

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
June 20, 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 6:31 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 Teams.

### II. ROLL CALL

President Jerry Cassel	Present
Vice President Bill Clayton	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Present
Director Amira Watters	Present
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. (Remotely via Teams); Lieutenant Mike Mulcahy representing IAFF Local #1309; 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 Mike Williams and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated May 16, 2023, as presented. The motion was voted upon and carried.**

### V. ELECTION OF OFFICERS

**MOTION: It was moved by Mike Williams and seconded by Bill Clayton to nominate Jerry Cassel for president. The motion was voted upon and carried.**

**MOTION: It was moved by Mike Williams and seconded by Carolyn Wolfrum to nominate Bill Clayton for vice president. The motion was voted upon and carried.**

**MOTION: It was moved by Mike Williams and seconded by Bill Clayton to nominate Don Sherman for secretary. The motion was voted upon and carried.**

**MOTION: It was moved by Mike Williams and seconded by Mike Feeley to nominate Carolyn Wolfrum for treasurer. The motion was voted upon and carried.**

## **VI. BOARD LIAISON ASSIGNMENTS**

### **Committee Liaison Assignments:**

- A. Civil Service Committee – Don Sherman and Amira Watters (alternate)**
- B. Negotiations Committee – Mike Feeley and Bill Clayton**
- C. Appeals Board – Bill Clayton and Mike Williams and Amira Watters**
- D. Legislative SDA Liaison – Carolyn Wolfrum**
- E. Construction Review – Jerry Cassel and Mike Williams**
- F. Lakewood Reinvestment Authority Representative – Carolyn Wolfrum**
- G. Board Policy Review Workgroup (for review of board policies for full board approval at the August board meeting) – Not needed until 2025.**

## **VII. PUBLIC COMMENT**

None.

## **VIII. REPORTS**

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

- 1. Golden Fire Update**

The Golden City Council received the feasibility study regarding Golden Fire. The decision has been made by the Golden City Council to pursue a stand-alone municipal fire department. Chiefs Lombardi and Pfannenstiel have been in discussions with the Golden fire chief on the specific response capabilities from West Metro concerning mutual and automatic aid, and a letter to formalize these discussions will be sent to the Golden fire chief next week.

- 2. US&R Update**

Colorado Task Force One (CO-TF1) is currently at the top of the rotational list for deployment in the event of a disaster between now and

the end of June. This would mean that if a disaster occurred that would require task force involvement with needs beyond what the regional teams can meet, CO-TF1 would be first on the list to deploy. CO-TF1 will drop to the bottom of the rotational list in July.

Chief Lombardi was on a call today to discuss the US&R Strategic Plan. The FEMA branch chief is nearing retirement and discussions are underway about a recommendation for a replacement. Chief Lombardi's term as the regional representative for the central division is coming to an end later this year.

3. Accreditation Update - Risk Assessment, Standard of Cover, Annual Program Appraisals available in BoardPaq

The board will receive a presentation on the recently updated accreditation documents. Chief Lombardi asked the board members to familiarize themselves with these documents in preparation for approval at the July 18, 2023 board meeting.

4. Camp Ember Update

Camp Ember had another successful year with 16 teenaged girls completing the four-day, three-night immersive fire-based camp. West Metro Firefighter Lakota Beckhorn, along with Arvada Firefighter Brooke Elder and other female firefighters from West Metro, Arvada, South Metro, Denver, and Southwest Adams fire agencies, provided the training and leadership for the camp. Firefighter Beckhorn will present to the board on this year's Camp Ember at a later date.

5. Senate Bill 23-303

Chief Lombardi noted that the Colorado Proposition HH, the Property Tax and Revenue Change Measure that is anticipated to be on the ballot in the fall, could negatively impact revenues for the District. This uncertainty makes the budget planning process very challenging for the District. Chief Lombardi has prepared budget authors to plan accordingly for the potential of this ballot measure passing.

B. Finance Division Update – Finance Director Bruk Mulaw

1. April 2023 Financial Statements

Mr. Mulaw reviewed the April 2023 financial statements which will be brought to the board for approval at the July 18, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on his attendance at the Fire EUropean Fire Officer Development Program. A cohort of 19 participants from 13 countries across Europe and the U.S. The focus of this program was on sustainability in the fire service; physical and mental wellness; diversity, equity and inclusion; and recruitment and retention. Chief Metz presented to the leadership program on the efforts West Metro is prioritizing that touches a variety of these topics through Camp Ember. Chief Metz noted the parallel issues that are occurring in both the U.S. and in Europe.

The program used in the past for employee physicals is under evaluation. Chief Metz reported that it was found that there were inconsistencies with the physicals process across various providers. West Metro sponsored employee physicals are on hold in 2023 with a plan to resume annual physicals with a new program through Frontline Medical in 2024. Frontline Medical takes extra consideration and performs specialized tests for firefighters based on specific risks that firefighters experience. Part of the upcoming construction project at Administration includes the development of a clinic in the basement for Frontline Medical to conduct annual physicals in 2024 and beyond.

A consultant has been contracted to study the condition and location of West Metro fire stations. Chief Metz anticipates a report to come from the study later this year.

Chiefs Metz and Jackson met with Mr. Cassel and Mr. Williams earlier today to discuss the progress of the current construction projects at West Metro. Various requirement changes and cost increases were discussed with a need to adjust some of the project scope and timelines.

The Station 12 replacement generator has finally arrived and is ready for installation.

The upcoming firefighter academy that is scheduled to begin in August will have 16 - 17 West Metro recruits. This will be a combined academy with recruits from West Metro, Arvada, Castle Rock, Tri-Lakes-Monument, and Northwest Fire Protection District.

The tactical tender has finally arrived. A formal introduction to the board will occur at the July board meeting. Training will begin in the coming weeks and a wash in ceremony is tentatively scheduled for August 12, 2023.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Special Operations Division Chief Clint Fey has been working with the Adams and Jefferson County Hazardous Response Authority for improving the plan for the consolidated services with regard to hazardous materials response.

Wildland fire concerns remain low in the metro area with the recent rainy conditions.

The training curriculum for the new tactical tender is in the process of being developed with a plan for delivery to the crew members by the end of July or early August.

The 2023-01 academy graduation occurred last week at Dakota Ridge High School. Chief Pfannenstiel thanked those board members who were in attendance.

The EMS Division will be partnering with JeffCom 911 for a meeting with a nurse navigation company to explore a program to place nurses in the dispatch setting to better determine if an emergency medical incident requires an ambulance or if alternate or more appropriate care would be in order. West Metro responds to approximately 7 to 11 thousand calls annually that do not result in a transport to the hospital. This program has had successes in other parts of the country as a compliment to the response model. Benefits include reduced wear and tear on the medic units, a reduction in unit hour utilization, and responding to the community needs with a more effective an efficient manner. Chief Pfannenstiel will report back to the board on the findings of this meeting.

2. July 4<sup>th</sup> Update

There are several fireworks shows in the District throughout the weekend of July 4<sup>th</sup>. The rain and wet weather conditions are favorable from a safety perspective.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. The 28<sup>th</sup> Annual Family Fire Muster will be held on September 23, 2023 from 10 a.m. – 2:00 p.m.

F. Other Matters

Chief Lombardi will be at the Missouri Valley Fire Chiefs Conference from Wednesday through Friday this week, presenting at the conference on the West Metro Strategic Planning Teams. Chief Pfannenstiel will be acting fire chief during this time.

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

Legal Counsel has been working on the review of administrative procedures for the District and is also working on a summer legislative update for their clients that will be available soon.

H. Report of the President – President Jerry Cassel

Mr. Cassel and Ms. Wolfrum congratulated Chief Lombardi on being honored with the Russell Sanders Lifetime Achievement Award by the Metropolitan Fire Chiefs Association.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the March 2023 financial statements as presented. The motion was voted upon and carried.**

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy thanked the board for their support in sending a West Metro Fire engine to participate in the Nuggets Parade last week.

The 20<sup>th</sup> Annual CPFFF Golf Tournament will occur on July 28 at Arrowhead Golf Course. During the 20 years of holding this tournament, the funds raised for the CPFFF have totaled over one million dollars.

K. Report of Civil Service Committee – President Jerry Cassel

Mr. Cassel filled in for Mr. Sherman and reported on the June 13, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for July 11, 2023.

**IX. OLD BUSINESS**

A. Fire Mitigation Specialist Grant Position – Organizational Chart Changes - Deputy Chief Dan Pfannenstiel

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the change to the organizational chart to add the position of full-time wildfire mitigation specialist reporting to the wildland coordinator and to allocate matching funds in the amount of \$30,000. The motion was voted upon and carried.**

**X. NEW BUSINESS**

None.

**XI. BOARD BRIEFS**

- A. Red Rocks Community College Affiliation Agreement with Training Center – Deputy Chief Dan Pfannenstiel

**XII. OTHER MATTERS**

- A. President Cassel proposed moving the start time future board meetings to 6:00 p.m. instead of 6:30 p.m.

**MOTION: It was moved by Bill Clayton and seconded by Mike Feeley to move the start time for future board meetings from 6:30 p.m. to 6:00 p.m., beginning at the July 18, 2023 board meeting. The motion was voted upon and carried.**

- B. Chief Lombardi reminded the board members that the July 18, 2023 board meeting will be held in-person, and that the August 15, 2023 board meeting will be held remotely to accommodate his travel schedule in August.

**XIII. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Bill Clayton and seconded by Amira Watters 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 8:25 p.m.

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