

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
April 16, 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	Present
Director Amira Watters	Present - Remote Via Teams (arrived at 6:01 p.m.)
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309 (remotely via Teams); 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 Don Sherman and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated March 19, 2024, as presented. The motion was voted upon and carried.

Abstained – Amira Watters

V. CITIZEN AWARDS

A. Presentation of Citizen Award to Katie Doyle - Fire Chief Don Lombardi

VI. PUBLIC COMMENT

None.

VII. REPORTS

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

1. Accreditation Update – Strategic Plan SPT

The Strategic Plan SPT presented the 2024 revisions to the District's Strategic Plan. The plan, which is a pillar of the accreditation process, was last updated in 2021. Over the course of the last year, the Strategic Plan SPT has conducted surveys, held internal and external stakeholders meetings, and has met with the District's division heads and SPT co-chairs to identify common themes and emerging issues from the community and from the employees that are the top priorities for the District. The Strategic Plan provides direction for the organization and allows for continuous improvement. The plan also includes a comprehensive list of accomplishments that have been implemented and culturized within the organization. This plan is intended to be a living document that is constantly being used to move the District forward in a manner that aligns with its mission, vision, and values.

2. USAR Update

a. Administrative Readiness Evaluation (ARE)

CO-TF1 is currently preparing for the upcoming ARE. Peers from USAR teams around the country along with personnel from the USAR branch conduct the evaluation by reviewing operational readiness, logistics readiness, and management readiness. Chief Lombardi will report on the results of the ARE as more information becomes available.

3. National Emergency Response Information System (NERIS) Update

The pilot program for NERIS continues. The District has been supplying the developers with feedback for system improvements. Chief Lombardi will be participating in the production of a NERIS webinar that will be made available nationally to discuss the status of the pilot program.

4. Insurance Services Office (ISO) Classification Process

The District has submitted a number of required documents for consideration as part of the classification process. Chief Lombardi will update the board as more information becomes available.

B. Finance Division Update – Finance Director Bruk Mulaw

1. Chief Lombardi congratulated Mr. Mulaw and his team on receiving the Government Finance Officers Association (GFOA) award for Excellence in Financial Reporting for the year 2022.

2. February 2024 Financial Statements

Mr. Mulaw reviewed the February 2024 financial statements which will be brought to the board for approval at the May 28, 2024 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz reported on some of the District's investments that have been earning interest at a good rate of return. Notably, the Apparatus Replacement Fund earned nearly \$100 thousand dollars in 2023, an example of diversifying revenue sources for the District.

A number of firefighter candidates are in the background process in preparation for the August 2024 academy. Additionally, a facilities maintenance technician candidate is also in background, and the mental health coordinator interviews were held earlier today with a variety of high-quality candidates in the applicant pool. An offer to the top candidate selected will occur tomorrow.

Chief Metz reported on the re-platting process for the Reserve Apparatus Storage property. The process to combine the Station 7 lot with the Reserve Apparatus Storage lot to create one primary property will require a minor sub-division process through the city of Lakewood. This process could take up to nine months. Plan reviews can occur during this time, but the District will not be able to obtain a construction permit until the re-platting process is finalized.

The District launched a new official website last week. The change was influenced by the Colorado House Bill 21-1110 that will require state and local public entities to meet website accessibility standards, and to mandate that government websites have to provide proper accommodations for individuals with disabilities. Full compliance must be met by July 1, 2024.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The new hazardous materials model is near completion. Chief Jewell will be reporting on the Designated Emergency Response Authority (DERA) component of this model later in the agenda.

Swiftwater training is scheduled soon with the spring snowmelt from the high country filling the waterways in the District.

Significant incidents included the Fox Hollow Golf Course fire near the eastern edge of Bear Creek Lake Park that occurred on April 4, 2024, which was an intentionally set fire with a suspect in custody. The other

notable incidents occurred during the wind event over the April 6/7, 2024 weekend. The District responded to 441 incidents over the course of the two days.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. Chief Kirkpatrick and Fire Marshal Kelly Brooks met with the new Lakewood chief building official today, acknowledging that this position will be an excellent counterpart to work with when dealing with fire-challenged properties within the District.
3. The Annual Family Fire Muster is just five months away. The date is set for September 21, 2024, 10:00 a.m. – 2:00 p.m. and planning has already begun.
4. The Life Safety Division is finalizing the amendments to the 2024 International Fire Code with these proposed changes to be presented to the board at the May 28, 2024 board meeting.

F. Other Matters

None.

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

Ms. Reester prepared a memo for the board last week on the topic of public comment at board meetings that will be discussed at tonight's meeting under Old Business.

H. Report of the President – President Jerry Cassel

None.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

January 2024 Financial Statements

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

Abstained – Amira Watters

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy thanked the Strategic Plan SPT for their work and effort in preparing the 2024 revisions to the updated Strategic Plan.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the April 9, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for May 14, 2024.

VIII. OLD BUSINESS

A. Jeffcom IGA for Microwave Communications Dish (tabled to the May 28, 2024 board meeting) – Deputy Chief Jeremy Metz

B. Dish LLC Contract – Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the Dish LLC contract as presented. The motion was voted upon and carried.

Abstained – Amira Watters

C. Public Comment Discussion – Fire Chief Don Lombardi

The board discussed consideration for the development of a board policy to set parameters surrounding public comment at the District’s board meetings. This topic has come into focus after the District has learned about public entities, such as the Lakewood City Council, that have public comment as part of the meeting, have experienced members of the public using public comment as a platform to advance their off-topic agenda, at times, using multiple people to line up to speak consecutively during the public platform, taking considerable time with comments that are not related to the community. After much discussion, and input from the board, the board requested that Chief Lombardi and legal counsel develop a draft of a board policy to address public comment for future District board meetings that will permit an avenue for the board to hear from the public and also allows for effective and efficient meeting operations.

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

Mr. Sherman and Mr. Clayton reported on the second meeting of the Fire Chief Search Committee which was held on April 11, 2024. The CPS HR consulting presented their experiences, qualifications, and a proposal to the Committee on their professional recruitment services.

Additionally, the following decisions were made at the Committee meeting:

1. The Committee will pursue an internal search process, with the plan to pivot to an external search process if a suitable candidate is not identified in the internal process.
2. The Committee decided to utilize the District’s current fire chief’s job description with adjustments made to Page 4 of the job description under Education and Training, including additional changes proposed by Mr. Clayton at the April 11, 2024 meeting to allow the requirement for the

completion of the master's degree to occur by the time of appointment due to some potential candidates still in the process of completing their master's degree.

3. The Committee established the time frame to reach a final decision and appoint the new chief executive officer by the first quarter of 2025.

The Committee agreed to table the decision on deadlines for submittal of applications to discuss at a later date when coordination can occur with the consultant. The Committee agreed that the aim for the application deadline that is being considered is at or around October 1, 2024. Mr. Sherman also proposed deferring the decision on selection procedures to a later date when a firm idea of the process has been established with the consultant. The next meeting of the Fire Chief Search Committee is May 29, 2024.

IX. NEW BUSINESS

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

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

X. BOARD BRIEFS

- A. Hazardous Materials Remediation Contractor – Division Chief Sean Jewell

XI. OTHER MATTERS

- A. Next Board Meeting Moved to May 28, 2024
- B. Colorado Fallen Firefighter Memorial – May 18, 2024 at 10:00 a.m.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Feeley 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.

Abstained – Amira Watters

The meeting adjourned at 8:58 p.m.

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