

**RECORD OF PROCEEDINGS**

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West Metro Fire Protection District  
Civil Service Committee Meeting  
August 9, 2022

**I. CALL TO ORDER**

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Peggy Valdez 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 Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Zoom.

**II. ROLL CALL**

President Peggy Valdez	Present
Vice President Susan Emsbo	Present Remotely Via Zoom
Member Kim Brewer	Present
Member Chris Cosentini	Present
Member Chris Holm	Present
Member Leo Johnson	Present
Member Jim Roos	Present
Member Danny Turney	Present
Board Liaison Don Sherman	Present

Also present were Fire Chief Don Lombardi, Division Chief Doug Hutchinson, 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 for the regular meeting of the West Metro Fire Protection District Civil Service Committee of August 9, 2022, as presented. The motion was voted upon and carried.**

**V. REVIEW OF MINUTES**

**MOTION: It was moved by Chris Cosentini and seconded by Leo Johnson to approve the minutes of the regular meeting of the Civil Service Committee dated July 14, 2022 as amended to correct a spelling error on page two of the meeting minutes. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – Fire Chief Don Lombardi**

Chief Lombardi will be attending the Special Districts Association Conference September 13-15 in Keystone, Colorado. This conference coincides with the next Civil Service Committee meeting, scheduled for September 13, 2022. To accommodate the schedule of the chief, the meeting will be moved to September 8, 2022.

Due to the new members joining the Committee, Chief Lombardi would like to hold an official orientation to familiarize the new members with the Civil Service Committee Rules and Regulations, duties, legal aspects, and processes. Fire Chief Don Lombardi, Attorney Cathy Tallerico, Board Secretary/Civil Service Liaison Don Sherman, and President Peggy Valdez will each contribute to the orientation presentation that will be held during the October 11, 2022.

As part of the accreditation process, West Metro will appear before the Commission on Fire Accreditation International on August 16, 2022 at the Westin Conference Center at Denver International Airport. This hearing will determine whether West Metro receives approval for renewal of accredited status for the next five years. At the hearing, the peer team leader presents the recommendations and findings from the peer team's document review and site visit. Then, following comments from agency representatives and questions from the 11-member Commission, the Commission will render a vote on granting accredited status. This is the final piece of the accreditation process and a very proud occasion for our organization. Chief Lombardi acknowledged the contributions of the Civil Service Committee to this process and encouraged the Committee members to attend this monumental occasion for West Metro.

Progress continues on the budget development for West Metro's 2023 budget which is scheduled to be presented to the board at the October board meeting. Chief Lombardi discussed the challenges of increased costs for goods and services, navigating the supply chain, projected revenue sources, and the various influences that will affect the budget planning for the District in the coming year.

**VII. REPORT OF THE TRAINING CHIEF – Division Chief Hutchinson**

The 22-02 recruit academy is underway and just began the second week of the academy.

Active threat training, in coordination with local law enforcement, is in the planning stages and is set for delivery this fall.

Several West Metro firefighters will be sent to New York for a specialty training on lithium-ion batteries with FDNY.

An in-house training for West Metro staff in officer-level positions is being planned for early 2023 with a focus on communication and leadership. The chief-level officers have taken similar courses through the Denver University (DU) leadership program and have reported great success with the applicable experiences coming out of this training.

**VIII. REPORT OF LEGAL COUNSEL – Cathy. Tallerico, Esq.**

None.

**IX. REPORT OF BOARD LIAISON – Secretary Don Sherman**

Mr. Sherman reported on the July 19, 2022 board meeting. The next board meeting is scheduled for August 16, 2022.

**A. Exam Protest Process**

As part of the orientation for new members on the Committee, and in light of the upcoming 2022 Lieutenant Promotional Exam, Mr. Sherman provided an overview of the protest process, one of the more involved responsibilities of the Civil Service Committee during the promotional exams. Due to the good planning of the subject matter experts, the Training Division, and the contracted testing company, protests are rare. Mr. Sherman discussed the responsibilities of the Committee, should a protest occur during an exam process. Mr. Sherman will present additional content at the upcoming orientation presentation at the October 11, 2022 CSC meeting.

**X. REPORT OF THE UNION – Lieutenant Jon Beattie**

None.

**XI. REPORT OF THE RCS SUBCOMMITTEE – Lieutenant Jon Beattie**

None.

**XII. FINANCIAL REPORT – Division Chief Doug Hutchinson**

**A. Budget Review**

Chief Hutchinson reviewed the 2022 year-to-date budget.

**XIII. OLD BUSINESS**

**A. 2022 Lieutenant Promotional Exam**

Chief Hutchinson reported that 29 applications have been received at this time with the application period ending on Wednesday, August 10, 2022 at 4:00 p.m. It is possible that additional applications could be submitted in the remaining hours of the application period. The subject matter experts associated with the lieutenant exam are expected to meet next on August 16. The written exam will occur on September 13, 2022, with the assessment center occurring in early October 2022.

B. 2022 3<sup>rd</sup> Grade Firefighter Promotional Exam (21-02)

The 3<sup>rd</sup> Grade Firefighter Promotional Exam (21-02) is scheduled for September 27 at 8:00 a.m. followed by the practical exam at the Training Center.

**XIV. NEW BUSINESS**

A. Certify the Top Three Names from the Eligibility Register for the Rank of Captain

**MOTION: It was moved by Danny Turney and seconded by Leo Johnson to certify the top three names from the eligibility register for the rank of captain (M. Binney, D. Fahrney, A. Giesick). The motion was voted upon and carried.**

**XV. OTHER MATTERS**

A. Civil Service Committee Orientation Overview Document

Ms. Valdez introduced a brief Civil Service Committee overview document that includes the primary responsibilities of the Committee to the new members. Each responsibility will be discussed in further detail at the October 11, 2022 CSC meeting during the orientation. In the time between now and the October orientation, Ms. Valdez also encouraged the Committee members to familiarize themselves with the CSC Rules and Regulations, and also to watch a video developed by the Training Division on the promotional process at West Metro.

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Leo Johnson and seconded by Kim Brewer 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 7:21 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton  
/s/ Peggy Valdez