

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
November 15, 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

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| 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.; 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. PUBLIC HEARING ON THE 2023 BUDGET

President Cassel opened the public hearing on the 2023 budget. Russell Weisfield and Tim Berg were present to address the board.

Mr. Weisfield expressed his concerns about mail ballots not included as a line item in the budget and discussed his concerns for notification to the citizens of the District when West Metro elections occur.

Mr. Berg communicated to the board his support to the District after reviewing the 2023 budget information, noting that he was impressed by the amount of information available about the budget, and with the District's use of resources and funding.

As no one else signed up to speak in the public hearing, President Cassel announced that the public hearing on the 2023 budget was closed at this meeting. The budget hearing will be continued at the December 6, 2022 board meeting at which time the board will proceed to discuss the budget for adoption.

V. REVIEW OF MINUTES

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated October 18, 2022, as presented. The motion was voted upon and carried.

VI. PUBLIC COMMENT

Mr. Russel Weisfield addressed the board to offer examples for areas of improvement pertaining to the handling of the West Metro elections moving forward.

Mr. Tim Berg addressed the board to discuss Wildfire mitigation planning within the District and requested the support of the board on his efforts in the community to advance the progress currently underway.

Mr. Sherman proposed a change to the order of the agenda to bring the New Business item A. to occur prior to Reports to allow Ms. Peggy Valdez to present at an earlier time in the meeting.

IX. NEW BUSINESS

- A. Civil Service Committee Member Term Renewal for Peggy Valdez and Danny Turney, December 31, 2022 – Civil Service Committee President Peggy Valdez

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the reappointment of Peggy Valdez and Danny Turney to the Civil Service Committee, each for a 6-year term with new term expiration dates of December 31, 2028. The motion was voted upon and carried.

VII. REPORTS

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

- 1. US&R Update

Chief Lombardi updated the board on the US&R meetings he attended in Washington D.C. last week. The budget meetings he attended went well. There were in-depth discussions regarding the claim West Metro has with the federal government regarding the gap in insurance coverage for vehicles that were involved in an accident while on a recent deployment. While West Metro has recuperated the costs through the Colorado Task Force One, the cost recovery efforts are now focused on reimbursing the Task Force for the redirection of funds that were meant for other Task Force programs. Chief Lombardi had the opportunity to meet with FEMA Administrator Deanne Criswell during his time in D.C.

- 2. Finance Division Update

- a. September 2022 Financial Statements

Mr. Mulaw reviewed the September 2022 financial statements which will be brought to the board for approval at the December 6, 2022 meeting.

3. Strategic Planning Team Co-Chair Retreat

Chief Lombardi recently organized a strategic planning team retreat for the strategic planning team chairs. Each team is chaired with one representative from management and one representative from labor. The retreat was led by two facilitators and was designed to give tools to the leaders of each team by fostering communications, team building and succession planning. Chief Lombardi identified the leaders within each strategic planning team as the future leaders of the organization and noted that collectively, the strategic planning teams represent one of the greatest successes at West Metro. Feedback from the two facilitators regarding the event, the organization, and the employees involved was very positive with the facilitators noting that West Metro's strategic planning team model is one for other organizations nation-wide to emulate.

B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

All vacancies in civilian administrative roles have been filled. Preparations for the spring firefighter academy is underway with 15 recruits scheduled to begin the academy on February 1, 2023.

In 2023, the EMS Division will go through the request for proposal (RFP) process for ambulance billing companies. Chief Metz will come back to the board in the coming months with a recommendation after the RFP process is complete.

2. Public Hearing for the Family and Medical Leave Insurance (FAMLI) Program at the December 6, 2022 Board Meeting.

A notice will go out to all employees tomorrow to inform the staff of an upcoming public hearing at the December 6, 2022 board meeting. Chief Metz will provide information to the board members on the State of Colorado FAMLI program, and the board will vote on a resolution to either keep the current West Metro benefit already in place, or to make a change to the FAMLI program. Chief Metz will also be providing a summary to the board on the recent work of the Benefits SPT and their progress to make recommendations for benefit changes for the employees of the District.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The recruit academy graduation will be held on December 12, 2022 at 4:00 p.m. at Dakota Ridge High School with 28 recruits expected to graduate.

Chief Pfannenstiel mentioned a notable incident that occurred on October 31 at 9th and Sheridan involving a 2-story apartment building fire resulting in two citizen fatalities, eight citizen injuries, and one firefighter injury. Lakewood Police and West Metro investigators currently have two individuals in custody.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. 2022 Fire Muster Summary – Community Education Specialist Erin Bravo

Ms. Bravo provided an update on the 27th Annual Family Fire Muster which attracted approximately 2,500 attendees. Information about the Muster obtained through a participant survey showed that 65% of the children in attendance are between the ages of 2-6, and that the Muster was a conversation starter after the event for many families with regard to safety preparedness and planning. 46% of participants learned about the Muster through a school flyer, and approximately 42% of the participants had been to the Muster in previous years. Ms. Bravo thanked the sponsors, the West Metro employees, volunteers, and the board for their role in supporting this valuable community event.

3. 2021 Fire Code Amendment Update

Fire Marshal Kelly Brooks provided an overview for the basis of adopting the 2021 International Fire Code (IFC) at West Metro, and also identified some of the more significant changes to the fire code in the 2021 version. The board will be presented with a resolution to adopt the 2021 IFC at the December board meeting.

E. Other Matters

None.

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

Legal counsel is working with the human resources division on a discrimination claim.

Early 2023 election discussions have begun with the District regarding the appointment of the District's designated election official (DEO).

G. Report of the President – President Jerry Cassel

Next month's board meeting is early in the month, December 6, 2022.

- H. Treasurer's Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the August 2022 financial statements as presented. The motion was voted upon and carried.

- I. Report of the Union – Lieutenant Mike Mulcahy

Chief Lombardi spoke on behalf of Lieutenant Mulcahy. All board members are invited to attend the December 10, 2022 Union Holiday and Awards Party.

- J. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the November 8, 2022 Civil Service Committee meeting. The next meeting of the CSC is scheduled for December 13, 2022.

VIII. OLD BUSINESS

- A. 2023 Financial Risk Analysis – Fire Chief Don Lombardi

Chief Lombardi reviewed the 2023 Financial Risk Analysis. The board will be asked to adopt a resolution approving the 2023 budget at the December meeting.

- B. ARM Car Pay Differential MOU – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and Seconded by Mike Feeley to approve the MOU to amend the 2022 Working Agreement between West Metro Fire Protection District and the International Association of Firefighters Local 1309 to include a pay scale for advanced care paramedics when working on ARM1. The motion was voted upon and carried.

IX. NEW BUSINESS (continued)

- B. Nomination of SDA Property and Liability Pool Member Leo Johnson – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Bill Clayton to nominate Leo Johnson as the designated member representative for West Metro Fire Protection District to the board of directors for the Colorado Special Districts Property and Liability Pool. The motion was voted upon and carried.

X. BOARD BRIEFS

- A. Organizational Chart Changes for Two Engineers at Station 6 – Deputy Chief Dan Pfannenstiel

XI. OTHER MATTERS

- A. Chief Lombardi noted that with the 2023 board member election coming up, January 1, 2023 is the first date for the District to begin accepting self-nomination forms for this election cycle. Appointing a DEO by resolution in advance of this date at the December board meeting is timely.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Williams 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 9:06 p.m.

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