

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
March 19, 2024

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by Vice President Bill Clayton at 6:01 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	Absent
Vice President Bill Clayton	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Present
Director Amira Watters	Present
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Jeremy Metz (remotely via Teams); Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309; Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Vice President Clayton led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

### IV. PUBLIC HEARING ON PETITION FOR INCLUSION

#### A. Petition/Board Order of Inclusion for the Dinosaur Ridge Resort, LLC Property

Mr. Vince Harris with Baseline Engineering Corporation was present to speak at the public hearing for the petition for inclusion for the Dinosaur Ridge Resort, LLC Property. Mr. Harris is assisting Dinosaur Ridge, LLC with the annexation of the property into the West Metro Fire Protection District. Mr. Harris respectfully requested the board's consideration for approval of this petition.

**MOTION: It was moved by Amira Watters and seconded by Don Sherman to approve the board order of inclusion for the Dinosaur Ridge Resort LLC Property as presented. The motion was voted upon and carried.**

## **V. REVIEW OF MINUTES**

**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 February 20, 2024, as presented. The motion was voted upon and carried.**

## **VI. PROMOTIONS**

- A. Promote Anthony DiTullio and Brian Hickman to the Rank of Captain, Effective March 12, 2024, to Promote Ryan Parker and Robert Christy to the Rank of Lieutenant, Effective March 12, 2024, and to Promote Erik McGillivray to the Rank of Engineer, Effective March 16, 2024 – Fire Chief Don Lombardi

**MOTION: It was moved by Don Sherman and seconded by Amira Watters to promote Anthony DiTullio and Brian Hickman to the Rank of Captain, Effective March 12, 2024, to Promote Ryan Parker and Robert Christy to the Rank of Lieutenant, Effective March 12, 2024, and to Promote Erik McGillivray to the Rank of Engineer, Effective March 16, 2024. The motion was voted upon and carried.**

## **VII. OATH OF OFFICE FOR CAPTAIN ANTHONY DiTULLIO, CAPTAIN BRIAN HICKMAN, LIEUTENANT RYAN PARKER, LIEUTENANT ROBERT CHRISTY, AND ENGINEER ERIK MCGILLIVRAY**

## **VIII. CITIZEN AWARDS**

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

The presentation of the Citizen Award will be postponed to a future board meeting.

## **RECESS**

At approximately 6:30 p.m., Vice President Clayton announced the board would take a 15-minute recess to congratulate the newly promoted employees, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:45 p.m.

## **IX. PUBLIC COMMENT**

None.

## **X. REPORTS**

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

1. Accreditation Update

a. 2024 Excellence Conference

Six West Metro employees were in attendance at this year's accreditation Excellence Conference. Chief Lombardi noted that more and more agencies across the country are becoming accredited agencies, as a result, this conference was attended by more people than any of the previous conferences. Deputy Chief Jeremy Metz was selected to present at the conference on his experiences with the Officer Development Program through the FEU. Chief Lombardi looks for opportunities to bring different West Metro accreditation contributors to the conference each year to offer them valuable experience and depth of understanding about the accreditation process. IT Director Eric Bates joined this year as a first-time attendee.

2. Colorado Fire Commission Report – Division Chief Sean Jewell

Division Chief Jewell updated the board on the Colorado Fire Commission, including the history of the Commission, who makes up the Commission, their objectives, and the work that has been done since inception in 2020. The Commission has received approval to remain in operation for an additional five years. Future topics include providing stable funding for local fire services in Colorado, addressing insurance challenges of properties within Colorado's wildland urban interface areas, and improvements in training opportunities.

3. National Emergency Response Information System (NERIS) Update

The U.S. Fire Administration is leading a national effort to develop and launch a new interoperable fire information and analytics platform, called NERIS. The National Emergency Response Information System (NERIS) will replace the current system, the National Fire Information Reporting System (NFIRS). NFIRS has been a challenging system from the start to enter data and also to extract usable reporting data. The new NERIS system will modernize the reporting system for the fire service with an anticipated date of completion and a sunset of the legacy system NFIRS in mid-2025. West Metro was one of six agencies in the country invited to participate in the NERIS pilot program to assist in testing and evaluating the prototype version of the system. The process began last week and will continue through August 2024 when an additional 50 agencies will be brought on board. West Metro is honored to be considered for this pilot program for the opportunity to provide input to the developers for the final NERIS product.

4. Insurance Services Office (ISO) Classification Process

The ISO classification process for the District is still in progress. A check-in meeting with the evaluator will be held in early April to discuss the status of the classification.

B. Finance – Finance Director Bruk Mulaw

1. January 2024 Financial Statements

Mr. Mulaw reviewed the January 2024 financial statements which will be brought to the board for approval at the April 16, 2024 meeting.

- C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The design process for the reserve apparatus storage facility is complete. The architects are scheduling an application meeting with the city of Lakewood to discuss the pros and cons to replat the boundaries of the Station 7 property to incorporate the reserve apparatus storage facility into one large property.

Chief Metz met with the Wheat Ridge Volunteer Pension Fund representative, Tim Raub. There are currently 41 active participants in the pension fund. An additional seven participants will be eligible at age 50. Details are being coordinated with legal for the next steps in the process to bring the fund to FPPA.

The firefighter new hire process continues. 948 applications were completed. 265 passed both the physical agility test and the written exam. This is a very similar number to what the District has experienced in the past. Approximately 64 candidates will be invited to the oral board interview process. A full presentation on the process and an evaluation of the recent changes to the process will be provided to the board at a later date.

The two engines and 100-foot aerial (T8, E1 and E16) will be placed in service next week. A washing-in ceremony will be held in April to welcome all three. Details to be announced once the date is identified.

Progress continues on the fire station location study. The data collection phase is complete. Preliminary findings of the report state that there is a potential need for a fire station at or near the intersection of 6<sup>th</sup> and Wadsworth. Chief Metz noted that CDOT is working on a multi-phase improvement project that relates to the highway interchange at 6<sup>th</sup> and Wadsworth. He has been in conversation with the city of Lakewood and the state to discuss possible land availability once the project is complete. These are very early discussions for long-term planning. The full report of the fire station location study will be presented to the board once the analysis is complete.

- D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

A leadership change occurred in the Special Operations and Emergency Management Division in February. Chief Clint Fey returned to District 1 and Chief Sean Jewell left District 2 to take on the role.

Calls of note included a high call volume day during the recent snowstorm. A positive result of the snow melt is that concerns over fire danger have been low in the District since the snow event.

The 2024 Captain Promotional Exam wrapped up earlier this month. The first promotions from the newly established captain eligibility register occurred earlier at tonight's meeting.

E. Life Safety – Fire Chief Don Lombardi

1. Comprehensive Project Report – Electronic Report

F. Other Matters

None.

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

None.

H. Report of the President – Vice President Bill Clayton

None.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

1. December 2023 Preliminary Financial Statements (subject to financial audit)

**MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the December 2023 Preliminary Financial Statements, subject to financial audit, as presented. The motion was voted upon and carried.**

J. Report of the Union – Lieutenant Mike Mulcahy

The Local 1309 hosted a beer tap event at the Westfax Brewing Company on February 24, featuring the Hook & Halligan IPA. The proceeds from the event supported the Colorado Professional Fire Fighter Foundation.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the March 12, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for April 9, 2024.

## **XI. OLD BUSINESS**

- A. Organizational Chart Change - Mental Health Coordinator – Deputy Chief Jeremy Metz

**MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to approve the changes to the organizational chart to add a mental health coordinator civilian position under the deputy chief of administration as presented. The motion was voted upon and carried.**

- B. Board Policy #1615 – Professional Development – Deputy Chief Jeremy Metz

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the submitted revisions to Board Policy #1615 – Professional Development, as presented. The motion was voted upon and carried.**

- C. Dish LLC Contract (Tabled to the April 16, 2024 meeting – Currently under review by Dish legal) – Deputy Chief Jeremy Metz

This agenda item was tabled and will be presented under Old Business at the April 16, 2024 board meeting.

- D. Proposed Termination from Participation with the AJCHRA IGA – Deputy Chief Dan Pfannenstiel

**MOTION: It was moved by Don Sherman and seconded by Amira Watters to direct Chief Lombardi or his designee to provide written notice to the Adams Jefferson County Hazardous Response Authority with which the District will terminate participation by June 1, 2024 to be effective December 31, 2024 as noted in the intergovernmental agreement, as presented. The motion was voted upon and carried.**

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

Mr. Sherman reported on the first meeting of the Fire Chief Search Committee which was held on March 15, 2024. The Committee received legal guidance at the start of the Committee meeting, followed by discussion on the fire chief's job description and recommendations for consideration related to the search for the next fire chief executive officer.

The recommendations included:

1. Pursue an initial internal search for the next fire chief of the West Metro Fire Protection District, with a plan to hold a national search if a suitable candidate is not identified in the internal search process.
2. Utilize the District's current Fire Chief's job description with adjustments per Section 3 below.

3. Amend fire chief job description to include a four-year allowance for the successful candidate to achieve the Executive Fire Officer (EFO) certification from the National Fire Academy.
4. To change the fire chief job description to state preferred instead of required for a minimum of 12 years progressively responsible management experience as a full-time fire and EMS/ALS command officer in a similar size or greater urban/suburban setting.
5. To change the fire chief job description to state preferred instead of required for a minimum of six years of service at the assistant chief (equivalent to a battalion chief) level or above.
6. Proposed deadline for applications: October 1, 2024.
7. Final selection first quarter 2025.
8. Utilize third party consulting company.

The board supported the progress made by the Committee. The next meeting of the Fire Chief Selection Committee is scheduled for April 11, 2024 at 9:30 a.m. Mr. Clayton encouraged other board members to attend as members of the public, if available.

## **X. NEW BUSINESS**

None.

## **XI. BOARD BRIEFS**

- A. Jeffcom IGA for Microwave Communications Dish – Deputy Chief Jeremy Metz

## **XII. OTHER MATTERS**

Chief Lombardi discussed with the board some circumstances that have come to his attention at public meetings in the community. 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. Ms. Wolfrum added that she had attended a recent city council meeting when a circumstance like this occurred, noting that the topics were intentionally disruptive, derogatory, and unrelated to the city, or the council. Chief Lombardi acknowledged that the District has an obligation to allow the public to exercise their first amendment rights, and requested that the board consider options outlined by Ms. Reester for holding public comment in the future that could help minimize the chances for something like this to occur while remaining in compliance with the public comment requirements.

### **XIII. EXECUTIVE SESSION**

None.

### **XIV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Williams 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 9:05 p.m.

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