

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
November 4, 2021

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Don Sherman 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 Offices, at 433 S. Allison Parkway, Lakewood, Colorado, and remote access provided via Zoom.

### II. ROLL CALL

President Don Sherman	Present
Vice President Peggy Valdez	Present
Member Susan Emsbo	Present – Arrived at 6:10 p.m.
Member Dick Igel	Present
Member Leo Johnson	Present - via Zoom
Member Jim Roos	Present
Member Danny Turney	Present
Board Liaison Mike Williams	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 November 4, 2021, as presented. The motion was voted upon and carried.**

### V. REVIEW OF MINUTES

**MOTION: It was moved by Danny Turney and seconded by Dick Igel to approve the minutes of the regular meeting of the Civil Service Committee dated October 14, 2021 as presented. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – D. Lombardi**

Chief Lombardi reported on the 2022 budget, which he presented to the board of directors at the October board meeting. The public hearing for the budget will occur at the November board meeting followed by a request for the board to approve the budget during the December board meeting. Projected capital projects in 2022 will require access to reserve funds by approximately \$1.5 million. Chief Lombardi discussed the use of the Government Finance Officers Association (GFOA) method to determine the District’s financial risk as part of the planning process for things such as growth, potential for a natural disaster, Covid-19, supply issues, etc. The risk assessment process assigns scores to the various types of risks, providing a framework for budgeting and accessing reserve funding when needed. This risk assessment evaluates the upcoming budget year as well as a three to five-year timeframe. The details of the Financial Risk Assessment will be presented by Chief Lombardi at the November Board meeting.

Due to West Metro’s contracts with the Denver Federal Center and NREL, West Metro is considered a federal contractor and is subject to the vaccine mandate guidelines outlined by the federal government. West Metro put out a directive last month for all employees to either be fully vaccinated by December 8, 2021, or apply for a religious or medical exemption. The deadline to apply for exemptions has passed and applications are currently in the evaluation phase. Employees granted an exemption will be required to take and turn in a weekly PCR test and wear a mask in all District buildings and apparatus. A no-tolerance policy will be implemented for compliance to testing and masking, including a 10-day suspension for first-time offenders and termination for any subsequent offences. New guidance from the federal government is now suggesting that the compliance date may change from December 8, 2021 to January 4, 2022. Further clarification from the federal government is needed for response to this potential development.

**VII. REPORT OF THE TRAINING CHIEF – D. Hutchinson**

The Training Center staff and West Metro recruits are 100% vaccinated.

The next recruit academy begins February 1, 2022 with 17 West Metro recruits, and recruits from Arvada, Castle Rock, and Tri Lakes Fire.

Fitness testing began earlier this month at both the Training Center and the Wellness Center at Administration. Company level fire training with Arvada Fire begins soon. Two firefighters attended and successfully completed the HazMat technician class.

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

None.

**IX. REPORT OF BOARD LIAISON – J. Cassel**

Mr. Cassel reported on the October 26, 2021 board meeting. The next board meeting is scheduled for November 16, 2021.

**X. REPORT OF THE UNION – R. Norwood**

None.

**XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood**

Human Resources Recruitment Specialist Erin Cummins will be replacing Shannon Rush as the human resources representative on the RCS Subcommittee. Erin spent the weekend at the State EMS Conference in Keystone, Colorado at the West Metro recruitment booth.

**XII. FINANCIAL REPORT – D. Hutchinson**

A. Budget Review

Chief Hutchinson reviewed the 2021 year-to-date budget.

**XIII. OLD BUSINESS**

A. 2022 Captain Promotional Exam

Since the notice of the exam was posted, five applications have been received. Planning is on track with the next SME meeting scheduled on November 17, 2021. President Sherman requested two CSC members to attend the upcoming SME meeting. CPS-HR is reviewing the current job analysis to be certain it is still valid and up-to-date.

B. 2022 3<sup>rd</sup> Grade Developing Firefighter Written Exam (2021-01)

With the recent resignation of Rachel Hofsess who was part of the recruit class 21-01, Chief Hutchinson requested and received consensus to modify the notice of exam prior to the November 5, 2021 approved posting date to remove Rachel's name from the list of candidates required to take the exam.

**XIV. NEW BUSINESS**

None.

**XV. OTHER MATTERS**

A. Delivery of future Civil Service Committee meeting packets will be handled through the web-based platform BoardPaq. CSC members will receive login information in the coming weeks in preparation to use BoardPaq for the December 9, 2021 CSC meeting.

B. Civil Service Committee and Board of Directors Holiday Gathering at 240 Union – December 15, 2021

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Leo Johnson and seconded by Jim Roos 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 6:58 p.m.

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