

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
April 19, 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 6:31 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	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.; Lieutenant Mike Mulcahy representing IAFF Local #1309; 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 Marta Murray to approve the minutes of the regular meeting of the board of directors dated March 15, 2022, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Joseph Spencer to the Rank of Engineer, Effective April 6, 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Mike Williams to Promote Joseph Spencer to the Rank of Engineer, effective April 6, 2022. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR LIEUTENANT DEMETRI ZANNIS AND ENGINEER JOSEPH SPENCER

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VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. Election 2022 Update

The May 3, 2022 board member election is coming up in just a few weeks. Election judge training occurred on April 6 and was instructed by the District's legal counsel. Candidates involved in this year's election were invited to attend a local Republican Women's group meeting on Saturday, April 16 to introduce themselves to the group.

2. US&R Update

a. Captain Rod Tyus will be stepping down as the task force representative for the nine task force teams in the Central Division. Brad Thavenet from the Nebraska Task Force will be taking on this role. Chief Lombardi is looking forward to working to working with the new leadership.

b. COVID-19

The federal government has signaled to their employees that there will be a return to a pre-pandemic approach to requirements for vaccinations. The details are still being finalized as to how this change will occur. In preparation for this change to be formalized, Chief Lombardi identified a plan for allowing non-vaccinated task force members to reapply for the team when openings are available in the future.

3. Finance Division Update

a. February 2022 Financial Statements

Chief Lombardi reviewed the February 2022 financial statements which will be brought to the board for approval at the May 24, 2022 meeting.

4. Accreditation Update

a. 2022 Excellence Conference

The Center for Public Safety Excellence (CPSE), the organization that oversees the accreditation process, hosted the Excellence Conference in March. With West Metro actively going through renewal of the accreditation process, Chief Lombardi and the staff in attendance noted themes coming out of the hearings that will be valuable information when the time comes for West Metro to be presented before the Commission on Fire Accreditation International (CFAI) in August. Appearing before the Commission is the final stage in the renewal of the accreditation process. Chief Lombardi encouraged the board members to be present for the West Metro Commission hearing in August. More information to follow about this important occasion.

CPSE is partnering with the Metro Chiefs to evaluate best practices in the fire service. West Metro, along with Indianapolis Fire Department has been selected to be featured as model organizations that demonstrate best practices with regards to labor management, how the strategic planning teams engage labor, and how this approach ties into the accreditation process. Chief Lombardi is honored by this selection and will update the board as more information on this topic becomes available.

b. Accreditation Renewal Update

Chief Lombardi and the staff involved in the accreditation process are preparing for a site visit by the CPSE peer review team assigned to West Metro. Document review of the Risk Assessment, the Standard of Cover and the Self-Assessment Manual is underway at this time.

c. Accreditation Renewal Next Steps

As part of the renewal of the accreditation process, a peer team will visit West Metro the week of May 22-26 to take a closer look at the organization.

d. Peer Site Visit Timetable

The peer review team will initially take a complete tour of the District with Chief Lombardi and the division chief of accreditation and risk management, Steve Aseltine. A kickoff meeting will occur on Monday, May 23, 2022 to introduce the peer review team to the board, Civil Service Committee, and community leaders. All board members are encouraged to attend this kickoff meeting. After the kickoff meeting, the peer review team will be meeting with various leaders within the organization to learn more about West Metro. This four-day site visit will conclude on Thursday, May 26.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

a. Station 15 Easement

The home developer to the east of West Metro Fire Station 15 would like to obtain a utilities easement on the West Metro property. Chief Metz will be bringing a request for board action to the board members at the May board meeting, pending legal reviews.

b. Fallen Firefighter Memorial

The Colorado Fallen Firefighter Memorial Ceremony will occur on Saturday, May 7, 2022. Fallen Firefighter Paramedic Dan Moran's name will be placed on the wall.

c. Fall Firefighter Academy

32 candidates will be selected to attend the fall firefighter academy.

d. Facilities Maintenance Division

Chief Metz acknowledged the great work of the facilities maintenance division at West Metro. This division takes on a tremendous amount of projects each year, in many instances, preventing the need for contractors, and allowing for cost control when addressing the maintenance needs of the organization.

e. Capital Projects

Chief Metz updated the board on various capital projects currently in progress.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Fey continues to work on the emergency operations plan, including an evaluation of the special teams and their impact on the community. West Metro will be partnering with NFPA on May 7, 2022 for Wildfire Community Preparedness Day. Staff will be out in the community to talk about wildfire mitigation in the West Metro Fire Planning Zones 15, 13 and 11.

The firefighter academy graduation will be on June 8, 2022 at Dakota Ridge High School.

Stevinson automotive has authorized West Metro to train on a plot of land near the Toyota dealership at 6th and Indiana that currently has several houses on the property. The opportunity will provide valuable opportunities for live fire training in the months of May, June, and July.

The EMS Mobil Integrated Health program representatives met with law enforcement to discuss the approach to the homeless in the community.

Nine new paramedics will be graduating from paramedic school with nine new going to paramedic school in the summer.

Camp Ember will occur June 2-5, 2022. Chief Pfannenstiel invited the board members to observe the activities of the camp during this timeframe. With over 200 applicants, 16 young women aged 16-18 will be selected to attend the camp.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. The 2022 Family Fire Muster will occur on Saturday, September 24, 2022 from 10:00 a.m. – 2:00 p.m. Chief Kirkpatrick encouraged all board members to attend.

E. Other Matters

Chief Lombardi requested and received consensus to move the May board meeting from May 17, 2022 to May 24, 2022 to accommodate a conflict on the fire chief's schedule. This adjustment will also allow the accreditation peer review

team who will be at West Metro for a site visit during the week of May 23rd to attend a board meeting

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

The legal counsel is keeping Chief Lombardi and his staff updated on the rules and guidance for the state-run FAML I leave program. Opt out options exist for organizations that already provide a leave program. Chief Lombardi added that the District’s policy on leave is more robust than the state-run program and will be recommending to opt out. The remaining portion of the legal update will occur in executive session.

G. Report of the President – President Cassie Tanner

None.

H. Treasurer’s Report – Treasurer Jerry Cassel

MOTION: It was moved by Jerry Cassel and seconded by Mike Feely to approve the January 2022 financial statements as presented. The motion was voted upon and carried.

I. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy acknowledged President Tanner for all the work she has done for the organization, the membership, and for the community, and thanked president Tanner for her service to West Metro.

Lieutenant Mulcahy updated the board on the progress of Senate Bill 2, which approves a grant through the Division for Fire Prevention and Control to provide additional funding in part for a trust for firefighter mental wellness. He noted that West Metro has been at the forefront of mental health for firefighters, ensuring that the members have the resources needed to support good mental health of the membership.

J. Report of Civil Service Committee – Treasurer Jerry Cassel

Mr. Cassel reported on the April 14, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for May 12, 2022.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

None.

XI. BOARD BRIEFS

- A. Add Participating Member Adams County Fire Department to the CO-TF1 (MOU) – Fire Chief Don Lombardi
- B. Administration/JeffCom911 Server Room AC Unit Replacement – Deputy Chief Jeremy Metz
- C. Station 12 Bathroom Remodel – Deputy Chief Jeremy Metz
- D. Station 15 Kitchen Remodel – Deputy Chief Jeremy Metz

XII. OTHER MATTERS

- A. Photo of Recent Response – Board Member Mike Feeley

Director Feeley shared a photo of a West Metro response to the home of a colleague with a happy story of an at home delivery of a baby.

XIII. EXECUTIVE SESSION

MOTION: At approximately 7:50 p.m. it was moved by Mike Feely and seconded by Bill Clayton to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of an update on the Axtell and Bourne litigation matters. The motion was voted upon and carried.

MOTION: At approximately 8:04 p.m. it was moved by Bill Clayton and seconded by Mike Feely 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.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Williams and seconded by Mike Feely 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 8:05 p.m.

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