

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
September 28, 2021

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Cassie Tanner at 6:46 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.

### II. ROLL CALL

|                             |                             |
|-----------------------------|-----------------------------|
| President Cassie Tanner     | Present                     |
| Vice President Marta Murray | Present                     |
| Secretary Mike Williams     | Present                     |
| Treasurer Jerry Cassel      | Absent                      |
| Director Bill Clayton       | Present via Videoconference |
| Director Mike Feeley        | Present                     |
| Director Carolyn Wolfrum    | Present via Videoconference |

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; Lieutenant Mike Mulcahy representing IAFF Local #1309; and, Ms. Jennifer Wheaton as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Tanner 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 Williams and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated August 17, 2021, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Mike Parker to the Rank of Assistant Chief, to Promote Sean O'Hara to the Rank of Assistant Chief, to Promote Kristopher Lasswell to the Rank of Captain, to Promote Howard Schieferecke to the Rank of Captain, to Promote Kyle Loupee to the Rank of Lieutenant, and to Promote Matthew Marfil to the Rank of Lieutenant, Effective September 1, 2021 and to Promote Ryan Saum to the Rank of Engineer, Effective September 16, 2021 – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Marta Murray to Promote Mike Parker to the Rank of Assistant Chief, Promote Sean O’Hara to the Rank of Assistant Chief, Promote Kristopher Lasswell to the Rank of Captain, Effective, Promote Howard Schieferecke to the Rank of Captain, Promote Kyle Loupee to the Rank of Lieutenant, Promote Matt Marfil to the Rank of Lieutenant, Effective September 1, 2021, and to Promote Ryan Saum to the Rank of Engineer, Effective September 16, 2021 The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR ASSISTANT CHIEF MIKE PARKER, ASSISTANT CHIEF SEAN O’HARA, CAPTAIN KRISTPOHER LASSWELL, CAPTAIN HOWARD SCHIEFERECKE, LIEUTENANT KYLE LOUPEE, LIEUTENANT MATTHEW MARFIL, ENGINEER RYAN SAUM**

**VII. CITIZEN AWARDS**

- A. Presentation of Citizen Award to Christopher Bishop - Fire Chief Don Lombardi
- B. Presentation of Citizen Award to Jon McDole – Fire Chief Don Lombardi

**RECESS 7:33 p.m. – 7:50 p.m.**

**XIII. PUBLIC COMMENT**

None.

**IX. REPORTS**

- A. Report of the Fire Chief – Fire Chief Don Lombardi
  - 1. Covid-19 Update

Chief Metz and Mr. Mulaw continue to pursue reimbursement opportunities. West Metro is awaiting guidelines regarding vaccination mandates for organizations who contract with federal government organizations. West Metro contracts with the federal agencies NREL and the Denver Federal Center.
  - 2. 2022 Budget Update

All 2022 budgets have been reviewed. Budget books will be distributed to board members electronically via BoardPaq by October 15, 2021. Chief Lombardi will present the 2022 budget at the October 26, 2021 board meeting.
  - 3. US&R Update
    - a. Deployment to Hurricane Ida

A Type-3 Team was sent to New Orleans in response to the aftermath of Hurricane Ida. The mission was very successful. Thornton Fire assisted CO-TF1 with Covid testing and vaccinations for this deployment.

4. Finance Division Update

a. July 2021 Financial Statements

Mr. Mulaw reviewed the July 2021 financial statements which will be brought to the board for approval at the October 26, 2021 meeting.

5. Accreditation Update

The 2022 Accreditation process is moving forward and is on-track for a reaccreditation in 2022. With the tremendous amount of documentation needed for the accreditation process, progress targets have been set for the accreditation authors to complete 50% of the performance indicators needed for the Self-Assessment Manual by October 8, 2021.

6. Camp Ember Update – Firefighter/Paramedic Lakota Beckhorn and Arvada Lieutenant Brooke Elder

Co-Directors Elder and Beckhorn updated the board members on West Metro/Arvada Fire Camp Ember, a 4-day, 3-night camp for up to 16 teenage girls ages 16-18. Designed to be a mini academy with gear familiarization, hose drills, catching hydrants, auto extrication, forcible entry, bubble tower, and physical agility testing. The goal of this community-based program is to promote courage, confidence, and strength for the young women to pursue whatever career endeavors they choose. Female firefighters from South Metro, Denver, Boulder, and Pleasant View volunteered their time to assist with the camp. Former program campers, since inception 5 years ago, have gone on to pursue career choices such as nursing, firefighting, military, and other higher education. The co-directors thanked the board for their support of this program over the years.

7. 2021 Special Districts Association (SDA) Special District of the Year

West Metro was recently awarded the 2021 Special District of the Year by the SDA. Chief Lombardi credited the employees, support staff, leadership, command staff, and the board members for the individual roles they play in contributing to West Metro's mission. The Camp Ember program was identified by SDA to be one of the compelling reasons West Metro was selected as the 2021 Special District of the Year, noting the program's success in modeling a career path in the fire service for young women in the community.

B. Administration – Deputy Chief Jeremy Metz

1. Board Room Technology Updates

Chief Metz welcomed the board members back to the board room and thanked them for their patience during the upgrade in technology. A CARES grant offered funding for 75% of the cost of the technology upgrades.

2. Firefighter Dan Moran’s name will be placed on the memorial wall at the National Fallen Firefighter Monument in Emmitsburg, Maryland on October 3, 2021. The number of attendees for the services was limited due to Covid-19, allowing only two West Metro Honor Guard members to attend. A link to remotely attend the memorial will be made available to board members.

3. New IT Director and IT Staff Introductions

Chief Metz introduced new IT Director Eric Bates to the board. Mr. Bates briefly updated the board on future plans for enhanced cyber security at West Metro, the additional work that will occur in the board room, and introduced his staff and their individual roles to support the organization’s technology.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Pfannenstiel thanked the board for their support in the succession planning that has occurred in recent weeks. The extended process has allowed for a smoother transition and better consistency with the change in leadership.

West Metro Engine 9 and Brush 9 have been sent to Silverthorne, Colorado to provide additional resources to the area for community protection from a fire that developed Monday. Having Wildland Coordinator Brendan Finnegan in place to handle the logistics for rapid deployment to this fire event showed tremendous benefit to the organization.

Nine West Metro EMTs are currently in paramedic school, with eight additional EMTs planning to attend paramedic school beginning in January.

With the upcoming retirement of West Metro’s current medical director, preparations are underway for the selection of a new physician advisor.

The twenty recruits in the West Metro Academy are about halfway through the program with an anticipated graduation date of December 10, 2021 at 4:30 p.m. at Dakota Ridge High School.

West Metro will offer support to Denver Fire on Thursday, September 30 for the funeral services for the line of duty death of Denver Fire Technician Jeff Billingsley. Participation could include sending the honor guard to the services, fire station coverage, or procession involvement.

Recent notable calls in September included a 2-acre fire along C-470 near the alameda exit. The conditions had potential for spreading to the hog back. Crews used the drone for support on this incident to contain the fire. Additionally, there were 3 mutual aid requests, two with South Metro and one with Pleasant View.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

E. Other Matters

1. The October board meeting will be held on October 26, 2021, one week later than the usual meeting date.

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

The Metro Fire Training Center property sale is now complete.

Ms. Reester reported that she has been assisting Chief Lombardi with the federal guidelines pertaining to the federal vaccine mandate and how it applies to West Metro as a federal contractor.

The remainder of the legal update will be given in executive session.

G. Report of the President – President Cassie Tanner

1. Contract Negotiations with the Union

Ms. Tanner and Mr. Feeley met with union representatives regarding initial contract negotiations. The current contract expires December 31, 2021. The next meeting will be held on October 7, 2021. A full report to the board will occur at the October board meeting.

2. Fire Chief's Appraisal Format

Ms. Tanner requested and received consensus from the board members to use the same format to appraise the fire chief that has been used in previous years.

Ms. Tanner notified board members of the important dates and deadlines pertaining to the appraisal.

November 23, 2021 - Appraisal document along with the fire chief's accomplishments sent to the board members.

December 22, 2021 – Board members return completed appraisal to Ms. Wheaton. Ms. Wheaton will then collate and provide the complete appraisal back to the board by the January 2022 board meeting.

H. Treasurer's Report – Treasurer Jerry Cassel

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the June 2021 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 Mike Williams

Mr. Williams reported on the September 9, 2021 Civil Service Committee meeting. The next meeting of the CSC is scheduled for October 14, 2021.

**X. OLD BUSINESS**

A. Station 15 Generator Replacement – Division Chief Tom Richards

Chief Richards informed the board that the decision was made to change fuel sources from natural gas to diesel. The change resulted in a cost savings of \$7,275.00. The new total cost to purchase the Station 15 generator is \$77,725.00.

**MOTION: It was moved by Marta Murray and seconded by Mike Williams to approve a whole station generator replacement at Station 15 and authorize Chief Lombardi or his designee to execute all documents associated with this agreement.**

**XI. NEW BUSINESS**

A. Request the Top Three Names from the Eligibility Registers for the Rank of Assistant Chief, and the Top Three Names for the Rank of Lieutenant, from the Civil Service Committee – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus from the board members to request the top three names from the eligibility registers for the rank of assistant chief, and the top three names for the rank of lieutenant, from the Civil Service Committee

## **XII. BOARD BRIEFS**

- A. AT&T Lease Agreement at 3301 S. Field Street (Old Station 10) – Division Chief Tom Richards

## **XIII. OTHER MATTERS**

None.

## **XIV. EXECUTIVE SESSION**

**MOTION: At approximately 8:38 p.m. it was moved by Mike Feeley and seconded by Marta Murray to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of receiving legal advice regarding a litigation update for the Axtell and Bourne matters. The motion was voted upon and carried.**

**MOTION: At approximately 9:16 p.m. it was moved by Marta Murray and seconded by Mike Williams to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.**

President Tanner announced that no motions were made nor were any votes taken.

## **XV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Marta Murray and seconded by Mike Williams 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 9:16 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton  
/s/ Mike Williams