

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
April 11, 2023

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by Vice President Susan Emsbo at 6:02 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Teams.

### II. ROLL CALL

President Peggy Valdez	Absent - Excused
Vice President Susan Emsbo	Present
Member Kim Brewer	Present
Member Christina Cosentini	Present
Member Christopher Holm	Absent
Member Leo Johnson	Present
Member Jim Roos	Present
Member Danny Turney	Absent - Excused
Board Liaison Don Sherman	Present - Remotely via Teams

Also present were Division Chief Doug Hutchinson; Lieutenant Jon Beattie representing IAFF Local 1309; and, Ms. Jennifer Wheaton as recording secretary.

### III. PUBLIC COMMENT

None.

### IV. ADOPTION OF AGENDA

**MOTION: It was moved by Leo Johnson and seconded by Chris Cosentini to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of April 11, 2023, as presented. The motion was voted upon and carried.**

### V. REVIEW OF MINUTES

**MOTION: It was moved by Kim Brewer and seconded by Leo Johnson to approve the minutes of the regular meeting of the Civil Service Committee dated March 14, 2023 as presented. The motion was voted upon and carried.**

### VI. REPORT OF THE FIRE CHIEF – Division Chief Doug Hutchinson

None.

**VII. REPORT OF THE TRAINING CHIEF – Division Chief Hutchinson**

The 23-01 Recruit Academy continues with 25 recruits, 13 of which are West Metro recruits.

The Training Division is wrapping up wildland refresher training for West Metro firefighters.

West Metro is currently assisting Golden Fire with the assessment centers for their lieutenant and assistant chief promotional exam processes. Additionally, Captain Dan Wenger has taken a temporary special assignment to operate the Golden Fire academy for their new recruits. Golden is compensating West Metro for this special assignment.

Camp Ember will occur in early June 2023 with the West Metro-hosted days occurring on June 1 and 4. More information will follow about an observation day at the Training Center for Committee members.

Annual mask-fit testing for self-contained breathing apparatus (SCBA) devices, is underway. This testing detects any leaks in the seal of the masks that would potentially pose a safety concern to our responders during times when the SCBA device is needed.

The Training Division is preparing for the 11-Day Technical Rescue Class which will be held in the coming weeks.

**VIII. REPORT OF LEGAL COUNSEL – Cathy Tallerico, Esq.**

None.

**IX. REPORT OF BOARD LIAISON – Secretary Don Sherman**

Mr. Don Sherman reported on the March 21, 2023 board meeting. The next board meeting is scheduled for April 18, 2023.

**X. REPORT OF THE UNION – Lieutenant Jon Beattie**

The Colorado Fallen Firefighter Memorial ceremony will occur on Saturday, April 29 at 10:00 a.m. Lieutenant Beattie encouraged the Committee members to attend.

The Local 1309 hosted the Colorado Professional Firefighters at the Lakeside Event Center for their quarterly meeting. Approximately 80 firefighters from across the state were in attendance that primarily consisted of union presidents, vice presidents, and executive board members. Other attendees included state representatives and lobbyists who provided updates coming out of the state capital. A common theme from each agency revealed that hiring is still a challenge across the state with low applicant pools remaining a trend.

**XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie**

During last month’s RCS Committee meeting, Wellness Director Bob Stratman proposed a potential internship program for firefighters as a way to diversify recruitment efforts. Mr. Stratman has utilized student interns in the Wellness Division for many years to assist with fitness testing and wellness programming for the employees at West Metro. As a result of this program, many students develop interest in West Metro as a possible place of employment. Mr. Stratman and the wellness intern program that he operates are credited with attracting quality employees, not only among the civilian staff, but also among the firefighter ranks. The RCS Committee had productive dialogue surrounding the concept of this potential firefighter-focused internship.

Lieutenant Beattie also reported on the area fire agencies regarding their hiring practices to better understand what other organizations are doing in their hiring and recruitments efforts and how those efforts compare to West Metro’s. Lieutenant Beattie’s analysis included the written test platform, and the EMT-Basic requirement, among other topics. Additionally, two representatives from Cobb County, Georgia are scheduled to present to the RCS Committee on Monday next week to discuss their hiring practices and the development of their approach that reduces or eliminates bias in the hiring process. Lieutenant Beattie and the RCS Committee will continue information gathering in the coming weeks and months in order to make a recommendation on practices for the hiring process to Chief Lombardi.

**XII. FINANCIAL REPORT – Division Chief Doug Hutchinson**

A. Budget Review

Chief Hutchinson reviewed the 2023 year-to-date budget.

**XIII. OLD BUSINESS**

A. 2023 3<sup>rd</sup> Grade Firefighter Promotional Exam (22-01)

1. Ratify Scores

**MOTION: It was moved by Leo Johnson and seconded by Kim Brewer to ratify the final scores of the 2023 3<sup>rd</sup> Grade Firefighter Promotional Exam (22-01) and to post the results of the exam on April 11, 2023. The motion was voted upon and carried.**

**XIV. NEW BUSINESS**

A. 2023 Engineer Promotional Exam

1. Contract

**MOTION: It was moved by Jim Roos and seconded by Kim Brewer to approve the agreement for the 2023 Engineer Promotional Exam with CPS-HR as presented. The motion was voted upon and carried.**

2. Reading List and Notice

**MOTION: It was moved by Leo Johnson and seconded by Kim Brewer to approve and post the notice and reading list of the 2023 Engineer Promotional Exam on April 11, 2023 as presented. The motion was voted upon and carried.**

**XV. OTHER MATTERS**

None.

**XVI. EXECUTIVE SESSION**

None.

**XVII. 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 6:25 p.m.

Recording Secretary: /s/ Jennifer Wheaton  
/s/ Susan Emsbo