

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
March 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 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 Cassie Tanner	Present
Vice President Marta Murray	Absent
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.; Lieutenant Mike Mulcahy representing IAFF Local #1309 (attending remotely via Zoom); and, Ms. Jennifer Wheaton as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Tanner 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 Mike Feeley and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated February 15, 2022, as amended to correct a typographical error pertaining to the reason for entering into executive session for a personnel matter – changing § 24-6-402(4)(e) CRS to § 24-6-402(4)(f) CRS. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Luke Bazacas to the Rank of Captain, Effective March 7, 2022, to Promote Henry Vancil to the Rank of Lieutenant, Effective March 1, 2022, to Promote Eric Saling to the Rank of Lieutenant, Effective March 5, 2022, and to Promote Demetri Zannis to the Rank of Lieutenant, Effective, March 7, 2022 – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Bill Clayton to Promote Lukas Bazacas to the Rank of Captain, effective March 7, 2022, to Promote Henry Vancil to the Rank of Lieutenant, effective March 1, 2022, to Promote Eric Saling to the Rank of Lieutenant, effective March 5, 2022, and to Promote Demetri Zannis to the Rank of Lieutenant, effective March 7, 2022. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR CAPTAIN AARON JOHNSON (promoted at the February 15, 2022 board meeting), CAPTAIN LUKAS BAZACAS, LIEUTENANT HENRY VANCIL, AND LIEUTENANT ERIC SALING**

**Oath of Office for Lieutenant Demetri Zannis will Occur at the April 19, 2022 Board Meeting**

**RECESS**

**VII. PUBLIC COMMENT**

None.

**VIII. REPORTS**

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

1. COVID-19

A workgroup was established to make recommendations and to coordinate a transition from pandemic to endemic in relation to COVID-19. Outcomes of this workgroup included a plan to move forward while continuing to live with the current COVID-19 conditions, and to develop a strategy for the District to handle future outbreaks with the intention of being agile and adaptive. The vaccination mandate will remain in place, however employees who are not vaccinated will no longer be required to wear a mask or receive weekly COVID-19 testing. Public events and station tours will begin to return to normal.

2. US&R Update

a. New Task Force Members

Approximately 45 individuals from 22 agencies submitted applications for task force positions. At present, the federal government is still requiring members to be vaccinated with the COVID-19 vaccine in order to be eligible for deployment. With that condition, Chief Lombardi was very pleased with the number of applicants, four West Metro employees were added to the team.

3. Finance Division

a. January 2022 Financial Statements

Chief Lombardi reviewed the January 2022 financial statements which will be brought to the board for approval at the April 19, 2022 meeting.

Additionally, the Finance Division has been working on a Medicaid reimbursement audit, as well as other grant funding related to COVID-19 reimbursement.

4. Accreditation Update

West Metro is currently involved in a full accreditation renewal. A peer review team has been assigned to the organization by the Commission on Fire Accreditation International (CFAI) to verify and validate the practices detailed in West Metro's documents that have been submitted as part of the accreditation process. Once the peer review team has completed their document review, they will schedule a site visit at the District for their final review. The accreditation hearing before the Commission is scheduled to occur during the week of August 16-18 in Denver. Chief Lombardi will keep board members informed of important dates and events for the hearings as more information becomes available.

- a. Risk Assessment – One of the four pillars of accreditation, the Risk Assessment is an in-depth look at the community's risks in terms of fire, EMS, and other emergencies.
- b. Standard of Cover – Also a pillar of accreditation, the Standard of Cover assists the District in ensuring a safe and effective response force for fire suppression, emergency medical services, and special team response; the Standard of Cover provides a baseline tool for defining emergency performance standards, a basis for continually measuring performance improvements over time, and to guide policy decisions dealing with resource procurement and allocation. As the community changes, District has a valuable tool to assist with defining appropriate levels of service.
- c. Annual Program Appraisals – A year-end report, summarizing the previous year for each program at West Metro. The appraisals provide a thorough review of each program, and include a SWOT analysis, analyzing strengths, weaknesses, opportunities, threats within each program. These appraisals aid the organization in making plans and preparations for the future needs of each program.

5. 2022 Board Member Election Update

The next board member election will occur on Tuesday, May 3, 2022. There are five names on the ballot for four vacancies. Director District 1, Director District 2, Director District 3 and Director District 5 are all on the ballot for the May election.

B. Chief of Staff Report – Deputy Chief Scott Rogers

1. Succession Transition with Operations - The transition between Chiefs Pfannenstiel and Rogers in the Operations Division is complete.
2. Mentoring - Mentoring with the new chiefs is ongoing and continues to be a priority.
3. Staffing Continuity Business Plan – Chief Rogers has begun this process by limiting his focus to a backup plan for the staffing software that is currently in place.
4. 3301 S. Field Street Fuel Project – Addressed under Old Business.
5. Endemic Plan – Addressed in the fire chief’s report.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Grant Funding

As part of the Strategic Plan to seek external funding sources for financial sustainability, Chief Metz updated the board members on grants that have recently been awarded to the District, or are currently in the application process. The Division of Fire Prevention and Control awarded the District over \$20,000 for wildland helmets and packs. An application is currently in progress with the American Rescue Plan Act for wildland preparedness through Jefferson County for Special Districts, amounting to \$900,000 between the funding request for wildland apparatus and radio communication equipment. The Urban Areas Security Initiative (UASI) Program currently offers a grant for wildland PPE for new hire employees, to which the District has applied for over \$25,000. COVID expense reimbursement continues for the District’s COVID expenses through the FEMA public assistance grant. Finally, the District has applied for grant funding through Staffing for Adequate Fire and Emergency Response (SAFER) and is currently awaiting response.

New Hire Firefighter Process

The new hire firefighter hiring process is in the final stages. Oral boards concluded last week. The next step is to validate the list and begin the background process. At present, Chief Metz projects approximately 30 candidates from the list to be offered a spot in the upcoming August 2022 academy.

Cybersecurity

Chief Metz updated the board on a newly purchased \$1 million cybersecurity insurance policy that was recently purchased for the District.

#### New Website

The District will be moving to a new website in the coming weeks that is hosted through the state.

#### Fire Station 12 Generator Update

The District is still waiting on the insurance company's response for coverage of costs associated with replacing the damaged generator due to a motor vehicle crash on Station 12's property in January 2022. The repair or replacement that will need to occur in 2022 is anticipated to cost \$80,000-\$100,000, an expense that was not included as part of the 2022 budget.

#### D. Operations – Deputy Chief Dan Pfannenstiel

##### 1. Operations Update

The current firefighter academy began with 11 West Metro recruits and is now at nine due to two recruits taking on other job opportunities. This change in numbers in this academy will affect the number of recruits that will be needed for the upcoming fall academy.

The Training Division is preparing for the 2022 Lieutenant Promotional Exam as well as the Driver Operator Programs and Multi-Company Drills.

Castle Rock Fire just signed on to the Colorado Metropolitan Certification Board (CMCB), bringing the total number of members in the state to eight.

#### 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.

Election judge training for the upcoming election will occur at West Metro in April.

The legal counsel is keeping an ear to the SDA legislative committee discussions about a state-wide measure to amend the constitution that would allow local control of tax assessment rates.

Legal update given in executive session.

#### H. Report of the President – President Cassie Tanner

##### 1. Harassment Complaint – Discussion in executive session.

- I. Treasurer's Report – Treasurer Jerry Cassel

**MOTION: It was moved by Jerry Cassel and seconded by Mike Williams to approve the December 2021 financial statements as presented. The motion was voted upon and carried.**

- J. Report of the Union – Lieutenant Mike Mulcahy – Remotely via Zoom

None.

- K. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the March 10, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for April 14, 2022.

## **IX. OLD BUSINESS**

- A. Fuel Tank Mitigation and Replacement 3301 South Field Street – Deputy Chief Scott Rogers

**MOTION: It was moved by Mike Feeley and seconded by Bill Clayton to approve contract with Eaton Sales and Service for the removal and mitigation of the two below ground 4,000-gallon fuel tanks at the 3301 S. Field Street Station with the cost of \$44,512.00. All documents and signatures to be executed by Fire Chief Don Lombardi.**

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve contract with Galloway for the site plan and engineering at the 3301 S. Field Street Station with the cost of \$14,500.00. All documents and signatures to be executed by Fire Chief Don Lombardi. The motion was voted upon and carried.**

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve contract with Eaton Sales and Service for the installation of one 8,000-gallon above ground split fuel tank system at the 3301 S. Field Street Station for the cost of \$144,512.00. All documents and signatures to be executed by Fire Chief Don Lombardi. The motion was voted upon and carried.**

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

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the proposal for the Station 16 remodel – Phase 4 and to 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. Approve the Community Risk Assessment and the Standard of Cover – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Bill Clayton to approve the Community Risk Assessment and the Standard of Cover as presented. The motion was voted upon and carried.**

- B. Request the Top Three Names for the Rank of Engineer – Fire Chief  
Don Lombardi

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

**XI. BOARD BRIEFS**

None.

**XII. OTHER MATTERS**

None.

**XIII. EXECUTIVE SESSION**

**MOTION: At approximately 8:27 p.m. it was moved by Bill Clayton and seconded by Carolyn Wolfrum to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of a legal update for the Bourne and Axtell matters and § 24-6-402(4)(f) CRS for purposes of a personnel matter pertaining 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 8:59 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. 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 hearing officer of the Firefighter Paramedic McQueen matter, accepting the conclusion which found no merit to the claim and directed legal counsel to complete the final steps necessary to close the matter. 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 9:07 p.m.

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