

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
October 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 6:00 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 – Arrived at 6:23 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 (arrived at 6:46 p.m.); Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

President Cassel requested a modification to the order of the agenda to allow for an executive session to occur during New Business, after the Budget Presentation, and prior to the 2024-2025-2026 Assistant Chiefs Working Agreement, for the board negotiators to update the full board on the proposed 2024-2025-2026 Assistant Chiefs Working Agreement.

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 Mike Williams to approve the minutes of the regular meeting of the board of directors dated September 19, 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. USAR Update

Funding for 2024 is still undecided. Chief Lombardi has been asked to assist with the selection process for the new DHS/FEMA USAR branch chief due to the current branch chief, Fred Endrikat's pending retirement. Chief Lombardi's own term as the sponsoring agency representative for the central division will end in December 2023. The process to identify Chief Lombardi's replacement for this role will begin soon.

2. Board and Civil Service Committee Retreat

The 2023 Board and Civil Service Committee retreat will be held on October 27 and 28, 2023. The Friday session will begin at 3:30 p.m. and will consist of presentations from various areas of the organization. The following morning will include a full day of presentations from 8:00 a.m. – 3:30 p.m. The retreat is designed to provide in-depth discussions on West Metro, as the District strategically plans for the future.

B. Finance Division Update – Finance Director Bruk Mulaw

1. August 2023 Financial Statements

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

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

The purchase of the W. Mississippi property, Strictly Rays, next to West Metro Fire Station 7 is moving forward. The closing date is scheduled for November 1, 2023.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

A 60-acre prescribed burn occurred in the District in September. This action not only provides increased safety to the area, but also provided training opportunities for those assigned to manage the event.

The recruit academy continues with 26 recruits with 10 recruits from West Metro, eight from Arvada, and eight from Castle Rock. Graduation is scheduled for December 15, 2023 at 4:00 p.m. at Dakota Ridge High School.

Chief Pfannenstiel mentioned two recent notable calls, a natural gas-fed fire that resulted in an on-scene time of 36 hours, involving approximately 83 personnel; and a search/recovery effort for a missing Kayaker at Bowles Reservoir involving multiple jurisdictions, using the dive team and the drone in their efforts to locate a missing person.

2. WMFR/Jefferson County School Internship Program – Division Chief Steve Kornegay

Division Chief Steve Kornegay provided a presentation to the board on a new 100-hour internship program for high school students in the Warren Tech Fire Science Program. West Metro is currently hosting two Warren Tech interns. The Warren Tech faculty selects the top performing students from the previous school year to return to the program as teacher's aids. These top performing students are chosen for the West Metro internship. There are three goals of the program. One, is to familiarize the student with the fire service; next, is to demonstrate the professionalism of the career to these students as the student begins to transition from student life and enter into the adult world; and finally, to provide the students with feedback on their professional resume, including preparation for job interviews, specifically the oral boards that are common in the fire service. This program is an example of West Metro's strategic priority to respond to the evolving needs of the community, to pursue recruitment, and to strengthen relationships with neighboring organizations.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. Last week was Fire Prevention Week to commemorate the Chicago Fire of 1871. This year's theme for the week was cooking safety.
3. The 28th Annual West Metro Family Fire Muster was a great success. Community Education Specialist Erin Bravo will present an official report on this year's event at the November board meeting.
4. The Mobile Eyes software service that the District uses for permitting, fire inspections, and code enforcement has been off-line for the last two weeks as a result of a cybersecurity incident. Paper documentation is being used at this time until the system is up and running again.

F. Other Matters

None.

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

Ms. Reester introduced Dillon Sena, a new attorney with Lyons Gaddis who will be working with West Metro as needed.

Adele and Dillon have been working with Chief Lombardi and Mr. Mulaw on a document to summarize the potential impacts of Proposition HH on the District, should this ballot initiative successfully pass with Colorado voters.

H. Report of the President – President Jerry Cassel

Mr. Cassel recently traveled to Appleton, Wisconsin with Chief Lombardi and Chief Metz to visit Pierce Manufacturing, the manufacturer of the fire engine apparatus that are currently in production. This visit was valuable for inspection of the of the nearly completed products; and provided insight into the reason for the delays in manufacturing, the costs of the products, the staffing challenges of the plant, and the time it will take for the manufacturer to recover from the extreme delays to begin producing apparatus in a timely manner. Chief Lombardi added that the lengthy wait times for apparatus manufacturing is causing pressure on the District in a variety of ways. Delayed wait times to replace aged apparatus cause challenges for the District's fleet services, in some cases locating replacement parts for the aged apparatus results in extended down time to complete repairs. Additional pressure is placed on the budget due to advanced ordering, including advanced payment for future apparatus. These issues, in combination with the increased costs for individual apparatus will impact the District's budget for years to come.

Mr. Cassel also brought up Chief Lombardi's upcoming retirement at the end of 2025. He notified the board that discussions surrounding the search for a replacement for the fire chief would begin in early 2024.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Bill Calyton to approve the July 2023 financial statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

The West Metro Professional Firefighters held a vote of the membership for their official stance on Proposition HH, the measure on the Colorado ballot at the November 2023 election. The vote was unfavorable. The official position of the West Metro Professional Firefighters, in opposition of Proposition HH, will be distributed in an informational flyer to the membership. The Local 1309 will also work with other special districts in the area to distribute details about the impacts HH would have on special district fire organizations should this measure pass.

Lieutenant Mulcahy also invited the board members to attend the Local 1309 Holiday Party and Awards Ceremony on December 9, 2023. More details about this event will follow in the coming weeks.

- K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the October 10, 2023 Civil Service Committee meeting. The next meeting of the CSC is scheduled for November 14, 2023.

VII. OLD BUSINESS

- A. District Bylaws – Update to the Board Meeting Start Time Section 4.1 - Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the redline changes to the District Bylaws as presented. The motion was voted upon and carried.

- B. Capital Lease Payment for Tower L-06 and Engine P-72 – Finance Director Bruk Mulaw

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the payment as obligated in the debt capital lease agreement from Oshkosh Capital/PNC Equipment Finance in the total amount of \$211,345.59 and authorize Chief Lombardi or his designee to execute all necessary documents required for payment. The motion was voted upon and carried.

- C. Resolution for Proposition HH – Fire Chief Don Lombardi

Chief Lombardi reviewed the specific impacts the Proposition HH would have on the District should the Colorado ballot measure pass with the November 7, 2023 election. Board members added their comments and concerns surrounding this ballot measure.

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to adopt Resolution 2023-01 – A Resolution in Opposition to the Statewide Proposal, Proposition HH. The motion was voted upon and carried.

VIII. NEW BUSINESS

- A. 2024 Budget Presentation – Fire Chief Don Lombardi and Deputy Chief Jeremy Metz

Chief Metz presented the 2024 budget. The public hearing for the budget will be held at the November meeting, and the board will be asked to approve the budget at the December meeting.

MOTION: At approximately 8:38 p.m. it was moved by Mike Feeley and seconded by Amira Waters to enter into an executive session pursuant to § 24-6-402(4)(e) CRS for purposes of negotiations for the assistant chiefs working agreement. The motion was voted upon and carried.

MOTION: At approximately 9:01 p.m. it was moved by Bill Clayton and seconded by Carolyn Wolfrum to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Cassel announced that no motions were made nor were any votes taken.

- B. Approval of the 2024-2025-2026 Assistant Chiefs Working Agreement – President Jerry Cassel

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the three-year draft agreement of the 2024-2025-2026 Working Agreement between the West Metro Fire Protection District and the IAFF Local 1309, subject to the correction of typographical and editing cleanup needed within the document. The motion was voted upon and carried.

IX. BOARD BRIEFS

- A. 3M Building Lease and Service Contract – Deputy Chief Jeremy Metz
- B. Two AEV Medic Apparatus Purchases – Deputy Chief Jeremy Metz
- C. Brush Truck Apparatus Purchase – Deputy Chief Jeremy Metz
- D. Two Fire Engine Apparatus Purchases – Deputy Chief Jeremy Metz

X. OTHER MATTERS

- A. 2023 Board and Civil Service Holiday Gathering at 240 Union – Fire Chief Don Lombardi

XI. EXECUTIVE SESSION

The executive session occurred during New Business.

XII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Don Sherman and seconded by Amira Watters 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 9:22 p.m.

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