

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
December 6, 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 6:31 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	Absent
Director Mike Williams	Present

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 Cassel led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

### **IV. PUBLIC HEARING ON THE 2023 BUDGET - CONTINUATION FROM THE NOVEMBER 15, 2022 PUBLIC HEARING**

President Cassel opened the continuation of the public hearing on the 2023 budget. As no one signed up to speak in the public hearing, President Cassel closed the public hearing on the 2023 budget.

### **V. PUBLIC HEARING ON THE FAMLI PROGRAM**

President Cassel opened the public hearing on the FAMLI Program. As no one signed up to speak in the public hearing, President Cassel closed the public hearing on the FAMLI Program.

## VI. REVIEW OF MINUTES

**MOTION: It was moved by Don Sherman and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated November 15, 2022, as presented. The motion was voted upon and carried.**

## VII. PUBLIC COMMENT

None.

## VIII. REPORTS

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

1. Chief Lombardi met with the city managers from Lakewood, Edgewater, Wheat Ridge, and the interim county administrator in Jefferson County pertaining to encampment fires in the metro area with the objective of working in concert with the leadership in the region for a consistent response; emphasizing safety and operation within the law. West Metro has seen an increase in these types of fires in recent months with the colder winter temperatures.

1. Finance Division Update

- a. The October 2022 and November 2022 Financial Statements to be presented at the January 2023 Meeting

2. Strategic Plan SPT Update – Division Chief Todd Heinl, Captain Andy Jensen, Captain Dan Wenger, Captain Mike Binney, Firefighter Paramedic Lakota Beckhorn

Representatives of the Strategic Plan SPT were present to update the board on the progress of the strategic plan in 2022. Notable highlights included increased efficiencies; balancing workload; enhancing service delivery, and response capability through increased staffing; advancing the West Metro marketing plan through social media; expanding the West Metro Speakers Bureau to increase community engagement; engaging the community in wildland fire outreach; advancing the mobile integrated healthcare program; improving partnerships for response, training, and events; and pursuing alternate sources of funding through grants and other supplemental reimbursement programs. Looking ahead to 2023, the Strategic Plan SPT will engage with stakeholders to begin early work to revise the Strategic Plan, with the next revision planned in early 2024.

### B. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on the progress with a recent request for proposal (RFP) in progress for EMS billing services. The RFP closes January 17, 2022 with the goal to select a billing company to service West Metro in the first quarter 2023.

The next academy begins on February 1, 2023 with 15 recruit firefighters.

The Colorado State Mental Health Trust is currently funded at \$1 million. Available to all firefighters state-wide, with an initial focus on prioritizing training for rural clinicians within the state, and a secondary emphasis on peer support training. One notable addition to the West Metro wellness program is the conversion of the old Station 8 to a wellness space intended as a location for firefighters to gather post-shift. The Union will purchase coffee to have on hand. There is a private office in the space that can be used for either private conversation or possibly designate that space for firefighters to work with a clinician trained in mental wellness for firefighters.

The Station 12 bathroom project is near completion and within the budget. Station 16 will continue through the beginning of 2023.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The 2022-02 West Metro academy is scheduled to graduate on December 12, 2022 with 28 graduates in this class. Medic 8 will open January 1, 2023. The District is still awaiting a response about the SAFER grant.

Chief Pfannenstiel mentioned two notable calls, one drowning after a young citizen fell through thin ice, and the other, a serious motor vehicle crash involving a West Metro ambulance.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

E. Chief of Staff Report – Deputy Chief Scott Rogers

Chief Rogers announced that this will be his final board meeting before his upcoming retirement. He thanked the board for the opportunity to serve the District, and also thanked them for their service to the community and to West Metro Fire Rescue.

F. Other Matters

None.

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

None.

H. Report of the President – President Jerry Cassel

Mr. Cassel announced that Chief Lombardi's 2022 accomplishments and 2023 goals for the fire chief's appraisal will be sent to each board member later in the week. Each board member should have his or her individual appraisal completed in time for Chief Lombardi's formal appraisal at the January 17, 2023 board meeting.

Mr. Cassel reported that he has received further communication from Mr. Tim Berg who addressed the board at the previous meeting during public comment.

Mr. Cassel thanked Deputy Chief Rogers for his years of service to the District.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

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

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy thanked Deputy Chief Rogers for his many years of leadership, mentorship, and service to the Local 1309.

Lieutenant Mulcahy also invited the board to attend the annual Union Holiday and Awards Celebration at 12 Lakeside Lane on Saturday, December 10, 2022.

The union membership voted favorably on the 2023-2024-2025 Working Agreement.

K. Report of Civil Service Committee – Secretary Don Sherman

The next meeting of the CSC is scheduled for December 13, 2022.

**IX. OLD BUSINESS**

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

**MOTION: It was moved by Mike Williams and seconded by Marta Murray to adopt a change to the organizational chart, which will set the minimum operational staffing level at Station 6 to one officer, two engineers, and a firefighter/paramedic, effective on or about February 1, 2023. The motion was voted upon and carried.**

B. Resolution 2022-02 – Declining participation in the Colorado paid family and medical leave insurance (FAMLI) program - Deputy Chief Jeremy Metz

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2022-02, declining participation in the Colorado Paid**

**Family and Medical Leave Insurance Program for the West Metro Fire Protection District. Additionally, while the District is opting out of the program, any individual employee of the organization may opt into the program, if desired. The motion was voted upon and carried.**

- C. Resolution 2022-03 – A Resolution to Adopt the Budget for 2023 – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2022-03 – A Resolution to Adopt the Budget for 2023. A roll call was taken and the motion carried unanimously.**

- D. Resolution 2022-04 – A Resolution to Appropriate Sums of Money for 2023 – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2022-04 – A Resolution to Appropriate Sums of Money for 2023. A roll call vote was taken and the motion carried unanimously.**

- E. Resolution 2022-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2023 – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2022-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2023. A roll call vote was taken and the motion carried unanimously.**

- F. Resolution 2022-06 – A Resolution Levying General Property Taxes for the Year 2022 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2023 Budget Year – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2022-06 - A Resolution Levying General Property Taxes for the Year 2022 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2023 Budget Year. A roll call vote was taken and the motion carried unanimously.**

- G. Resolution 2022-07 – Appointing a Designated Election Official for the May 2, 2023 Board Member Election – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve Resolution 2022-07 appointing Jennifer Wheaton as the 2023 designated election official and Kylee Burnside as the 2023 assistant designated election official, and authorizing the designated election official to cancel election. The motion was voted upon and carried.**

- H. Resolution 2022-08 – Adoption of the 2021 International Fire Code Amendments – Deputy Chief Mike Kirkpatrick

**MOTION: It was moved by Bill Clayton and seconded by Carolyn Wolfrum to approve Resolution 2022-08 approving Resolution Number 2022-08 to adopt the 2021 Edition of the International Fire Code with Amendments. The motion was voted upon and carried.**

- I. \$2,000,000 1st Bank Line of Credit Renewal – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the terms/conditions stated in the debt modification agreement from 1<sup>st</sup> Bank for the term loan January 1, 2023 to December 31, 2023, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.**

**X. NEW BUSINESS**

- A. Request the Top Three Names from the Eligibility Register for the Rank of Lieutenant – Fire Chief Don Lombardi

**Chief Lombardi requested and received consensus to request the top three names from the eligibility register for the rank of lieutenant from the Civil Service Committee.**

**XI. BOARD BRIEFS**

- A. Apparatus Replacement – One Medic Unit – Deputy Chief Jeremy Metz

**XII. OTHER MATTERS**

None.

**XIII. EXECUTIVE SESSION**

None.

**XIV. 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 8:44 p.m.

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