

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
July 16, 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 6:03 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

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| 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 6:15 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.; 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 June 18, 2024, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Aaron Riccio to the Rank of Lieutenant, Effective July 4, 2024, to Promote Ryan Kerns to the Rank of Engineer, Effective June 21, 2024, to Promote Tyler Prythero to the Rank of Engineer, Effective July 2, 2024, to Promote Phillip (Max) Anderson to the Rank of Engineer, Effective July 2, 2024, and to promote Tad Davis to the Rank of Engineer, Effective July 10, 2024 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to promote Aaron Riccio to the Rank of Lieutenant, Effective July 4, 2024, to Promote Ryan Kerns to the Rank of Engineer, Effective June 21, 2024, to Promote Tyler Prythero to the Rank of Engineer, Effective July 2, 2024, to Promote Phillip (Max) Anderson to the Rank of Engineer, Effective July 2, 2024, and to promote Tad Davis to the Rank of Engineer, Effective July 10, 2024. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR LIEUTENANT AARON RICCIO, ENGINEER RYAN KERNS, ENGINEER PHILLIP (MAX) ANDERSON, AND ENGINEER TAD DAVIS

The Oath of Office for Engineer Tyler Prythero will occur at the August 20, 2024 Board Meeting

VII. CITIZEN AWARDS

- A. Presentation of Citizen Award to Karl Klausner – Fire Chief Don Lombardi

RECESS

At approximately 6:25 p.m., President Cassel announced the board would take a 15-minute recess to congratulate the newly promoted employees and citizens, and would reconvene the regular meeting of the West Metro Fire Protection District Board of Directors at 6:40 p.m.

VIII. PUBLIC COMMENT

Mr. Russell Weisfield was present for public comment to address the board on the matter of board member term limits, expressing his support for extending board member term limits from two terms to three terms if the request to the voters for approval occurred during the May 2025 election, and if the election were conducted as a mail ballot election.

IX. REPORTS

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

1. USAR Update

- a. New Mexico Deployment

Colorado Task Force One (CO-TF1) was deployed to Ruidoso, New Mexico for wide-area search operations in the aftermath of large fires that affected the state. Several new task force members were included in this week-long deployment, offering an introduction to the deployment process and valuable search and rescue experience.

2. National Emergency Response Information System (NERIS) Update

See Accreditation presentation.

3. Insurance Services Office (ISO) Classification Process Update

No update on the ISO classification at this time. The process is still progressing. Chief Lombardi will update the board as more information becomes available.

4. Accreditation Update

a. Presentation of the Risk Assessment, Standard of Cover, and Annual Compliance Report for the Year 2023 - Division Chief Steve Aseltine

Chief Aseltine updated the board on the development and finalization of the 2024 accreditation documents, which look back on and document the year 2023. He also highlighted the changes in the way the performance trend analysis is displayed in the documents, moving away from a written description of data to charted data. Chief Aseltine discussed the value of being an accredited agency, noting that the process provides qualitative and quantitative information for decision-making and feedback. The process also provides transparency to the community as well as a robust analysis of agency programs. Finally, the accreditation process supports the District in its efforts for continual improvement.

In addition to the accreditation documents, Chief Aseltine updated the board on the NERIS pilot program and how the data associated with the accreditation process intersects with NERIS. Like all fire agencies across the nation, the District's data collection is currently aligned with the National Fire Incident Reporting System (NFIRS) system. As such, the current reporting for the accreditation process is also based on the NFIRS data set. With NERIS expanding and changing the data collected, this will affect the data reported during the accreditation process. The five-year data sets required when the District reports to the Commission on Fire Accreditation International will be broken out to display data gathered before and after the implementation of NERIS. NERIS is expected to be implemented nationwide on January 1, 2026.

B. Finance Update – Finance Director Bruk Mulaw

1. May 2024 Financial Statements

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

2. Ruben Brown Viewpoints Presentation and Audited 2023 Financials – Audit Lead/Partner Chris Daues and Audit Lead/Manager Max Haberkorn

Auditors Mr. Max Haberkorn and Mr. Chris Daues from Ruben Brown reviewed the District's 2023 Annual Comprehensive Financial Report and

provided a Viewpoints report related to the annual audit. In the summary of the findings provided by the auditors, it was reported that no material weaknesses and no significant deficiencies were identified. The District also qualifies as a low-risk auditee. The Auditors also noted that the District will no longer be responsible for the Wheat Ridge Volunteer Pension Fund due to the approved transition to FPPA in September 2024. Additionally, the auditors provided a viewpoint to continue to monitor the District's other pension funds. Finally, the auditors noted the significance of the District sunsetting debt obligations within four years.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz introduced Mental Health Coordinator Emily Johnson to the board. Ms. Johnson provided a background in her previous work experience, her past interactions with West Metro through peer support and the Building Warriors program, and the work she has been doing since starting her role with the District. Ms. Johnson thanked the board for approving this position and is looking forward to developing the role.

Chief Metz updated the board on the potential property purchase near 6th and Wadsworth. The District had been in a back-up offer position on a property in this area which has terminated due to the sellers moving forward with another buyer. Chief Metz is now pursuing a property at 7475 West 5th Avenue for purchase consideration. The board will be kept informed as new information becomes available about this potential property purchase.

The Jeffcom 911 occupancy and lease at the administrative building will be changing soon as Jeffcom 911 moves forward with plans to relocate to a building near 4th and Indiana Street. The move is anticipated for the first quarter of 2025. After that time, the District's administration building will serve as a backup facility for the Jefferson County Communications Center Authority which will occupy the east side of the third floor of the administrative building.

There are currently three open civilian positions with candidates going through the background check process. The positions are for the data analyst, information technology administrator, and finance technician. There is also one opening for a facilities maintenance technician at this time. A part-time fleet technician was hired and started work this week. The fall firefighter academy will begin on August 1, 2024 with 18 West Metro recruits in this academy.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

The Training Division is in the process of concluding multi-company drills, focused on hazardous materials and live fire response. Jeffcom 911

opened their backup call center at the Training Center over the July 4th weekend, including the use of a call-bot to aid in sorting calls between fire and police-related emergencies prior to human call taking.

Call volume has remained consistent from month to month. Notable calls include an automatic aid response to an emergency airplane crash with Arvada Fire, and a recent aircraft emergency landing within the boundaries of the District in the Roxborough area.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report
2. July 4th Update

The District responded to 13 fireworks-related fires over the course of the holiday weekend with an estimated \$29,000 in damages to property as a result of the fires. Jefferson County Sheriff's Office responded to 391 fireworks complaints and issued four citations.

F. Other Matters

Chief Lombardi briefly discussed Ballot Initiative 50 and Initiative 108 which are anticipated to be on the November 2024 ballot and will affect Special District funding. An in-depth analysis of these initiatives will be presented at the August board meeting to give the board time to determine its position on these initiatives.

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

Ms. Reester distributed a summary of the summer legislative memo to the board members. Legal counsel will be assisting the District with the development of a new board policy related to artificial intelligence at District board meetings.

H. Report of the President – President Jerry Cassel

None.

I. Treasurer's Report – Treasurer Carolyn Wolfrum

1. April 2024 Financial Statements

MOTION: It was moved by Carolyn Wolfrum and seconded by Amira Watters to approve the April 2024 Financial Statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

None.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported on the July 9, 2024 Civil Service Committee meetings. The next meeting of the CSC is scheduled for August 13, 2024.

X. OLD BUSINESS

- A. Adoption of Resolution 2024-06 (2024 International Fire Code) — Deputy Chief Mike Kirkpatrick

MOTION: It was moved by Amira Watters and seconded by Mike Feeley to approve Resolution 2024-06 Fire Code and to adopt the 2024 Edition of the International Fire Code with amendments. The motion was voted upon and carried.

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

The next meeting of the Fire Chief Search Committee will be held on July 18, 2024 at 2:30 p.m. with plans to approve the Timeline and Workplan for the fire chief search and selection process.

- C. Station 4 Easement – Deputy Chief Jeremy Metz

MOTION: It was moved by Don Sherman and seconded by Mike Williams to approve the utility easement agreement between the District and D&E, LLC, and authorize Chief Lombardi to execute all documents associated with the agreement. The motion was voted upon and carried.

XI. NEW BUSINESS

- A. Board Member Term Limits Discussion – Fire Chief Don Lombardi

The board members discussed term limits for board members, including the pros and cons of keeping the two-term limit for board members; the pros and cons of extending the term limit from two to three terms for board members; and the pros and cons of eliminating terms for board members. Additionally, the board discussed the process for changing term limits which would require voter approval for any changes.

After much discussion, President Cassel requested and received consensus from the board to consider the possibility of extending term limits from two terms to three terms for District board members and would consider requesting this potential term limit change during the May 2025 election.

XII. BOARD BRIEFS

None.

XIII. OTHER MATTERS

1. Annual Summer Picnic – August 20, 2024 – Fire Chief Don Lombardi

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Bill Clayton and seconded by Mike Williams 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 9:08 p.m.

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