

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
January 9, 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 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 Bill Clayton	Present – via Teams
Secretary Don Sherman	Present – via Teams
Treasurer Carolyn Wolfrum	Present – via Teams
Director Mike Feeley	Present – via Teams
Director Amira Watters	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.; Captain Reed Norwood representing IAFF Local #1309; 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 - CONTINUATION FROM THE DECEMBER 19, 2023 PUBLIC HEARING

President Cassel opened the continuation of the public hearing on the 2024 budget. As no one signed up to speak in the public hearing, President Cassel closed the public hearing on the 2024 budget.

V. REVIEW OF MINUTES

A. December 19, 2023 Regular Meeting

MOTION: It was moved by Mike Williams and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated December 19, 2023, as presented. The motion was voted upon and carried.

VI. PROMOTIONS

- A. Promote Travis Hines to the Rank of Engineer, Effective December 16, 2023, to Promote Brian Holcomb to the Rank of Engineer, Effective January 1, 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Amira Watters to promote Travis Hines to the rank of Engineer, effective December 16, 2023, and to promote Brian Holcomb to the rank of engineer, effective January 1, 2024. The motion was voted upon and carried.

VII. OATH OF OFFICE

The Oath of Office for Engineer Travis Hines and for Engineer Brian Holcomb will be held at the February 20, 2024 board meeting.

VIII. PUBLIC COMMENT

None.

IX. REPORTS

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

- 1. Accreditation Update

- a. Annual Program Appraisals

The 2023 Annual Program Appraisals are in progress with the leads responsible for each division actively working on their respective appraisal of the individual programs for which they oversee, reflecting on each program's 2023 accomplishments, areas for improvement, and goals in 2024. These documents will be made available to the board upon completion.

- B. Finance Division Update – Finance Director Bruk Mulaw

- 1. November 2023 Financial Statements

Mr. Mulaw reviewed the November 2023 financial statements which will be brought to the board for approval at the February 20, 2024 meeting.

- C. Administration – Deputy Chief Jeremy Metz

- 1. Administration Update

Chief Metz updated the board on the purchase of the property next to Station 7. The District rented the space back to the previous owner after closing on the property through January 31, 2024. Preparations are underway to take possession of the property on February 1, 2024.

The construction project at the administration building is in the final stages with plans for completion in late January.

The contract with the Denver Federal Center is set to enter into year four of 10 which is a new performance period for this contract.

The District will plan to surplus three aged fire engines. Two of the three engines are 30 years of age with very high mileage and currently assigned to the Training Division. The third engine is one that was acquired through the merger with Wheat Ridge Fire and is 20 years of age with very high mileage. These engines will be placed for bid on GovDeals online marketplace.

Chief Metz welcomed new Administrative Specialist Kara Urland to West Metro. As part of her role, Kara will be supporting the Civil Service Committee as the recording secretary and will provide back-up support to the recording secretary for the board.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The division chief of special operations is working on developing efficiencies within the special teams.

The Training Division is finalizing the training calendar for 2024, looking into gaps in training, mandates, and emerging topics within fire and emergency medical services.

The District responded to fewer incidents, including fewer fires in 2023 compared to 2022.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. The city of Wheat Ridge has approached the District with their intention of adopting the 2024 International Fire Code later this year. Chief Kirkpatrick will keep the board informed of this change and will request approval for this action at a later date.

3. Wheat Ridge Urban Renewal Authority has expressed their intention to use the old Lutheran Hospital campus as an urban renewal area. Currently, the District does not receive any property tax from this property. The proposed project is for new construction development on the site. Chief Lombardi will keep the board informed of matters that affect the District and will make recommendations if and when West Metro board presence is needed for the Wheat Ridge Urban Renewal Authority board.

4. The city of Lakewood has opened their emergency weather shelter on west Colfax in preparation for the cold weather coming in the days ahead.

F. Other Matters

None.

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

The Colorado legislative session has begun. West Metro attorney, John Chmil will monitor legislation that may affect the District throughout the session.

Ms. Reester has been working on the legal review of contracts and procedures for the District in recent weeks.

H. Report of the President – President Jerry Cassel

Mr. Cassel thanked the employees of the District who prepared the 2024 budget, especially considering the additional challenges that existed to finalize the 2024 budget.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

1. October 2023 Financial Statements

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the October 2023 Financial Statements as presented. The motion carried unanimously.

J. Report of the Union – Captain Reed Norwood

Captain Norwood reported on behalf of Lieutenant Mulcahy. The Local 1309 recently held a vote which resulted in some new members taking leadership roles on the executive board. Captain Norwood thanked those members of the executive board who have stepped down from their roles and congratulated the newly elected members.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the January 2, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for February 13, 2024.

X. OLD BUSINESS

A. Resolution 2024-01 – Adopting the 2024 Budget – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to adopt Resolution 2024-01 – A Resolution to Adopt the Budget for 2024. A roll call was taken and the motion carried unanimously.

- B. Resolution 2024-02 – Appropriating Sums of Money for 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Amira Watters to adopt Resolution 2024-02 – A Resolution to appropriate Sums of Money for 2024. A roll call vote was taken and the motion carried unanimously.

- C. Resolution 2024-03 – Appropriating Comprehensive Fund Balance for 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Mike Williams to adopt Resolution 2024-03 – A Resolution to appropriate the District’s Comprehensive Fund Balance for 2024. A roll call vote was taken and the motion carried unanimously.

- D. Resolution 2024-04 – Setting Mill Levies – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Amira Watters to adopt Resolution 2024-04 - A Resolution Levying General Property Taxes for the Year 2023 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2024 Budget Year. A roll call vote was taken and the motion carried unanimously.

- E. Designation of Posting Places – Fire Chief Don Lombardi

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

- F. Frontline Mobile Health Presentation and Contract for Services – Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the contract for services with Frontline Mobile Health as amended to correct contract language in Section 6 of the business associate’s agreement and to authorize Chief Lombardi or his designee to authorize all required documents to execute this contract. The motion was voted upon and carried.

- G. Training Center Media Blasting/Painting Contract – Deputy Chief Jeremy Metz

Chief Metz announced that approval for this contract would be presented at the February 20, 2024 board meeting to allow legal the time to review the contract.

- H. NV5 Professional Owner’s Representative Services for Apparatus Storage Facility – Deputy Chief Jeremy Metz

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the contract for the owner’s representative services with NV5 for the construction of the reserve apparatus storage building and to authorize Chief Lombardi or his designee to authorize all required documents to execute this contract. The motion was voted upon and carried.

- I. Contract for Architect Services for Apparatus Storage Facility – Deputy Chief Jeremy Metz

MOTION: It was moved by Mike Williams and seconded by Amira Watters to approve the contract with OZ Architecture for the Reserve Apparatus Storage project and to authorize Chief Lombardi or his designee to execute all contract documents. The motion was voted upon and carried.

- J. FPPA/Money Purchase Plan Document Change Update/Discussion – Deputy Chief Jeremy Metz

XI. NEW BUSINESS

None.

XII. BOARD BRIEFS

None.

XIII. OTHER MATTERS

- A. February 20, 2024 Board Meeting – Return to In Person Meetings at Board Room

XIV. EXECUTIVE SESSION

None.

XV. 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 7:06 p.m.

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