year 2023 will be presented to the board at the March 21, 2023 board meeting.

B. Finance Division Update – Mr. Bruk Mulaw

1. Preliminary December 2022 Financial Statements

Mr. Mulaw reviewed the Preliminary December 2022 financial statements which will be brought to the board for approval at the March 21, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The Station 12 remodel was finalized and came in under budget. The funds saved during the Station 12 remodel will be applied to the remodel project at Station 16 which is anticipated to be over budget. The Station 12 replacement generator is anticipated to arrive in August. The insurance claim for the generator can be finalized once the generator is installed. A public bid for a remodel at Station 17 will occur in the near future. A recommendation for a contractor for this project will come to the board in a board brief as soon as next month. Work to remodel the board room, portions of the basement and areas on the second floor at administration is scheduled for the fall of 2023.

Chief Metz submitted the documentation to the Jefferson County District Attorney to begin the process to request restitution for damages related to the Medic 11 crash back in December 2022.

An application for grant funding to the Division of Fire Prevention and Control for the purchase of wildland helmets is in progress, as well as a FEMA grant request for recuperation of expenses related to COVID-19.

A new process for employee appraisals is being considered for implementation with the civilian employees in late 2023, and for a rollout with the uniformed employees in early 2024.

An update has been made to the NREL contract for fire services to include a new laboratory on the NREL campus.

The Colorado Firefighter Benefits Trust for mental and behavioral health is now up and running with opportunities for coverage for qualifying out-of-pocket expenses accepted by the Trust retroactive to February 10, 2023.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Surface ice rescue training is underway and is a timely training for the season.

The Division of Fire Prevention and Control created an interactive website as an evaluation tool for the Marshall Fire, featuring factors that contributed to the fire event.

The 23-01 recruit academy is underway with 27 recruits from West Metro, Arvada, and Castle Rock in the combined academy.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. Nymb1 App

Chief Kirkpatrick discussed the use of a product created by Nymb1 Science, Inc., an app to aid in safety messaging to the community regarding fall prevention. The product was made possible with funding from a Denver Regional Council of Governments (DRCOG) grant. Chief Kirkpatrick acknowledged the contributions by Public Information Officer Ronda Scholting to assist in getting this program off the ground.

F. Other Matters

None.

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

Ms. Reester discussed a recent training she held with chief-level officers at West Metro on state and federal laws pertaining to open records. Ms. Reester also updated the board on the Bourne matter. There are no further steps that need to be taken at this time. The briefing is complete and is in the hands of the judge.

H. Report of the President – President Jerry Cassel

None.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

**MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to approve the October 2022 and November 2022 financial statements as presented. The motion was voted upon and carried.**

J. Report of the Union – Lieutenant Mike Mulcahy

None.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the February 14, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for March 14, 2023.

**X. OLD BUSINESS**

A. Organizational Chart Change – Admin Assistant Position – Deputy Chief Jeremy Metz

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the changes to the organizational chart as presented. The motion was voted upon and carried.**

**XI. 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 2023 board member election at Station 17, Administration, Training Center, and Station 15.**

- B. Request the Top Name from the Eligibility Register for the Rank of Captain and the Top Three Names from the Eligibility Register for the Rank of Lieutenant – Fire Chief Don Lombardi

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

## **XII. BOARD BRIEFS**

- A. EMS Billing Request for Proposal – Deputy Chief Jeremy Metz

## **XIII. OTHER MATTERS**

None.

## **XIV. EXECUTIVE SESSION**

**MOTION: At approximately 8:38 p.m. it was moved by Bill Clayton and seconded by Mike Williams to enter into an executive session pursuant to Section §24-6-402-(4)(b) C.R.S. for legal advice regarding a potential IGA with the City of Golden. The motion was voted upon and carried.**

**MOTION: At approximately 9:25 p.m. it was moved by Bill Clayton 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 Cassel announced that no motions were made nor were any votes taken.**

**Chief Lombardi requested and received consensus to participate in the city of Golden feasibility study.**

## **XV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Bill Clayton and seconded by Marta Murray 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 9:27 p.m.

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