

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
August 9, 2018

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Don Sherman at 7:05 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Training Center, at 3535 S. Kipling Street, Lakewood, Colorado.

II. ROLL CALL

President Don Sherman	Present
Vice President Danny Turney	Present
Member Tom Coonley	Present
Member Susan Emsbo	Present
Member Dick Igel	Present
Member Leo Johnson	Absent - Excused
Member Peggy Olivas	Present
Member Jim Roos	Present
Member Joan Rosenberger	Absent - Excused
Board Liaison Wendy Volmer	Absent

Also present were Division Chief Dan Pfannenstiel and Ms. Kim Brewer as recording secretary.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Jim Roos and seconded by Susan Emsbo to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of August 9, 2018, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Tom Coonley and seconded by Peggy Olivas to approve the minutes of the regular meeting of the Civil Service Committee dated July 12, 2018, as presented. The motion was voted upon and carried.

MOTION: It was moved by Peggy Olivas and seconded by Danny Turney to approve the minutes of the special meeting of the Civil Service Committee dated July 26, 2018, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Lombardi

Chief Pfannenstiel reported that the first round of budget submittals takes place tomorrow.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

The policies for active shooter have been updated, we finished Class A burns in June, and we did all the task-level drills between West Metro Fire and law enforcement (JeffCo, Lakewood, Wheat Ridge). The academy officially started Monday, August 6th; the Red Rocks academy starts next week. The 2018 lieutenant written exam takes place on August 28th, and in September we've got the MDA "Fill the Boot" campaign, the 9/11 Stair Climb, the Family Fire Muster, and the 2018 lieutenant practical exam. In October we will conduct MCI exercises.

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

None.

IX. REPORT OF BOARD LIAISON – W. Volmer

None.

X. REPORT OF THE UNION – R. Norwood

None.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

None.

XII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

The annual budget for the Civil Service Committee for 2018 is \$105,000, we've only spent about \$40,000 leaving a balance of \$65,000. The majority of expenditures were for the JCA contract for the captain exam. We will most likely use some of the balance to pay for the 2019 assistant chief exam.

XIII. OLD BUSINESS

A. 2018 Lieutenant Exam

There are 39 candidates taking the lieutenant exam. If all 39 candidates pass, we will plan on five days for the assessment center (September 24th – 28th). The scores for the written will be available on September 6th, so we should consider a special meeting on the 6th to ratify the scores.

XIV. NEW BUSINESS

A. Proposed 2019 Budget

Chief Pfannenstiel submitted the 2019 Civil Service Committee budget in the amount of \$111,000.

B. 2019 Assistant Chief Exam

1. Contractor

The assistant chief exam will take place between the end of January and the beginning of March 2019. Depending on whether or not we need a new job analysis, we should think about putting out an RFP soon.

C. 17-02 CSC Entrance Exam and Practical (September 2018)

The CSC 3rd grade firefighter exam for class 17-02 is scheduled for September 5th. Mr. Sherman will send out an email checking availability.

XV. OTHER MATTERS

None.

XVI. GOOD OF THE ORDER

None.

XVII. EXECUTIVE SESSION

None.

XVIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Dick Igel and seconded by Jim Roos 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 8:22 p.m.

Recording Secretary: /s/ Kim Brewer
/s/ Don Sherman