

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
July 8, 2021

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Don Sherman at 6:00 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Don Sherman	Present
Vice President Peggy Valdez	Absent - Excused
Member Susan Emsbo	Present
Member Dick Igel	Present
Member Leo Johnson	Present
Member Jim Roos	Present
Member Danny Turney	Present
Board Liaison Mike Williams	Present

Also present were Division Chief Dan Pfannenstiel; Captain Reed Norwood, 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 Jim Roos to accept the agenda as corrected (changing New Business item A., from 2020 Captain and Lieutenant Promotional Exams to 2022 Captain and Lieutenant Promotional Exam) for the regular meeting of the West Metro Fire Protection District Civil Service Committee of July 8, 2021, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Leo Johnson and seconded by Danny Turney to approve the minutes of the regular meeting of the Civil Service Committee dated June 10, 2021 as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Pfannenstiel

Chief Pfannenstiel provided the report of the fire chief.

Chief Lombardi will present at the Metro Chiefs Conference in the coming weeks alongside the International Association of Fire Chiefs president Ed Kelly for a conversation-style lecture on collaborative relationship building between management and labor.

2022 budget planning has begun.

The strategic planning teams are currently handling a variety of task-related special projects.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

Company officer-led drills begin tomorrow focusing on search, truck company operations, and hydraulics for engineers.

Subject matter expert, Greg Bergin held a pumping practice session for any 2021 Engineer Exam candidates.

Succession planning is underway between Chiefs Rogers and Pfannenstiel for the transition to the operations chief role, and between Chiefs Pfannenstiel and Hutchinson for the transition to the training chief role.

The 21-02 academy begins in less than a month. There is a candidate coming to the West Metro Academy who has recently completed the Aurora Fire academy. This candidate has just completed all pre-requirements needed to be eligible for graduation at the West Metro academy. He will be brought in nine days early and tested to validate his skill set. If successful, this candidate will be placed online after a brief orientation period. This potential plan could result in a cost savings upwards of \$50,000.

Preparations for fall RIT training are in progress.

VIII. REPORT OF LEGAL COUNSEL – C. Tallerico, Esq.

None.

IX. REPORT OF BOARD LIAISON – M. Williams

Mr. Williams reported on the June 15, 2021 board meeting. The next board meeting is scheduled for July 20, 2021.

X. REPORT OF THE UNION – R. Norwood

The annual Colorado Professional Fire Fighters (CPFF) meeting was held last month. The event was well attended by membership from around the State and included guest speakers Governor Jared Polis and Colorado State Senate President Leroy Garcia for talks on continued support for firefighters and firefighter issues. Other speakers included the International Association of Fire Fighters (IAFF) General Secretary/Treasurer Frank Lima and IAFF General President Ed Kelly to discuss the agenda moving forward as an international organization.

The West Metro Firefighters Annual Golf Tournament fundraiser will occur at Arrowhead Golf course on July 30, 2021 at 1:00 p.m. Funds raised will go directly to the CPFF foundation to support firefighters in need. WM firefighters alone have received over \$200,000 from this fund for emergencies such as extended illness, or fire to the home. Captain Norwood encouraged anyone interested in participating in the tournament to contact him directly.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

The August 21-02 academy will consist of 21 West Metro recruits, with other recruits from Castle Rock and Arvada Fire. The current hiring list still available to create another academy in the spring 2022. Beyond that, further evaluation will need to be made for whether a second 2022 academy will be possible from the current hiring list, or whether a new list will need to be established.

XII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

Chief Pfannenstiel reviewed the 2021 year-to-date budget.

XIII. OLD BUSINESS

A. 2021 Engineer Exam

1. Job Analysis Update

The engineer job analysis review is complete and ready for human resources to use to revise the job description as it relates to this rank.

2. Exam Framework, Test Dates, Etc.

Exam preparations are ahead of schedule. The written exam questions have been evaluated and finalized, the framework for each phase of the exam is in the process of finalization, the written exam will take place on August 9, 2021. Once the SMEs participate in the Anghoff method and the pass point has been set, the list of candidates will be established to enter into Phase I, the hydraulics portion of the exam.

B. CSC Rules and Regulations

1. First Reading – Changes in language relating to meeting platform, quorum, allowances for remote attendance, and allowances for remote public comment

MOTION: It was moved by Danny Turney and seconded by Leo Johnson to amend the CSC Rules and Regulations, Section 2.4.4, on July 8, 2021, allowing a hybrid meeting platform where members must be present either physically or virtual via video platform, and allowing quorum to be met with remote Committee member attendance at the discretion of the CSC president. The motion was voted upon and carried.

XIV. NEW BUSINESS

A. 2022 Captain and Lieutenant Promotional Exams

1. Contract Proposals

The eligibility register for the rank of captain has been exhausted as a result of recent promotions. The CSC Rules and Regulations specify that the captain exam occur during the first quarter of the year. Typically, the exam is held in the months of March and April. Chief Pfannenstiel is proposing that the 2022 Captain Promotional Exam be held during the months of January and February so that an eligibility register can be established as soon as possible. Now is the time to enter into contract with a testing company, develop a reading list, and prepare the notice for the exam. CPS-HR has delivered high quality exam processes and are fairly priced. Chief Pfannenstiel recommended to request a proposal from CPS-HR for the 2022 Captain Promotional Exam. Mr. Sherman agreed with the suggestion to request a proposal from CPS-HR and added that the request not only be for the 2022 Captain Promotional Exam, but also the 2022 Lieutenant Promotional Exam that will occur in the second half of 2022. Mr. Sherman requested and received consensus to request a proposal for the 2022 Captain and Lieutenant Promotional Exams from CPS-HR.

XV. OTHER MATTERS

The August CSC meeting has been moved to August 18, 2021

XVI. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Dick Igel and seconded by Susan Emsbo 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 6:49 p.m.

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