

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
November 21, 2023

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, 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
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Ms. Adele Reester, Esq.; Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

III. MOMENT OF SILENCE

President Cassel requested a moment of silence to honor all fallen firefighters.

IV. PUBLIC HEARING ON THE 2024 BUDGET

President Cassel opened the public hearing on the 2024 budget. No one signed up from the public to speak in the public hearing.

Chief Lombardi presented recent developments that will affect the 2024 budget, including the timing of the budget approval process, that are results of legislation from the special legislative session. Legislation pertaining to assessment rates and property taxes was approved by the Colorado legislature and signed into law by the governor this week. Chief Lombardi, Mr. Mulaw, and Ms. Reester are working on interpreting what this new law means for revenues for the District in 2024 and the impacts it will have on the 2024 budget. An update to the preliminary 2024 budget will be made available to the board and to the public in the coming days and will be reviewed with the board at the December 2023 board meeting.

This late change has extended the deadline for submission of the final budget to January 10, 2024. Chief Lombardi informed the board that the approval of the budget will occur at the regular meeting of the board of directors in January. This will require a date change

to the January board meeting by one week. The January board meeting will be held on January 9, 2023. Chief Lombardi has asked all board members to adjust their schedules in preparation for this change. Chief Metz added that an error was discovered in the preliminary 2024 budget that will result in a \$2 million reduction in the line item representing salary costs in 2024. This update to the final numbers will be made available to the board and to the public as soon as possible for review and inspection.

President Cassel announced that the public hearing on the 2024 budget will be continued until the December 19, 2023 board meeting at which time the board will proceed to discuss the budget for potential adoption at that time.

V. REVIEW OF MINUTES

A. October 17, 2023 Regular Meeting

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated October 17, 2023 as presented. The motion was voted upon and carried.

B. October 27 and 28, 2023 Special Meeting

MOTION: It was moved by Carolyn Wolfrum and seconded by Amira Watters to approve the minutes of the special meeting of the board of directors dated October 27 and 28, 2023 as presented. The motion was voted upon and carried.

VI. PUBLIC COMMENT

None.

VII. REPORTS

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

1. US&R Update

a. National Urban Search and Rescue Conference

Chief Lombardi and Chief Olme attended the conference in early November with other state USAR team leads. This was a valuable conference, which resulted in plans to gather other sponsoring agency chiefs from around the country at the same conference this time next year.

b. Branch Chief Replacement

The search continues for the replacement of retired DHS/FEMA USAR Branch Chief Fred Endrikat. Chief Lombardi will participate in the interview process for the next DHS/FEMA USAR branch chief.

c. Sponsoring Agency Chief Central Division Representative

Chief Lombardi's own term as the sponsoring agency representative for the central division will end in December 2023. Texas Task Force One Director Jeff Saunders will be the likely replacement for Chief Lombardi in this role.

2. Proposition HH Update

Proposition HH was unsuccessful with Colorado voters. As a result, Governor Polis enacted a special session of the state legislature which resulted in a new law that seeks to lower the residential assessment rate in Colorado for 2024. As more information becomes available, Chief Lombardi will provide information to the board regarding the impact these laws will have on the proposed 2024 budget.

B. Finance Division

1. September 2023 Financial Statements

Mr. Mulaw reviewed the September 2023 financial statements which will be brought to the board for approval at the December 19, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The construction project at the administrative offices is underway with demolition nearly complete. The project is on track for completion in mid-January 2024.

The District has received a new request for easement access at Station 4. Delays have occurred with the progress on this easement request. Chief Metz will inform the board if and when the access easement is ready for formal consideration.

The Station 12 generator installation is still in progress. Chief Metz anticipates the finalization of this project in January 2024.

Two new fire engines have been delivered to the District in recent days. The new aerial engine is at the manufacturer, complete, and awaiting final inspection.

The District closed on the purchase of the Strictly Rays property next to Station 7 at the beginning of November. The previous owner will rent the space through the beginning of February 2024.

The District was awarded a grant through the Division of Fire Prevention and Control for firefighter safety and disease prevention. The grant provided for the purchase of wildland helmets for all frontline firefighters. The helmets have been received and are awaiting distribution.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Lombardi provided the operations report for Chief Pfannenstiel.

The District participated in a hazmat training exercise at NREL last week.

The WMFR recruit academy is scheduled to graduate 10 recruits on December 15, 2023 at Dakota Ridge High School at 4:00 p.m.

West Metro has had 16 mandatory call-backs so far in 2023. This is a low number in comparison to other agencies in the state and around the U.S.

Chief Lombardi reported that there have been fewer fires in the District in 2023 compared to 2022.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. 2023 Family Fire Muster Report – Community Education Specialist Erin Bravo

Ms. Bravo provided an update on the 28th Annual Family Fire Muster which attracted approximately 3,000 attendees. Information about the Muster obtained through a participant survey showed that 30% of the families in attendance had a family fire escape plan in place before the Muster, and that 65% of families in attendance have communicated about and practiced their escape plan since the Muster. Other conversation starters for families included calling 9-1-1 in case of emergency, wearing a bike helmet, safely crossing the street, crawling low under smoke, and that firefighters are your friends. The top attractions reported by participants at the Muster were the live fire demos, the junior firefighter challenge, and the inflatable bounce houses. 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

Due to the changes to deadlines for the 2024 budget, the January 2024 board meeting will be held on January 9, 2024. This meeting will be held remotely via Teams.

Chief Lombardi will be out of the office for a week at the end of November and early December for a medical procedure. He will return to work remotely in early December and will be back to the office for in-person work by the second week in December.

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

Ms. Reester has been reviewing the District's contracts and also working through the new legislation that has come out in recent days that will affect the District's 2024 budget.

H. Report of the President – President Jerry Cassel

Mr. Cassel thanked Chief Lombardi for his work on Proposition HH and his quick response to the new legislation that will affect the District's budget in 2024.

Additionally, Mr. Cassel thanked Chief Lombardi for the board retreat in October, noting the value of the reports by the leadership in every division within the organization. He also thanked the board members for prioritizing this special meeting and taking the time to attend the two-day event.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Don Sherman to approve the August 2023 financial statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

Chief Lombardi reported on behalf of Lieutenant Mulcahy.

The Local 1309 will host their annual holiday party on December 9, 2023. Board members are encouraged to attend.

Lieutenant Mulcahy extended his thanks to the board for their support in opposition of Proposition HH and the continued support with the recent changes in legislation.

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

Mr. Sherman reported on the November 14, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for December 12, 2023.

VIII. OLD BUSINESS

- A. 2024 Financial Risk Analysis – Deputy Chief Jeremy Metz

Chief Metz reviewed the 2024 Financial Risk Analysis. The board will be provided with additional updates at the December 19, 2023 board meeting and will be asked to adopt a resolution approving the 2024 budget at the January meeting.

- B. 3M Building Lease and Service Contract– Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the 2024 contract extension with 3M Scott Safety and authorize Chief Lombardi or his designee to execute all contract documents. The motion was voted upon and carried.

- C. Two AEV Medic Apparatus Purchases – Division Chief Jay Jackson

MOTION: It was moved by Amira Watters and seconded by Mike Williams 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.

- D. Brush Truck Apparatus Purchase – Division Chief Jay Jackson

MOTION: It was moved by Mike Williams and seconded by Don Sherman to approve the purchase of one Type 6 wildland brush truck 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.

- E. Two Fire Engine Apparatus Purchases – Division Chief Jay Jackson

MOTION: It was moved by Don Sherman and seconded by Amira Watters to approve the purchase of the proposed two 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.

IX. NEW BUSINESS

None.

X. BOARD BRIEFS

- A. Update to Board Policy #1605 – Suspensions Without Pay – Fire Chief Don Lombardi
- B. Frontline Mobile Health Contract for Services – Deputy Chief Jeremy Metz

XI. OTHER MATTERS

- A. December 2023 Board Meeting – Remote Via Teams

Chief Lombardi reminded the board members of the need to move the December board meeting from December 5, 2023 to December 19, 2023. The meeting will be held remotely via Teams.

- B. Board and Civil Service Committee Holiday Gathering, 240 Union Blvd, December 13, 2023 at 6:00 p.m.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Carolyn Wolfrum and seconded by Mike Williams 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 9:01 p.m.

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