

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
July 19, 2022

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by Vice President Marta Murray 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 Jerry Cassel	Absent
Vice President Marta Murray	Present
Secretary Don Sherman	Present Remotely Via Zoom
Treasurer Carolyn Wolfrum	Present
Director Bill Clayton	Present arrived at 6:34 p.m.
Director Mike Feeley	Present
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq. (remotely via Zoom); Mr. Bruk Mulaw; Lieutenant Mike Mulcahy representing IAFF Local #1309; and, Ms. Jennifer Wheaton as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Vice President Murray 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 Mike Williams to approve the minutes of the regular meeting of the board of directors dated June 21, 2022, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Edward Gaffrey to the Rank of Lieutenant, Effective June 16, 2022, Promote Chris Trost to the Rank of Lieutenant Effective July 7, 2022, and Promote Jimmy Wasinger to the Rank of Engineer, Effective July 16, 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to promote Edward Gaffrey to the rank of lieutenant, effective June 16, 2022, promote Chris Trost to the rank of lieutenant effective July 7, 2022, and promote Jimmy Wasinger to the rank of engineer, effective July 16, 2022. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR EDWARD GAFFREY, CHRIS TROST, AND JIMMY WASINGER

BREAK

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. Finance Division Update

a. 2021 Financial Audit Viewpoints – Chris Daues

Mr. Chris Daues, Engagement Partner, and Mr. Max Haberkorn, Engagement Manager at RubinBrown, LLC distributed and reviewed the Report to Governance for the year ended December 31, 2021.

b. May 2022 Financial Statements

Mr. Mulaw reviewed the May 2022 financial statements which will be brought to the board for approval at the August 16, 2022 meeting.

2. US&R Update

Chief Lombardi updated the board on the progress of the insurance claim related to the deployment-involved vehicle accident. In the past, insurance claims were a covered expense with the federal government through FEMA.

3. Budget 2023 Update

Budget authors are currently developing their 2023 budgets which are due to the Finance Division by August 5, 2022.

4. Board Policy and District Bylaws Review Update

The board policy and District Bylaws review workgroup met on July 13, 2022 to review needed changes to the documents. The recommended changes are minimal with some language clean up and clarification added. The full board will be asked to approve the changes to the documents at the August 16, 2022 board meeting.

5. SDA Conference September 13-15, 2022

The Special District's Association Annual Conference will be held in Keystone, Colorado September 13-15, 2022. Attendance is available in-person or remotely.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The West Metro honor guard, chaplains, and pipers have been very active in recent weeks with several retirements resulting in ringing out ceremonies, and a number of retiree funerals. Lieutenant Chris Trost has been instrumental in arranging honors for these important occasions and has elevated the honor guard program at West Metro to one that is of great pride and professionalism in the fire service.

With the recent retirement of Division Chief Tom Richards, Chief Jackson has taken on the role as the division chief of support services.

Progress continues on the Station 12 generator replacement. The next step is to present the replacement plan to the Governor's Ranch association construction committee for plan approval. The insurance claim is moving forward smoothly.

Human Resources Division has been working toward filling a number of civilian staff openings, and is initiating background investigations for the recruit candidates for the 2023 spring academy.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Pfannenstiel updated the board on wildland deployments and training activities. The EMS Division is pursuing the hiring of mid-level providers to staff the Advanced Resource Medic. West Metro will be the lead agency to support the Jefferson County Office of Emergency management as it pertains to the emergency support function #4 (fire and EMS).

2. July 4th

There were 16 fires in the District throughout the 4th of July holiday weekend that were suspected to have been related to the use of fireworks.

3. Snow Creek Fire

Wildland Coordinator, Captain Brendan Finnegan, updated the board on the Snow Creek Fire that occurred in the District last week. The fire event was overall small, however the potential risk for exposure to the District was significant, threatening a residential area with approximately 45 homes. The fire was quickly contained, and no structures were lost. The fire circumstance was complex with dry conditions, no accessible roads in the area, and extremely difficult hiking to reach the location of the fire. Mutual aid was received from neighboring fire agencies South Metro, Arvada, Indian Hills, Inter-Canyon and the United States Forest Service. Aviation support was also given due the difficult access to the fire area. The total burn area was limited to 1.2 acres. Lightening has been determined to be the most probably cause of this fire. Captain Finnegan noted the extraordinary coordination and cooperation from all agencies involved which led to the ability to quickly contain the fire. Chief Lombardi noted that the fire had great potential for rapid spread and credited the rapid containment to the outstanding management of the event by the officers and responding personnel.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

E. Other Matters

1. Board Member Carolyn Wolfrum will be representing special districts as part of the Lakewood Reinvestment authority.

2. West Metro is scheduled to appear before the Commission on Fire Accreditation International for accreditation renewal on August 16, 2022. Chief Lombardi invited all board members to attend this very special occasion for the District.

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

The District's legal counsel sent Chief Lombardi a summary of the legislation that was passed on a state level in the spring of 2022. Ms. Reester updated the board on the Bourne matter, noting that a briefing has been scheduled and that Dick Lyons and Don Sherman have been removed from the caption of the case.

G. Report of the President – Vice President Marta Murray

None.

H. Treasurer's Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the April 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

1. Mr. Sherman reported on the July 9, 2022 special meeting and the July 14, 2022 regular meeting of the Civil Service Committee. The next meeting of the CSC is scheduled for August 11, 2022.
2. Civil Service Committee Approval of New Member Appointments and Approval of Number of Members on the Committee – Civil Service Committee President Peggy Valdez

MOTION: It was moved by Mike Williams and seconded by Mike Feeley to appoint Kim Brewer and Christina Cosentini to the Civil Service Committee to replace Committee members Don Sherman and Dick Igel with terms ending December 31, 2026 and December 31, 2024 respectively, and to increase the number of members included in the Committee from seven to eight, adding Christopher Holm as the eighth member with a term ending December 31, 2028. The motion was voted upon and carried.

IX. OLD BUSINESS

A. Station 15 Staffing – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to adopt the changes to the organizational chart to Station 15 and to change the minimum daily staffing from four personnel to five personnel. The motion was voted upon and carried.

B. Brighton Fire and Rescue – Add as Participating Member to CO-TF1
– Fire Chief Don Lombardi

MOTION: It was moved by Mike Williams and seconded by Carolyn Wolfrum to approve inclusion of Brighton Fire Rescue by Memorandum of Agreement to Colorado Task Force 1 and instruct Chief Lombardi or his designee to execute all necessary documents to complete this action. The motion was voted upon and carried.

X. NEW BUSINESS

- A. Medic 17 and Medic 9 Staffing – Deputy Chief Dan Pfannenstiel and Assistant Chief Sean O’Hara

Deputy Chief Dan Pfannenstiel and Assistant Chief Sean O’Hara provided a briefing via presentation to the board on the recommendations from the Standard of Cover SPT to add medic units to Station 17, and Station 9 to alleviate some of the pressure created by high call volume in the certain parts of the District. The request for the addition of these medic units is anticipated to not only provide some relief to the workload at each of the nearby stations, but also impact factors influencing acceptance of overtime, burnout, compassion fatigue and secondary trauma stress. Medic 17 is requested to be implemented in September 2022. Should the board approve the addition of Medic 17, the costs associated with this change would be covered by vacancy savings and the overtime budget. Medic 9 is being requested for implementation in 2023. If approved, the funding for Medic 9 would be part of the 2023 budget. Chief O’Hara noted that these requests align with the West Metro Strategic Plan, Objective C, Steps 1, 2, and 3.

- B. Red Rocks Community College MOU – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to adopt the changes and renew the memorandum of understanding between West Metro Fire Rescue and Red Rocks Community College and authorize Chief Lombardi or his designee to execute all documents necessary to complete this action. The motion was voted upon and carried.

- C. Request the Top Three Names from the Eligibility Register Rank of Captain – Fire Chief Don Lombardi

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

XI. BOARD BRIEFS

- A. AEV Medic Grant Purchase – Deputy Chief Jeremy Metz

XII. OTHER MATTERS

None.

XIII. EXECUTIVE SESSION

None.

XIV. 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 9:32 p.m.

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