

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
June 13, 2019

### 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 6:00 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             | Absent - Excused |
| Member Joan Rosenberger     | Absent - Excused |
| Board Liaison Jerry Cassel  | Present          |

Also present were Captain John Grothe; Lieutenant Reed Norwood (via conference call), representing IAFF Local 1309; and, Ms. Kim Brewer as recording secretary.

### III. PUBLIC COMMENT

None.

### IV. ADOPTION OF AGENDA

**MOTION: It was moved by Tom Coonley and seconded by Peggy Olivas to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of June 13, 2019, as presented. The motion was voted upon and carried.**

**V. REVIEW OF MINUTES**

**MOTION: It was moved by Tom Coonley and seconded by Danny Turney to approve the minutes of the regular meeting of the Civil Service Committee dated May 9, 2019, as presented. The motion was voted upon and carried.**

**VI. REPORT OF THE FIRE CHIEF – D. Lombardi**

None.

**VII. REPORT OF THE TRAINING CHIEF – J. Grothe**

Academy class 19-01 graduated May 31, and is currently going through IV certifications. Recruit academy class 19-02 will start August 1, with 24 – 26 recruits, 16 from West Metro, four from Arvada, and six from Castle Rock.

In June and July, the Training Division will be conducting multi-company drills. Crews will spend eight-hours at a time doing Class B foam evolutions in anticipation of events like the recent I-70 incident, integrating with EMS on the drill grounds, and then attending EMS sessions with guest speakers. We have completed four evolutions this week and it's going well.

Work continues on the 2019 engineer exam.

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

None.

**IX. REPORT OF BOARD LIAISON – J. Cassel**

Mr. Cassel reported on the May 28 board meeting. The next board meeting is scheduled for June 18, 2019.

**X. REPORT OF THE UNION – R. Norwood**

The union hosted a retirement party today at Clancy's Irish Pub, honoring five retirees.

Yesterday, Marcus Jordan, one of the vice presidents on the union's executive board, was awarded Firefighter of the Year from the Wheat Ridge Optimist Club for his tireless work with the Muscular Dystrophy Association.

**XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood**

We are on track to hire 16 for the academy this fall. There are still some decisions to be made about extending the hiring list making it a three-year list, or opening up testing early next year to establish a new list prior to the spring academy.

## **XII. FINANCIAL REPORT – D. Pfannenstiel**

### **A. Budget Review**

A copy of the year-to-date budget was provided in the meeting packet.

## **XIII. OLD BUSINESS**

### **A. 2019 Engineer Exam**

Don Sherman and Peggy Olivas attended the May 29 kick-off meeting for the 2019 engineer exam. Use of the existing job analysis for the rank of engineer was approved by the SMEs. There are three parts of the exam - the written exam, a multi-phase pumping test, and a multi-phase driving test. A candidate must pass the written exam with a score of 70% or greater to move on to the pumping portion of the exam, and must pass the pumping portion with a score of 70% or greater to move on to driving portion of the exam.

During preparation of the exam, three engineers (not SMEs) have been assigned to be available to candidates at the Training Center to monitor them. Two rigs will be made available for a month for candidates to practice.

The next SME meeting will be July 16 at the Training Center to review the written questions and work on phase one and two of the practical.

## **XIV. NEW BUSINESS**

### **A. Proposed Change to Examination Day Observation Procedure (Amendment of the Rules and Regulations)**

There was lengthy discussion regarding the proposed changes to the Rules and Regulations. This item will be moved to the July meeting and legal counsel will be requested to attend to address questions with the Committee.

### **B. Discussion – Changes/Clean-Up to Rules and Regulations**

A redlined version of the Rules and Regulations were distributed and reviewed. The changes will be brought to the Committee for first reading at the July meeting.

## **XV. OTHER MATTERS**

Kim Brewer introduced Jennifer Wheaton, a 16-year employee with West Metro who currently works in the EMS Division. Jennifer will be taking over the position of executive assistant to the fire chief upon Kim's retirement at the end of the year.

**XVI. GOOD OF THE ORDER**

Mr. Sherman attended the Colorado Fallen Firefighter Memorial on May 11, where West Metro Engineer Aaron Lybarger's name was added to the wall. The Lybarger family was very appreciative of the support from West Metro.

**XVII. EXECUTIVE SESSION**

None.

**XVIII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Danny Turney and seconded by Dick Igel 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 6:59 p.m.

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