West Metro Fire Protection District
Civil Service Committee Meeting Minutes

October 13, 2026

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Kim Brewer at 6:05 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 was available remotely via Teams.

II. ROLL CALL

President Kim Brewer – Present
Vice President Susan Emsbo – Present
Member Jerry Cassel – Present
Member Tom Clayton – Present
Member Vince Harris – Present
Member Cheryl Joseffy – Present
Member Danny Turney – Present
Member Peggy Valdez – Present
Member Dean Wahl – Present
Board Liaison Don Sherman – Present

Also present were Assistant Chief Ben Tennessen; Lieutenant/Vice President IAFF Local 1309 Jon Beattie; and Ms. Jennifer Wheaton as recording secretary.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Danny Turney and seconded by Vince Harris to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of October 13, 2026, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Vince Harris and seconded by Peggy Valdez to approve the minutes of the regular meeting of the Civil Service Committee dated September 8, 2026, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF –Assistant Chief Ben Tennessen reported on behalf of Fire Chief Jeremy Metz

The proposed 2027 budget is in the final stages of preparation and will be presented to the board at the October 20, 2026, board meeting. The District was unsuccessful in securing the Assistance to Firefighters Grant (AFG) for SCBA packs. Funding for this purchase has been integrated into the proposed 2027 budget.

Chief Metz recently attended the NFPA Urban Fire Forum and had the honor of presenting alongside the Center for Public Safety Excellence CEO, Preet Bassi, on the recently implemented Drone as a First Responder (DFR) Program.

VII. REPORT OF THE TRAINING CHIEF – Assistant Chief Ben Tennessen

Chief Tennessen reported on the extensive lineup of events that took place at the Training Center in the month of September. Notably, the 2026 Lieutenant Promotional Exam was a great success. Chief Tennessen thanked the Civil Service Committee for their contributions as well as the subject matter experts who assisted in the success of the exam process.

The development of the 2027 Training Center training calendar is in progress, including preparation for a spring 2027 academy.

The recruit academy 26-02 is fully underway, with HazMat training at the center of this week's activities. Two recruits resigned in recent days, totaling 31 recruits between West Metro, Arvada Fire, and Castle Rock in the combined academy.

Today, the Training Center hosted a live-fire instructor course, expanding the cadre by 15 certified instructors. This expansion strengthens the team and enhances the capacity to design realistic live-fire training scenarios.

VIII. REPORT OF LEGAL COUNSEL – Cathy Tallerico, Esq.

No Report.

IX. REPORT OF BOARD LIAISON – Secretary Don Sherman

Mr. Don Sherman reported on the September 22, 2026, board meeting. The next board meeting is scheduled for October 20, 2026.

X. REPORT OF THE UNION – Vice President Jon Beattie

Firefighter Jarrod Leonard is making great progress at Craig Hospital, exactly 11 weeks after his injury. He is expected to return home in mid-November. In

preparation for his release, modifications are underway to ensure his home is fully accessible. VP Beattie expressed his sincere gratitude to the Committee for the ongoing support.

Outreach efforts for ballot issue 7C are fully underway. IAFF Local 1309 has organized a targeted canvassing campaign to distribute informational flyers and connect with local residents. These neighborhood interactions have yielded favorable community feedback.

The 31st Annual Family Fire Muster was a resounding success, drawing a strong community turnout that highlighted West Metro's dedication to engaging families in fire and life safety education. Complementing this flagship event, VP Beattie highlighted the recent fire station open houses held throughout the District. These open houses offered residents valuable opportunities to learn about emergency safety while gaining insight into the operational costs of providing these vital community services.

XI. REPORT OF THE RCS COMMITTEE – Lieutenant Jon Beattie

The human resources staff is actively managing the West Metro recruit firefighter hiring process ahead of the planned spring 2027 academy. Currently, 42 candidates are undergoing background checks. Candidates have shared highly positive feedback, praising the staff for their fairness and responsiveness throughout the process. Looking ahead, the District plans to participate in several recruitment events across the metro area to support future hiring cycles.

XII. FINANCIAL REPORT – Assistant Chief Ben Tennessen

A. Budget Review

Chief Tennessen reviewed the 2026 year-to-date budget, noting that the meetings category was over budget due to postponing and re-administering the 2025 Engineer Promotional Exam assessment center that occurred in May 2026.

XIII. OLD BUSINESS

A. 2026 Lieutenant Promotional Exam

1. Ratify and Post Final Scores and Establish Eligibility Register

MOTION: It was moved by Peggy Valdez and seconded by Danny Turney to ratify and post the final scores of the 2026 Lieutenant Promotional Exam on October 13, 2026, and to establish the eligibility register for the rank of lieutenant with an expiration date of October 9, 2028. The motion was voted upon and carried.

B. Firefighter 3rd Grade Recruit Class 25-02 Written Exam

1. Ratify and Post Scores of the Written Exam

MOTION: It was moved by Susan Emsbo and seconded by Danny Turney to ratify and post the final scores of the Firefighter 3rd Grade Recruit Class 25-02 on October 13, 2026. The motion was voted upon and carried.

C. Request for Proposals (RFP) for Promotional Testing Administrative Services - Proposal Review

Based on feedback from trusted partner agencies, Chief Tennessen and Chief Metz (via a written statement) recommended selecting OFT for consulting and testing services for the 2027 Assistant Chief Promotional Exam. The RFP Committee echoes this recommendation, noting that the 2027 exam will serve as an ideal opportunity to fully evaluate OFT for future promotional processes. During their evaluation, Committee members thoroughly reviewed all three vendors and shared their distinct perspectives on each.

MOTION: It was moved by Dean Wahl and seconded by Vince Harris to select OFT to provide promotional testing and related consulting services to the West Metro Fire Protection District in accordance with the scope of services outlined in the Request for Proposals, and to direct Chief Tennessen to pursue a contract with OFT for consideration and approval at the November 10, 2026, Civil Service Committee Meeting. The motion was voted upon and carried.

XIV. NEW BUSINESS

A. 2027 Assistant Chief Promotional Exam

1. Reading List

MOTION: It was moved by Vince Harris and seconded by Danny Turney to approve and post the reading list for the 2027 Assistant Chief Promotional Exam as presented. The motion was voted upon and carried.

XV. OTHER MATTERS

A. Board and Civil Service Committee Holiday Gathering - December 16, 2026, at 240 Union at 6:00 p.m.

B. Ms. Brewer announced that she will be attending the December 1, 2026, Board Meeting to request the renewal of terms for Civil Service Committee

Members Kim Brewer, Tom Clayton, and Cheryl Joseffy, each with term expirations of December 31, 2026.

C. Human Resources Generalist Morgan Hinton-Moreno attended the meeting to begin training for the recording secretary role. She will succeed Kara Urland, who has transitioned to a new position as the EMS Specialist in the EMS Division. Chief Tennessen thanked Ms. Urland for her work with the Committee and welcomed Ms. Hinton-Moreno.

XVI. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented, it was moved by Danny Turney and seconded by Dean Wahl to adjourn the regular meeting of the West Metro Fire Protection District Civil Service Committee. The motion was voted upon and carried.

The meeting adjourned at 7:00 p.m.

Recording Secretary: /s/ Jennifer Wheaton
/s/ Kim Brewer