

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
August 15, 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 6:00 p.m. This meeting was held remotely via Teams in accordance with the applicable statutes of the state of Colorado.

### 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; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309 (arrived at 6:34 p.m.); 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. 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 July 18, 2023, as presented. The motion was voted upon and carried.**

### V. PUBLIC COMMENT

None.

### VI. REPORTS

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

1. 2024 Budget Update

Chief Lombardi updated the board on the progress of the budget making process for 2024. Chief Metz is in the process of meeting with the budget

makers in order to prepare the preliminary budget, which will be made available to the board in October. One of the factors influencing the budget development process is Proposition HH, which is a ballot measure that will be on the November ballot this fall. Chief Lombardi has instructed budget makers to prepare budgets in anticipation of this ballot measure passing which will decrease anticipated revenues for the District in 2024.

2. US&R Update

CO-TF1 has sent a search and rescue canine resource to Maui to support the recovery efforts after the devastation of the recent wildfire. Division Chief Bob Olme interviewed with USA Today on the activities of the task force teams and the work they are doing at this time.

Branch Chief Fred Endrikat has announced his retirement. FEMA is looking to fill the position with a candidate who will operate from D.C. Chief Lombardi will be part of the interview process to select the new chief which will occur sometime between now and the end of the year.

3. Board Retreat

Chief Lombardi announced the 2023 board retreat which will be a combination retreat for both the Civil Service Committee and the board on October 27 and 28, 2023 at the West Metro Training Center. This retreat will feature an overview of West Metro, in-depth presentations from division leads of the various areas of West Metro, with a focus on long-term strategic planning, and evolving programs throughout the organization.

B. Finance Division – Finance Director Bruk Mulaw

1. June 2023 Financial Statements

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

2. Ruben Brown Viewpoints Presentation – Engagement Partner Chris Daus and Engagement Manager Max Haberkorn

Auditors Mr. Max Haberkorn and Mr. Chris Daus from RubenBrown reviewed the District's 2022 Annual Comprehensive Financial Report and provided a Viewpoints report related to the annual audit.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The District will be receiving a FEMA provider assistance grant in the amount of \$430,100 for COVID-related response expenses such as equipment rental, use of apparatus, response to COVID-19 incidents, and supplies. Chief Metz credited Mr. Mulaw and his team for their role in pursuing this grant funding. A separate grant request is still pending that relates to staffing and backfill for COVID response.

The District will be entering into the final renewal period of the current contract to provide response and mitigation efforts to the National Renewable Energy Laboratory (NREL). The contract ends on September 30, 2024. Efforts to develop a new contract with NREL will occur in early 2024.

Chief Metz and Chief Kirkpatrick have attended preliminary meetings with the developers of the new state-owned Global Energy Park (GLO Park), which is a research campus adjacent to the NREL campus. Future meetings will be centered around plans for development and developing a service contract.

The Colorado Employers Benefit Trust (CEBT) is projecting a 3.5% increase to the renewal cost for the District's employee healthcare plan in 2024. The tier the District fell into for this increase was an excellent outcome for a large employer such as West Metro, resulting in a minimal increase. Chief Metz is planning for this increase in the 2024 budget.

Chief Metz discussed some of the additional challenges related to the development of the 2024 budget. He discussed concerns over apparatus purchases with extremely long wait times for apparatus manufacturing from the time of purchase to the time of delivery. Wait times are currently nearing five years, making budgeting very challenging while keeping up with the apparatus replacement plan.

The fire station location study and the fire station condition study are nearly complete. The results of this study will assist in planning and budgeting for the District in the next five to ten years.

Chief Metz invited the board members to the Summer BBQ on August 30, 2023 at 11:30 a.m. at the Training Center.

## 2. Cybersecurity Update – IT Director Eric Bates

Mr. Bates provided the board with an annual update on the state of the District's cybersecurity, with a focus on the ongoing efforts his team takes to ensure the safety of the District's network. The presentation featured the process in place to prevent personal identifiable information threats and artificial intelligence threats.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Chief Lombardi provided the operations update on Chief Pfannenstiel's behalf.

There are two wildland resources deployed to out-of-state fires, one in Southern California, and the other in the Tucson, Arizona area.

Division Chief of Special Operations Clint Fey has been working with the Jefferson County/Adams County HazMat Authority on re-organization. Chief Pfannenstiel does not anticipate this re-organization to have an operational impact on West Metro.

The 2023 Engineer Promotional Exam is underway. The written exam occurred earlier in August, with 19 candidates successfully passing this exam. The practical portions of the exam will be held later in August and in mid-September.

The recruit academy 23-02 is in the third week of instruction. This combined academy includes 14 West Metro recruits.

Chief Lombardi thanked the board members who attended the Tender 6 Washing-in ceremony last week. The new wildland resource, Tender 6, has been in service since August 8, 2023.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. The Life Safety Division is partnering with traffic engineers at the city of Lakewood on a pilot program to install traffic calming devices in specific neighborhoods in the city. Once in place, this program will be used to evaluate access for emergency vehicles, with an option for emergency apparatus to bypass the traffic calming devices.

3. Fire Marshal Kelly Brooks just returned from the National Fire Protection Association (NFPA) conference in Oklahoma. While attending the conference, Mr. Brooks served on a committee to provide his expertise and to assist in authoring a book on building and construction for the fire service. Chief Lombardi added that Mr. Brooks and the knowledge and specialty he brings to his role as fire marshal is a great asset to the District.

4. The 27<sup>th</sup> Annual Family Fire Muster will occur on September 23, 2023. Chief Kirkpatrick encouraged all board members to attend.

F. Other Matters

None.

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

Ms. Reester and others from Lyons Gaddis will be in attendance and presenting at the Special Districts Association (SDA) conference in September. Ms. Reester has been reviewing administrative procedures for the District in recent weeks.

H. Report of the President – President Jerry Cassel

None.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the May 2023 financial statements as presented. The motion was voted upon and carried.**

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy shared his concerns about Proposition HH; and, if successful, the impact it could have on the District and the fire agencies across Colorado. The special district firefighters who are part of the Colorado Professional Fire Fighters (CPFF) are working in coordination with a plan to meet with those who have proposed this ballot measure.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the August 8, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for September 12, 2023.

**VII. OLD BUSINESS**

A. Administration Building Construction – Deputy Chief Jeremy Metz

**MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the contract with Mark Young Construction in the amount of \$445,437 for the tenant improvements to the administration building and authorize Chief Lombardi to sign all contracts and documents associated with this project. The motion was voted upon and carried.**

B. Ratification of Firefighter Paramedic Matthew Branney Sabbatical Request – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Mike Feeley to ratify the board's approval on July 18, 2023, the approval of the request for sabbatical by Firefighter Paramedic Matthew Branney for a period of one year, beginning August 9, 2023. The motion was voted upon and carried.**

- C. Purchase of Real Estate – 6325-6345 W. Mississippi Avenue – Deputy Chief Jeremy Metz

**MOTION: It was moved by Don Sherman and seconded by Amira Watters to approve the real estate contract to purchase of 6325-6345 W Mississippi Avenue, Lakewood, CO 80226, for \$1,000,000 and the post-closing occupancy agreement from Mr. Raymond J. Taylor and authorize Chief Lombardi, or designee, to execute the real estate contract and all related documents and take necessary actions associated with the purchase of this property.**

#### **VIII. NEW BUSINESS**

None.

#### **IX. BOARD BRIEFS**

- A. Organizational Chart Change – Fleet Mechanic – Deputy Chief Jeremy Metz
- B. Modify District Bylaws to Increase Threshold for Public Bid Notice for Capital Construction Projects – Deputy Chief Jeremy Metz

#### **X. OTHER MATTERS**

None.

#### **XI. EXECUTIVE SESSION**

None.

#### **XII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Bill Clayton and seconded by Mike Feeley 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 8:43 p.m.

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