

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
September 17, 2024

### 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 Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Teams.

### II. ROLL CALL

President Jerry Cassel	Present
Vice President Bill Clayton	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Absent
Director Amira Watters	Present - Remotely via Teams
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Mr. John Chmil, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309; 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. REVIEW OF MINUTES

**MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated August 20, 2024, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Chad Lease to the Rank of Lieutenant, Effective September 3, 2024 - Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to promote Chad Lease to the Rank of Lieutenant, Effective September 3, 2024. The motion was voted upon and carried.**

## **VI. OATH OF OFFICE FOR LIEUTENANT CHAD LEASE**

### **RECESS**

At approximately 6:07 p.m., President Cassel announced the board would take a 13-minute recess to congratulate the newly promoted employees and citizens, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:20 p.m.

## **VII. PUBLIC COMMENT**

None.

## **VIII. REPORTS**

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

#### **1. Special District Association (SDA) Conference**

Chief Lombardi, Chief Metz, Mr. Cassel, Mr. Sherman, Ms. Wolfrum, and Mr. Clayton attended the annual SDA conference last week. The board members and staff found the conference presentations valuable and applicable to West Metro. One session of note was the mental health presentation provided by Deputy Chief Jeremy Metz and West Metro Mental Health Coordinator Emily Johnson.

#### **2. 2025 Budget Update**

Chief Lombardi updated the board on the progress of the 2025 budget-making process. The majority of the budgets are complete. The entire preliminary budget will be made available to the board members in October, and the presentation of the 2025 budget will occur at the October 15, 2024 board meeting. Chief Lombardi noted that the pressures created by Senate Bill 238, passed in 2023, are impacting the development of the 2025 budget. Additionally, the apparatus replacement fund has received extra attention during the budget development process again this year due to the lengthy wait times to acquire fire engine and medic unit apparatus. Purchasing apparatus now takes approximately five years from the order date to the date of delivery. An added complication in the process is the rapid change in technology from the date of order to the date of delivery. Chief Metz has approached the purchase of apparatus creatively to maximize the value and reduce expenses whenever possible.

### **B. Finance – Finance Director Bruk Mulaw**

#### **1. July 2024 Financial Statements**

Mr. Mulaw reviewed the July 2024 financial statements which will be brought to the board for approval at the October 15, 2024 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz updated the board on additional details of the budget process, including a reduction in the workers' compensation premiums in the coming year. Chief Metz attributed the decrease in cost to the good work done by Wellness Director Bob Stratman and the commitment of the staff to prevent injury, rehabilitate work-related injuries, and return to work faster. Alternately, the District's auto, property, and liability insurance will be increasing by approximately 20% in 2025.

The Wheat Ridge Volunteer Pension Fund transferred to FPPA on September 6, 2024. Chief Metz thanked Tim Raub and HR Director Erin Cummins for their work to finalize this transaction. The Wheat Ridge volunteers who are eligible to receive funds from this pension fund will receive their first payment on September 21, 2024.

The property purchase at 7475 W. 5<sup>th</sup> Street is moving forward. Current activities include property inspections, an environmental assessment, surveys, meetings with prospective commercial property managers, reviewing lease agreements, and reviewing the AT&T cell tower lease at the property. The closing date is scheduled for November 4, 2024.

The work to develop the Reserve Apparatus Storage Facility is in the public bid stage. A site walk-through of the property is scheduled for tomorrow with prospective general contractors. Contractors will have two weeks to turn in bids before a contractor is selected. The board will be asked to approve the selected contractor at the November 19, 2024 board meeting.

The generator replacement and insurance claim at the Administrative Building is in the final stages, with the work completed and the claim closed within the next two months.

Chief Metz requested and received consensus from the board to make minor updates to the District's Board Policies #1509 and #1510 as a result of some updates and changes to the District's Administrative Procedures #1509 and #1510.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The District recently provided a crew and a Type-6 truck to support the Pearl Fire near Red Feather Lakes, Colorado. This was one of 25 engines sent to the fire from the area through the Colorado Mutual Aid System.

The recruit academy is progressing with a total of 27 recruits who are scheduled to graduate on December 16 at 4:00 p.m.

The Training Division is focused on work surrounding the 2024 Lieutenant Promotional Exam, and multi-company drills.

The EMS Division is progressing with the regional collaborative pilot program, Jefferson County Mobile Crisis Response. There are a few administrative details remaining before the program can be fully operational.

Notable calls included a 35-acre vegetation fire in August near Station 15 on contracted land with automatic aid support from South Metro. Chief Pfannenstiel thanked Douglas County for the helicopter support to protect the community during the fire. Earlier this month, West Metro crews responded to a fire involving three homes where the initial home on fire spread to two neighboring homes.

- E. Life Safety – Deputy Chief Mike Kirkpatrick
  - 1. Comprehensive Project Report – Electronic Report
  - 2. 29<sup>th</sup> Annual Family Fire Muster – Saturday, September 21, 2024, 10:00 a.m. – 2:00 p.m. The Muster kicks off Fire Prevention Week which occurs in early October.
  - 3. Chief Kirkpatrick reported on staffing changes in the Life Safety Division including the selection of Lieutenant Chad Stodden for the Fire Investigations Team Coordinator, and Anny Marfil to fill to position of the Life Safety Specialist.
  
- F. Other Matters
  - None.
  
- G. Report of Legal Counsel – John Chmil, Esq.
  - Mr. John Chmil filled in for Ms. Adele Reester for the duration of the meeting.
  
- H. Report of the President – President Jerry Cassel
  - 1. Fire Chief Appraisal Format Discussion
    - Mr. Cassel asked for input from the board on the format of the annual fire chief’s appraisal. The board agreed to continue with the same format that has been used in previous years. The appraisal will be made available to the board members in December along with a comprehensive list of the chief’s accomplishments.

2. President Cassel thanked those board members who attended the SDA Conference.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

1. June 2024 Financial Statements

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Williams to approve the June 2024 Financial Statements as presented. The motion was voted upon and carried.**

J. 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 \$60,000 for this worthwhile cause.

The 35<sup>rd</sup> Annual Firefighter Chili Cook-Off will be held Friday, October 4, 2024, from 11:00 a.m.– 7:00 p.m. at McGregor Square in Downtown Denver. Proceeds go to the Colorado Muscular Dystrophy Association.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the September 10, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for October 8, 2024.

**IX. OLD BUSINESS**

A. Fire Chief Search Committee Update – Chairman Don Sherman and Bill Clayton

Mr. Sherman discussed the next steps in the fire chief search and selection process, including scheduling interviews between the consultant CPS HR and the board members to identify the ideal candidate profile.

The next meeting of the Fire Chief Search Committee will occur on October 15, 2024 at 3:30 p.m.

B. Proposed Board Policy B-2023 - Recording and Artificial Intelligence-Assisted Usage – Mr. John Chmil

**MOTION: It was moved by Bill Clayton and seconded by Amira Watters to approve the proposed Board Policy B-2023 – Recording and Artificial Intelligence-Assisted Usage as presented. The motion was voted upon and carried.**

C. Ballot Initiatives 50 and 108 Discussion/Special Legislative – Fire Chief Don Lombardi

Due to the work of the special legislative session in late August, Ballot Initiatives 50 and 108 have been pulled from the November ballot. While this outcome is not ideal for fire districts, it does provide a decision on the assessment rates and tax revenues for the present time. The result of the special session does not take fire district funding into consideration and will jeopardize revenue stability over time. The Colorado State Fire Chiefs representatives and the Colorado Professional Fire Fighters governmental affairs representatives received a commitment from the legislature and the governor for future consideration for funding for fire districts, which will be discussed in the coming weeks and months.

- D. National Renewable Energy Laboratory (NREL) Service Contract – Deputy Chief Jeremy Metz

**MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the National Renewable Energy Laboratory (NREL) Service Contract pending final legal approval. The motion was voted upon and carried.**

#### **X. NEW BUSINESS**

- A. Request the Top Four Names from the Eligibility Register for the Rank of Lieutenant – 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.

#### **XI. BOARD BRIEFS**

- A. 3M Lease Renewal – Deputy Chief Jeremy Metz

#### **XII. OTHER MATTERS**

- A. Board and Civil Service Committee Holiday Gathering

#### **XIII. EXECUTIVE SESSION**

None.

#### **XIV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Mike Williams and seconded by Amira Watters 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 7:40 p.m.

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