

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
August 16, 2022

### 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 6:30 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	Present
Vice President Marta Murray	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Bill Clayton	Present
Director Mike Feeley	Present
Director Mike Williams	Absent

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq.; 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 Don Sherman and seconded by Bill Clayton to approve the minutes of the regular meeting of the board of directors dated July 19, 2022, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Michael Binney to the Rank of Captain, Effective August 1, 2022 – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Marta Murray to promote Michael Binney to the rank of captain, effective August 1, 2022. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR CAPTAIN MICHAEL BINNEY**

**VII. HONOR WEST METRO FIRE RESCUE MEDICAL DIRECTOR DR. PETER VELLMAN FOR 31 YEARS OF SERVICE – Fire Chief Don Lombardi**

**RECESS**

At approximately 6:50 p.m., President Cassel announced the board would take a 15 minute recess to congratulate the newly promoted Captain Binney, and retiring Medical Director Dr. Vellman and would reconvene the regular meeting of the West Metro Fire Protection board of directors at 7:05 p.m.

**VIII. PUBLIC COMMENT**

None.

**IX. REPORTS**

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

1. 2023 Budget Update

Budget makers have submitted preliminary budgets for review by Chief Metz and Mr. Mulaw. Individual meetings are in progress with each budget author in preparation for finalizing the 2023 budget.

2. Finance Division

a. June 2022 Financial Statements

Mr. Mulaw reviewed the June 2022 financial statements which will be brought to the board for approval at the September 20, 2022 meeting.

West Metro received the prestigious Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the 2022 budget document. This award is the highest form of recognition in governmental budgeting. This is the seventh time West Metro has received this honor.

4. Accreditation Update

a. Hearing before the Commission on Fire Accreditation International

West Metro's accreditation hearing before the Commission on Fire Accreditation International occurred earlier today at 9:55 a.m. The panel before the Commission included Fire Chief Don Lombardi, Division Chief Steve Aseltine, Board President Jerry Cassel, Union President Mike Mulcahy, Jeffcom Deputy Director Michael Brewer, and Peer Team Leader Chief Byron Kennedy. Of the nine recommendations for improvement that came out of the peer team site visit in May 2022, seven of the recommendations are already complete with an additional two recommendations in progress for future completion. Chief Lombardi added that this is West Metro's third time through the accreditation process. Over 50 West Metro representatives were present at the hearing, including board members, Civil Service Committee members, and staff. This achievement is an especially proud occasion for West Metro.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on an EMTS grant through the state for assistance with the purchase of a new medic unit. Funding for the medic unit is anticipated to arrive in the coming weeks. Chief Metz anticipates bringing the plan to purchase the new medic unit to the board at the September board meeting.

Replacement of the Station 12 generator is currently in the bidding process which closes later in August. Approval for the generator replacement is anticipated to be on the September board meeting agenda.

There are a number of civilian positions open at this time. The fleet maintenance administrative assistant role is vacant with interviews for this position pending. With the resignation of the current EMS administrative assistant, a posting for this position occurred earlier this week. The mobile integrated healthcare advanced practice provider interviews are complete. Two nurse practitioners have been selected for the roles with job offers pending. The job market is proving to be very competitive at this time. A full analysis of the compensation for civilian employees is scheduled in 2023 with future salary evaluations scheduled for every two years. The upcoming review is timely as West Metro endeavors to remain competitive with salaries in order to recruit and retain the best civilian employees.

There are 67 total budgets that comprise the full West Metro budget. These include budgets from each station, division, and program throughout the organization. In preparation for approval of the 2023 budget, Chief Metz, Chief Lombardi, and Mr. Mulaw have been

dedicating considerable time to the process to ensure all areas of the organization are considered throughout the budget process. Areas of note include a minor increase in health insurance premiums projected in 2023; projected premium reductions associated with workers' compensation coverage due to a reduction in West Metro's modification rate; a property and liability insurance increase by 10%-15% in 2023; and increased apparatus costs.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The wildland team has two engine resources in Texas on two different fires.

The academy is in the third week of operation with 31 West Metro recruits, all doing well so far. Other activities at the Training Center include preparations for the 2022 Lieutenant Promotional Exam, and planning for an upcoming active shooter training in partnership with local law enforcement.

The District is still waiting to hear results of the applications for the Staffing for Adequate Fire and Emergency Response (SAFER) grant and the Assistance to Firefighters Grant. Notable calls included a challenging fire in a crawl space in extremely hot conditions, and a technical rescue involving a hiker in the Morrison area.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. 27<sup>th</sup> Annual Family Fire Muster will occur on Saturday, September 24, 2022 from 10:00 a.m. – 2:00 p.m.

E. Other Matters

None.

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

Ms. Reester gave a brief update on the Axtel and Bourne matters. Ms. Reester and her colleague Cathy Tallerico will be speaking at the annual Special Districts Association conference in September.

G. Report of the President – President Jerry Cassel

Mr. Cassel expressed his pride in West Metro for achieving accreditation for the third time, acknowledged the work and efforts of all contributors to the accreditation process at West Metro.

- H. Treasurer's Report – Treasurer Carolyn Wolfrum

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the May 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 August 9, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for September 8, 2022.

**X. OLD BUSINESS**

- A. Board Policies and District Bylaws – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Marta Murray to approve the changes to the board policies and district bylaws as presented. The motion was voted upon and carried.**

- B. Medic 17 and Additional Medic Staffing – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Feeley to adopt the changes to the minimum operational staffing levels from 98 to 99 with minimum daily staffing at Station 17 going from four to five on the District's organizational chart and placing Medic 17 into service effective September 1, 2022. The motion was voted upon and carried.**

**MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to adopt the organizational chart changes to increase the minimum operational staffing levels from 99 to 101 to place an additional medic into service in Q1 of 2023. The motion was voted upon and carried.**

- C. Station 9 Easement Agreement – Deputy Chief Jeremy Metz

**MOTION: It was moved by Mike Feeley and seconded by Don Sherman to approve the easement agreement between the Department of the Army and the District as presented and authorize Chief Lombardi or his designee to execute all documents necessary to complete this action. The motion was voted upon and carried.**

## **XI. NEW BUSINESS**

- A. Training, CMCB, USAR, and Wildland Org Chart – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve changes to the organizational charts for Training, CMCB, US&R, and Wildland. The motion was voted upon and carried.**

- B. Request the Top Three Names from the Eligibility Register Rank of Assistant Chief, and the Top Three Names from the Eligibility Register for the Rank of Captain – Fire Chief Don Lombardi

**Chief Lombardi requested and received consensus to request the Top Three Names from the Eligibility Register Rank of Assistant Chief, and the Top Three Names from the Eligibility Register for the Rank of Captain from the Civil Service Committee.**

## **XII. BOARD BRIEFS**

None.

## **XIII. OTHER MATTERS**

None.

## **XIV. EXECUTIVE SESSION**

None.

## **XV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Bill Clayton 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 7:52 p.m.

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