

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
June 21, 2022

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by Director Jerry Cassel at 6:00 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

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

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick (remotely via Zoom); Acting Deputy Chief Steve Aseltine; Deputy Chief Dan Pfannenstiel; Deputy Chief Scott Rogers; Mr. John Chmil, Esq.; and, Ms. Jennifer Wheaton as recording secretary.

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

Mr. 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 Feeley and seconded by Bill Clayton to approve the minutes of the regular meeting of the board of directors dated May 24, 2022, as presented. The motion was voted upon and carried.**

### V. ELECTION OF OFFICERS

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

**MOTION: It was moved by Jerry Cassel and seconded by Bill Clayton to nominate Marta Murray for vice president, Don Sherman for secretary, and 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 Mike Williams (alternate)**
- B. Negotiations Committee – Mike Feeley and Bill Clayton**
- C. Appeals Board – Bill Clayton and Marta Murray and Mike Williams**
- 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) – Jerry Cassel and Marta Murray**

## **VII. PROMOTIONS**

- A. Promote Tyler Hecox to the Rank of Lieutenant, Effective May 20, 2022 – Fire Chief Don Lombardi**

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to promote Tyler Hecox to the rank of lieutenant, effective May 20, 2022. The motion was voted upon and carried.**

## **VIII. OATH OF OFFICE FOR TYLER HECOX**

## **IX. CITIZEN AWARD**

- A. Presentation of Citizen Award to Richard Britton – Fire Chief Don Lombardi**
- B. Presentation of Citizen Award to Jordan Belliston – Fire Chief Don Lombardi**

## **RECESS**

## **X. PUBLIC COMMENT**

None.

## **XI. REPORTS**

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

1. Accreditation Update

Chief Aseltine updated the board members on the status of the accreditation renewal process. The peer team site visit went very well and concluded on May 26, 2022, with the peer review team offering nine recommendations on which to make improvements to West Metro. The recommendations are achievable, and work has already begun on these recommendations for improvement. The peer team also acknowledged some best practices at West Metro which included the strategic planning teams, strong relationship between labor and management, and the speaker's bureau. The formal hearing before the Commission on Fire Accreditation International (CFAI) is on August 16, 2022 at the Denver International Airport Westin at 9:55 a.m. when West Metro anticipates receiving a recommendation for accreditation renewal for a period of five years, 2022-2027.

2. US&R Update

The District is working through an insurance claim as a result of a vehicle accident during a recent deployment. In the past, insurance claims were a covered expense with the federal government through FEMA. The District's legal counsel is involved in working through the appeal process of this claim.

3. Finance Division Update

- a. April 2022 Financial Statements

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

4. Board Policy Review Workgroup

The West Metro Board Policies are due for review in 2022. Chief Lombardi proposed scheduling the review to occur in the month of July, in preparation for the full board approval at the August 16, 2022 board meeting.

- B. Administration – Division Chief Steve Aseltine

1. Administration Update

30 recruits have been selected for the fall firefighter recruit academy which is scheduled to begin on August 1, 2022.

The Station 12 generator insurance claim has been accepted. The next step is to work through the bidding process for the work to replace the generator.

The budget process for 2023 has begun. Division leaders are currently assembling their proposed budgets for the coming year.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Members of the Special Operations Division have been attending local homeowners' association meetings to discuss wildfire mitigation plans.

The recruit academy graduation that occurred on June 8 was a success. The nine West Metro graduates have been placed in the fire stations and are now operating as developing firefighters with their new respective crew members.

The Training Division will be putting on multi-company drills in the coming weeks which will include live fire burns in the Class A burn building. The drills will also include an EMS training component. The Training Division staff is also preparing for the fall recruit academy, the 2022 Lieutenant Promotional Exam, and a 3<sup>rd</sup> Grade Firefighter Exam.

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

A meeting has been set for next week to discuss upstaffing for the 4<sup>th</sup> of July holiday weekend. The City of Lakewood has cancelled their professional fireworks show due to concerns for fire danger in the coming weeks.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

The new Life Safety Division plans examiner started earlier in June.

2. NREL Energy Storage Training

Several members of the Life Safety Division, along with members of operations attended the energy storage system safety training at NREL conducted by the Pacific Northwest National Lab. Chief Kirkpatrick will plan a short presentation for the board in the near future to discuss this emerging topic.

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

There are currently 10 fireworks stand sales permits pending for the 4<sup>th</sup> of July. Two professional shows are scheduled for the holiday weekend at Rolling Hills and Bandimere Speedway, followed by two additional professional shows scheduled for mid-July at Bandimere Speedway for the Mile High Nationals.

E. Other Matters

None.

F. Report of Legal Counsel – John Chmil, Esq.

Mr. Chmil updated the board on the SB 22-238 on the residential and non-residential assessment rate changes that will take effect in years 2023-2024. The remaining legal update will be given during executive session.

G. Report of the President – President Jerry Cassel

President Cassel thanked the board members for accepting their respective officer and liaison positions, and for entrusting him with the role of president.

H. Treasurer's Report – President Jerry Cassel

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

I. Report of the Union – Lieutenant Mike Mulcahy

None.

J. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the June 9, 2022 Civil Service Committee meeting. The Committee is currently searching for new Civil Service Committee members to fill two vacancies on the Committee. Interviews for applicants will occur on July 9, 2022. The next meeting of the CSC is scheduled for July 14, 2022.

## XII. OLD BUSINESS

A. Mobile Integrated Healthcare Advanced Practice Provider Proposal – Division Chief Todd Heintz, Captain Jasen McConaghy, and Lieutenant Mike Binney

The board was provided an in-depth presentation about the past, present, and intended direction of the Mobile Integrated Healthcare (MIH) Program. The current recommendations from the MIH Strategic Planning Team (SPT) include a

dissolution of the partnership with Dispatch Health to operate the Advanced Resource Medic. The proposed transition is projected to take 90 days and is anticipated to be a cost neutral shift in favor of providing improved and expanded services to the community. In discussions with the board, board members requested a six-month update on the progress of the changes to the MIH SPT.

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve adopt the changes to the organizational chart for the EMS Division and to approve the dissolution of the contract for services between the District and Dispatch Health and authorize Chief Lombardi or his designee to execute all documents necessary to complete this action. The motion was voted upon and carried.**

- B. Administration/JeffCom911 Server Room AC Unit Replacement – Division Chief Steve Aseltine

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the contract between Climate Engineering and the West Metro Fire Protection District to complete the Administration/Jeffcom 911 Server Room A/C unit replacement, and to authorize Chief Lombardi or his designee to execute all documents associated with this agreement. The motion was voted upon and carried.**

- C. Station 15 Staffing – Fire Chief Don Lombardi

Chief Lombardi discussed the need to increase staffing at Station 15 to move away from the current model of four on the engine, and during medical calls, two on the engine and two on the medic unit. Overall staffing would go from 97 to 98 per shift. The board will be asked to consider approval of this change at the July board meeting with proposed changes going into effect on August 1, 2022. Chiefs Pfannenstiel and O’Hara will provide a presentation to the board at the July board meeting for more information about the proposed changes for staffing at Medic 17 and Medic 9.

### **XIII. NEW BUSINESS**

- A. Minerva to Fire-Dex/Gear Wash Lease Agreement – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Mike Feeley to approve the lease agreement and assumption agreement between Minerva Bunker Gear Cleaners of Colorado Corp, and Fire-Dex Gear Wear, LLC., and the District, and to authorize Chief Lombardi or his designee to execute all documents necessary to complete this action. The motion was voted upon and carried.**

- B. MOU with the State of Colorado Department of Human Services – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the MOU with the State of Colorado Department of Human Services as presented. The motion was voted upon and carried.**

- C. Request the Top Two Names from the Eligibility Register Rank of Lieutenant, the Top Three Names from the Eligibility Register for the Rank of Engineer – Fire Chief Don Lombardi

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

#### **XIV. BOARD BRIEFS**

- A. Brighton Fire and Rescue – Add as Participating Member to CO-TF1 – Division Chief Bob Olme

#### **XV. OTHER MATTERS**

None.

#### **XVI. EXECUTIVE SESSION**

**MOTION: At approximately 9:34 p.m. it was moved by Bill Clayton and seconded by Mike Feeley to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of consulting with the District’s legal counsel regarding the Bourne matter. The motion was voted upon and carried.**

**MOTION: At approximately 10:02 p.m. it was moved by Mike Feeley and seconded by Don Sherman 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.

#### **XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Williams and seconded by Mike Feeley 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 10:03 p.m.

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