

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
September 20, 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 6:00 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

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	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; 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

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 Mike Feeley and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated August 16, 2022, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Travis Hopwood to the Rank of Assistant Chief, Effective September 6, 2022 and to Promote Dan Fahrney to the Rank of Captain, Effective September 6, 2022 – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to promote Travis Hopwood to the rank of assistant chief, effective September 6, 2022, and to promote Daniel Fahrney to the rank of captain, effective September 6, 2022. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR ASSISTANT CHIEF TRAVIS HOPWOOD, AND CAPTAIN DANIEL FAHRNEY**

**VII. CITIZEN AWARD**

- A. Presentation of Citizen Award to John Hemskey – Fire Chief Don Lombardi
- B. Presentation of Citizen Award to Cody McGinnis – Fire Chief Don Lombardi
- C. Presentation of Citizen Award to Hollie Yannuzzi – Fire Chief Don Lombardi

**RECESS**

At approximately 7:02 p.m., President Cassel announced the board would take a 15 minute recess to congratulate the newly promoted Assistant Chief Travis Hopwood, Captain Daniel Fahrney, and the awarded citizens, and would reconvene the regular meeting of the West Metro Fire Protection board of directors at 7:15 p.m.

**VIII. PUBLIC COMMENT**

None.

**IX. REPORTS**

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

- 1. Budget 2023 Update

- All 2023 budgets have been reviewed. Budget books will be distributed to board members electronically via BoardPaq by October 15, 2022. Chief Lombardi will present the 2023 budget at the October 18, 2022 board meeting.

- 2. US&R Update

- Chief Lombardi updated the board members on the status of an accident claim for recovery of expenses associated with damages to two vehicles during a recent FEMA deployment. Costs for repairs to the two vehicles exceeded coverage provided by insurance. While the federal government is still considering their response to this claim, it is uncertain whether or not West Metro will be reimbursed for the gap in coverage. In the event the federal government does not cover expenses, Chief Olme has proposed a plan to cover expenses through cooperative agreements. While Chief Lombardi is hopeful for a resolution for reimbursement through the federal government, he is looking into gap insurance to ensure coverage for West Metro in the event the federal government does not cover these expenses in the future.

- 3. Finance Division

a. July 2022 Financial Statements

Mr. Mulaw reviewed the July 2022 financial statements which will be brought to the board for approval at the October 18, 2022 meeting.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Assistant Chief Travis Hopwood is leading the Heritage Album project at West Metro this year. As part of the project, photos of the full staff, board and Civil Service Committee members will be taken. Photos for the heritage album will occur on October 10, 11, and 14, 2022.

All program and division budgets for the year 2023 have been reviewed, Chief Metz is now working on finalizing budgets for capital projects and apparatus.

Capital purchases and projects for the year 2022 are approximately 75% complete. The elevator work at the administrative offices will begin next week. The Station 15 kitchen remodel is nearing completion, the Station 12 bathroom remodel will begin very soon. Phase III and IV of the Station 16 remodel is also expected to begin soon.

The National Renewal Energy Laboratory (NREL) service contract was recently renewed.

An actuarial study for the Bancroft pension fund came back with a report indicating that the fund has been overfunded in recent years. Based on the results of the study, the budget has been adjusted, reducing the amount necessary to adequately support this fund. The study on the Lakewood old hire pension showed that the funding level is appropriate at this time.

2. Cyber Security Month Presentation – IT Director Eric Bates

With cybersecurity awareness month coming up in October, Mr. Bates updated the board on the state of West Metro's network security and discussed some of the ways in which the division is supporting the District's security as it relates to technology.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

West Metro is partnering with the City of Lakewood and the Division of Fire Prevention and Control for a prescribed burn within the District on September 27, 28, 29, to set up a platform for a fire investigation course through the National Wildfire Coordinating Group (NWCG) hosted by West Metro.

Medic 17 went into service on September 1, 2022, providing some relief in terms of unit hour utilization (UHU) for Medic 16. As data becomes available in the coming months, the true impact of Medic 17 going into service will be made available to the board.

The fire academy is approximately 1/3 complete. One recruit resigned last month for personal reasons.

Active threat training, in combination with local law enforcement, is in progress. A large-scale active threat exercise is planned for 2023.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. The 27<sup>th</sup> Annual Family Fire Muster will be held on Saturday, September 24, 2022 from 10:00 a.m. – 2:00 p.m. Board members are encouraged to attend.

E. Other Matters

1. Board of Directors Photos – 5:00 p.m., Tuesday, October 11, 2022 – Fire Chief Don Lombardi
2. Board and Civil Service Holiday Event – 6:00 p.m., Wednesday, December 7, 2022, 240 Union Blvd., Lakewood – Fire Chief Don Lombardi
3. Chief Lombardi will be attending the National Fire Chiefs Council conference in the UK September 26 – October 4, 2022. He will be presenting at the conference on Diversity, Equity and Inclusion in the fire service and what the Metro Chiefs is doing to address this topic.

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

The Axtell matter is still pending, waiting on the magistrate's recommendation for the judge to rule. The Bourne litigation is moving toward the briefing process.

G. Report of the President – President Jerry Cassel

1. Fire Chief's Appraisal Format

Mr. Cassel discussed the fire chief's appraisal format and asked that if any board member has input on the format of the appraisal to bring forward recommendations.

H. Treasurer's Report – Treasurer Carolyn Wolfrum

**MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to approve the June 2022 financial statements as presented. The motion was voted upon and carried.**

I. Report of the Union – Lieutenant Mike Mulcahy

President Mulcahy thanked the board for their support to participate in the Labor Day Weekend fundraising efforts for the MDA Fill the Boot Campaign, collecting donations from the public for the muscular dystrophy association. The membership collections totaled just under \$80,000 for this worthwhile cause. This was the first year collecting on the streets for this fundraiser.

The 33<sup>rd</sup> Annual Firefighter Chili Cook-Off will be held Friday, September 30, 2022, from 3:00 p.m.– 6:00 p.m. at McGregor Square in Downtown Denver. Proceeds go to the Colorado Muscular Dystrophy Association.

The IAFF Annual Fallen Firefighter memorial occurred last Saturday in Colorado Springs to memorialize fallen firefighters from the years 2019 and 2020. West Metro Fallen Firefighter Paramedic Dan Moran was honored during the service.

J. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the September 8, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for October 11, 2022.

**X. OLD BUSINESS**

A. AEV Medic Grant Purchase – Division Chief Jay Jackson

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the purchase of the proposed AEV medic from Front Range Fire Apparatus and associated components and authorize Chief Lombardi or his designee to execute all associated documents pending State grant distribution and legal review. The motion was voted upon and carried.**

B. Station 12 Generator – Division Chief Jay Jackson

**MOTION: It was moved by Mike Feeley and seconded by Bill Clayton to approve the contract with McCarrick Electric for the installation of the emergency generator at Station 12 and authorize Chief Lombardi or his designee to execute all associated documents. The motion was voted upon and carried.**

## **XI. NEW BUSINESS**

- A. Request the Top Four Names from the Eligibility Register for the Rank of Lieutenant (the 2022 Lieutenant Promotional Exam will be complete by mid-October with a new eligibility register established) – Fire Chief Don Lombardi

**Chief Lombardi requested and received consensus to request the Top Four Names from the Eligibility Register for the Rank of Lieutenant from the Civil Service Committee.**

## **XII. BOARD BRIEFS**

- A. Apparatus Purchases – Two Medic Units – Division Chief Jay Jackson
- B. Apparatus Purchases – Two Fire Engines – Division Chief Jay Jackson
- C. Colorado Division of Fire Prevention and Control – Add as Participating Member to CO-TF1 – Division Chief Bob Olme
- D. Ruben Brown Contract Extension – Deputy Chief Jeremy Metz

## **XIII. OTHER MATTERS**

None.

## **XIV. EXECUTIVE SESSION**

None.

## **XV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Feeley and seconded by Marta Murray 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 8:40 p.m.

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