

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
November 19, 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 6:01 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	Present
Director Amira Watters	Present
Director Mike Williams	Absent

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. PUBLIC HEARING ON THE 2025 BUDGET

President Cassel opened the public hearing on the 2025 budget. No one signed up from the public to speak at the public hearing.

Chief Lombardi noted a budget line item for a deputy chief of staff position that was added to the 2025 proposed budget. This position will allow the individual selected to be the next fire chief to hold the title of deputy chief of staff during the transition period from April 2025 through December 2025 in preparation for Chief Lombardi's retirement on December 31, 2025, and in preparation for the selected individual to take on the role of fire chief on January 1, 2026.

President Cassel announced that the public hearing on the 2025 budget was closed at this meeting. The budget hearing will be continued at the December 3, 2025 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 Amira Watters to approve the minutes of the regular meeting of the board of directors dated October 15, 2024, as presented. The motion was voted upon and carried.

VI. CITIZEN AWARDS

- A. Presentation of Citizen Award to Debra Coaty, Jerry Barrios, and Rudy Stines – Fire Chief Don Lombardi

RECESS

At approximately 6:10 p.m., President Cassel announced the board would take a 10-minute recess to congratulate the award recipients, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:20 p.m.

VII. PUBLIC COMMENT

Mr. Bill Heermann of the White Deer Valley Community in Littleton, Colorado was present to address the board regarding the White Deer Valley properties petition for inclusion. Mr. Heermann expressed his support for this petition and requested that the board consider approving the petition at their December meeting.

VIII. REPORTS

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

- 1. USAR Update

Both teams of Colorado Task Force One have returned from their respective deployments in response to Hurricanes Helene and Milton. Though conditions were challenging, their missions were successful in coordinating with other task forces to assist the communities affected by the disasters.

Colorado will be hosting the Sponsoring Agency Chiefs Meeting in February 2025. Twenty agency chiefs and their respective program managers from across the nation will convene for a one-day meeting to discuss the issues that directly impact the task forces.

- 2. Insurance Services Office (ISO) Classification Process Update

No new information to report on this process at this time. Chief Lombardi will continue to update the board on this topic as more information becomes available.

- 3. White Deer Valley Inclusion Update

Chief Lombardi updated the board on the steps that have occurred with the White Deer Valley Community on the exclusion process of these properties from their current fire service provider, Inter-Canyon Fire Department. The White Deer Valley Community, which includes 79 properties, has presented a petition for inclusion to the District. Coordination between West Metro, Jeffcom 911 and Inter-Canyon Fire Department is in progress in preparation for the District to include the properties in its response territory. An independent, 3rd party study was conducted concerning the contrast in response capabilities between Inter-Canyon Fire and West Metro Fire Rescue. Chief Lombardi will provide a copy of the study to the board members prior to the next board meeting. Additionally, attorneys representing the HOA community in the White Deer Valley will be present at the December board meeting during the inclusion hearing.

B. Finance – Finance Director Bruk Mulaw

1. September 2024 Financial Statements

Mr. Mulaw reviewed the September 2024 financial statements which will be brought to the board for approval at the December 3, 2024 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz acknowledged Captain Mike Binney for being selected to present at the International Association of Fire Chiefs (IAFC) Technology Summit International, December 4-6, 2024, for his work in using a technology-driven solution to address sleep and other fire service-related issues through the use of wearable devices.

Captain Dustin Horn and Captain Dan Wenger recently graduated from the DU Public Safety Leadership Development Program. Both employees described receiving great value from the program, taking away experiences applicable to their respective roles within the organization.

With the anticipated March 2025 retirement of Fleet Maintenance Manager Glen Meader, the Support Services Division has begun preparations to implement their succession plan, prioritizing shop operations and preventing gaps in coverage during the management transition.

Eighteen West Metro recruits are anticipated to be hired for the Spring 2025 Recruit Academy which will begin February 3, 2025. Background checks for this group are in progress.

The new property at 7475 W. 5th Avenue has been turned over to a property manager to handle building operations and tenant management.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The graduation ceremony for Recruit Academy 24-02 will be held on December 16, 2024, at 4:00 p.m. at Dakota Ridge High School. Seventeen of the 27 graduates of the blended academy are from West Metro.

The District is seeing more fires in the area for warming and cooking now that the colder weather has arrived.

Notable calls included recent responses to Golden for an automobile crash resulting in the death of a Golden Police officer, including mutual aid response during the officer's services.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. Several members of the Life Safety Division attended a training on lithium-ion battery design features, extinguishment, and hazardous materials disposal at National Renewable Energy Laboratory (NREL).

3. 29th Annual West Metro Family Fire Muster 2024 Report – Community Risk Reduction Manager Erin Bravo

Ms. Bravo provided an update on the 29th Annual Family Fire Muster which attracted approximately 4,500 attendees. Information about the Muster obtained through a participant survey showed that the Muster was a conversation starter after the event for many families with regard to safety preparedness and planning. 24% of participants learned about the Muster through a school flyer, and approximately 68% of the participants were first-time Muster attendees. Participants reported that 69% had practiced or discussed the emergency escape plan as a family since attending the Muster, demonstrating the Muster's lasting safety messaging in the community. Ms. Bravo thanked the sponsors, the West Metro employees, volunteers, and the board for their role in supporting this valuable community event.

F. Other Matters

None.

G. Report of Legal Counsel – John Chmil, Esq.

Mr. Chmil and others at Lyons Gaddis have been working in the background on the petition for inclusion by the White Deer Valley Community.

H. Report of the President – President Jerry Cassel

1. Fire Chief Annual Appraisal

Mr. Sherman presented modifications to the 2024 appraisal for the fire chief. The board members agreed by consensus to try this format for this year and then reevaluate the appraisal criteria next year in preparation for reviewing the new fire chief in the coming years.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

1. August 2024 Financial Statements

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

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy invited the board members to the December 7, 2024, Holiday and Awards Party.

A new International Association of Fire Fighters (IAFF) Center of Excellence for Behavioral Health Treatment and Recovery is in the process of development in California, patterned after the Center of Excellence in Maryland. Mental Health Coordinator Emily Johnson will be traveling with Lieutenant Mulcahy, and Chief Lombardi to visit and tour the new location once it is open and available for referrals.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the November 12, 2024, Civil Service Committee meetings. The next meeting of the CSC is scheduled for December 10, 2024.

IX. OLD BUSINESS

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

Mr. Sherman reported on the Fire Chief Search Committee meeting that was held earlier today. The Committee approved the Ideal Candidate Profile, approved the Job Announcement, including the posting of the Job Announcement on December 16, 2024, and identified the individuals selected for the public interview panel.

The next and final meeting of the Fire Chief Search Committee will occur on January 29, 2025, at 2:30 p.m.

B. Approval of General Contractor for the Reserve Apparatus Storage Facility – Deputy Chief Jeremy Metz

MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to approve Crossland Construction Company Inc. as the general

contractor to construct the Reserve Apparatus Storage building and authorize Chief Lombardi to execute all contract documents associated with this project. The motion was voted upon and carried.

- C. Jefferson County Emergency Communications Authority (JCECA) Lease Agreement – Deputy Chief Jeremy Metz

MOTION: It was moved by Mike Feeley and seconded by Carolyn Wolfrum to approve the lease agreement with the Jefferson County Emergency Communications Authority and the District and authorize Chief Lombardi or designee to execute all lease documents. The motion was voted upon and carried.

- D. Debt Collections Agency Contract for EMS Billing Services (Pending Legal Review) – Deputy Chief Jeremy Metz

Chief Metz updated the board on the progress of the contract for the EMS Billing Services. Legal anticipates the review of this contract being finalized by the December 3, 2024 board meeting.

- E. Apparatus Purchases (Three Engines) – Division Chief Jay Jackson

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the purchase of the proposed three fire engines from Front Range Fire Apparatus and associated components and authorize Chief Lombardi or his designee to execute all associated documents. The motion was voted upon and carried.

- F. Apparatus Purchases (Two Medics) – Division Chief Jay Jackson

MOTION: It was moved by Bill Clayton and seconded by Amira Watters to approve the purchase of the proposed two medic units from Front Range Fire Apparatus and associated components and authorize Chief Lombardi or his designee to execute all associated documents. The motion was voted upon and carried.

- G. Apparatus Purchases (One Type 3 Engine) – Division Chief Jay Jackson

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the purchase of the proposed BME Type 3 fire engine from Front Range Fire Apparatus and associated components and authorize Chief Lombardi or his designee to execute all associated documents. The motion was voted upon and carried.

- H. 2025 Financial Risk Analysis – Deputy Chief Jeremy Metz

Chief Metz reviewed the 2025 Financial Risk Analysis. The board will be asked to adopt a resolution approving the 2025 budget at the December meeting.

X. NEW BUSINESS

- A. Set Public Hearing for the Petition for Inclusion for the White Deer Valley Property – Fire Chief Don Lombardi

Mr. Cassel requested and received consensus to set the public hearing for the petition for inclusion for the White Deer Valley property at the December 3, 2024 board meeting.

XI. BOARD BRIEFS

None.

XII. OTHER MATTERS

- A. December 3, 2024 Board Meeting will begin at 5:00 p.m.
B. Board and Civil Service Committee Holiday Gathering on December 11, 2024

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Carolyn Wolfrum 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 9:15 p.m.

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