

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
January 17, 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 6:30 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 – via Teams
Vice President Marta Murray	Present – via Teams
Secretary Don Sherman	Present – via Teams
Treasurer Carolyn Wolfrum	Present – via Teams
Director Bill Clayton	Present – via Teams
Director Mike Feeley	Present – via Teams
Director Mike Williams	Present – via Teams

Also present via Teams were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy (arrived at 6:40 p.m.) 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 Don Sherman and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated December 6, 2022, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Joseph Zimmermann to the Rank of Lieutenant, Effective January 1, 2023 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Williams and seconded by Don Sherman to promote Joseph Zimmermann to the rank of Lieutenant, effective January 1, 2023. The motion was voted upon and carried.

The Oath of Office for Lieutenant Joseph Zimmermann will occur at the February 21, 2023 board meeting.

VI. PUBLIC COMMENT

None.

VII. REPORTS

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

1. US&R Update

Progress continues with discussions surrounding the cost for the repair of two vehicles that were damaged in an accident while on deployment in 2021.

Chief Lombardi will be participating in the budget meetings next month and will be pursuing additional funding for US&R.

2. Accreditation Update

Work is underway on the Annual Compliance Report (ACR) #1, the first ACR of the new accreditation cycle. Once complete, the ACR will be ready for delivery to the Commission on Fire Accreditation International (CFAI) reviewer in advance of the July 15, 2023 deadline.

3. Mobile Integrated Healthcare Update – Division Chief Todd Heintz

Chief Heintz updated the board on the progress of the mobile integrated healthcare program since the board approved the change to bring the program in-house. Two full-time and one part-time advanced practice providers were hired in the fall of 2022. Benefits to bringing the program in-house include consistency with providers, efficiency with communication between providers, and improved tracking and support for frequent utilizers. Chief Heintz discussed some of the measurements used to track the success of the program as well as plans for the future of the program in the coming months.

4. Encampment Discussion

Chief Lombardi updated the board on some recent conversations with the county and city managers for a regional approach in response to encampment fires in the District. West Metro's District has seen a rise in encampments formed by people experiencing homelessness who use fires for cooking food and warming themselves. West Metro will work in

concert with local leadership to execute a response plan with the safety of the community in mind. In the absence of an official coordinated plan across municipalities, West Metro is currently extinguishing any encampment fires that cause a safety concern within the District. Chief Lombardi has requested that the area city managers coordinate a regional response to this issue. Once established, West Metro will work to support the plan. Chief Lombardi will continue to update the board on this topic as more information becomes available.

B. Finance – Finance Director Bruk Mulaw

1. October 2022 and November 2022 Financial Statements

Mr. Mulaw reviewed the October 2022 and November 2022 financial statements which will be brought to the board for approval at the February 21, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Wellness Manager Bob Stratman was the recipient of the 2022 Civilian of the Year Award, and the West Metro Honor Guard received a Unit Citation at the Union Holiday and Awards Event in December.

West Metro is now providing service to the 6.6 acre Camp George West Property as part of the service provided to NREL. The land transfer occurred as of January 10, 2023.

Chief Metz displayed a few photos of the ambulance that was involved in a crash in December, noting the ambulance will be totaled by the insurance. Chief Metz informed the board that with the medic units in queue for purchase in the coming year, one of the incoming medics would be used to replace Medic 11. The trial related to this incident is approaching and the Jefferson County District Attorney will be requesting restitution for damages, not only for the gap in insurance coverage for replacement of the ambulance, but also for the medical bills for the two employees involved in the crash. Chief Metz also discussed the District's approach to insuring apparatus with depreciation as a consideration for savings from year to year.

West Metro is in the final stages of building out a SharePoint intranet site for the employees. The site will include a file center, electronic forms center, and a location for the strategic planning teams to communicate and coordinate.

As part of a strategic recommendation that came out of the accreditation process, a formal contracts tracking process has been implemented for the District.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The 2023-01 Recruit Academy will begin on February 1 with a total of 29 recruits. 14 from West Metro, 12 from Arvada Fire, and three from Castle Rock Fire.

Nine West Metro Firefighters are currently attending paramedics school with 15 scheduled to attend paramedic school this fall.

A new dashboard is in the works for evaluating real-time District data and should be ready for a demonstration to the board at the February board meeting.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

F. Other Matters

None.

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

1. Bourne Litigation

The District has filed its response brief. Once Mr. Bourne files his reply brief, the District will await a decision from the court for this appeal.

2. The legislative session has begun. Mr. John Chmil with the District's legal counsel is following any legislation that could affect the District.

H. Report of the President – President Jerry Cassel

1. Mr. Cassel thanked the union for the opportunity to attend the annual holiday and awards event in December.

2. Fire Chief's Appraisal

Chief Lombardi agreed to waive his right to have his appraisal reviewed in executive session, released the District from liability, and holds the

District harmless for anything said in the evaluation held in the public session. After a review of the comments on the appraisal, Chief Lombardi expressed his appreciation to the board for their comments and recognition of his accomplishments. Over the eleven years in his role as fire chief, Chief Lombardi reflected on the quality leadership of the years past and on the promising leaders currently rising within the organization who take ownership in their individual positions. Chief Lombardi noted that the success of the fire chief is dependent on the collective vision, commitment, and momentum promoted by each individual within the organization.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

None.

J. Report of the Union – Lieutenant Mike Mulcahy

None.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the December 6, 2022 and January 10, 2023 Civil Service Committee meetings. The next meeting of the CSC is scheduled for February 14, 2023.

VIII. OLD BUSINESS

A. Designation of Posting Places – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve and authorize continuation of posting public notices and agendas of the West Metro Fire Protection District's board of directors meetings on the West Metro Fire Protection District website; and, the main lobby of the administration building of West Metro Fire Protection District. The motion was voted upon and carried.

IX. NEW BUSINESS

A. Request the Top Four Names from the Eligibility Register for the Rank of Lieutenant and the Top Five Names from the Eligibility Register for the Rank of Engineer – 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 and the top five names from the eligibility register for the rank of engineer from the Civil Service Committee.

X. BOARD BRIEFS

- A. Organizational Chart Change – Admin Assistant Position – Deputy Chief Jeremy Metz

XI. OTHER MATTERS

None.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Williams and seconded by Carolyn Wolfrum 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 8:56 p.m.

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