

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
December 12, 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	Absent - Excused
Member Tom Coonley	Absent - Excused
Member Susan Emsbo	Present
Member Dick Igel	Present
Member Leo Johnson	Present
Member Peggy Olivas	Present
Member Jim Roos	Present – Arrived at 6:04 p.m.
Member Joan Rosenberger	Present
Board Liaison Jerry Cassel	Present

Also present were Division Chief Dan Pfannenstiel; Lieutenant Reed Norwood, representing IAFF Local 1309; and, Ms. Jennifer Wheaton as recording secretary.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Leo Johnson and seconded by Peggy Olivas to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of December 12, 2019, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Dick Igel and seconded by Joan Rosenberger to approve the minutes of the regular meeting of the Civil Service Committee dated November 14, 2019, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Pfannenstiel

Chief Pfannenstiel presented on behalf of Chief Lombardi who was attending a FEMA Strategic Group Meeting and Advisory Group Meeting in Arizona.

Chief Pfannenstiel notified the committee of the line of duty death of Summit County Fire and EMS Firefighter Ken Jones. West Metro is operating as the host agency for the memorial as the funeral and procession will occur within the District on Friday, December 13.

Due to the outcome of Ballot Initiative 1A, the Jefferson County Emergency Management Division Chief position will end on December 31, 2019, resulting in a change to the organizational chart.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

The academy class 19-02 graduated on December 3, 2019 at Dakota Ridge High School. The 13 developing firefighters from this class begin their permanent shift assignments next week.

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

None.

IX. REPORT OF BOARD LIAISON – J. Cassel

Mr. Cassel reported on the November 19 and December 3 board meetings. The next board meeting is scheduled for January 21, 2020.

X. REPORT OF THE UNION – R. Norwood

The Local 1309 Holiday Party and Awards Ceremony will be held at 6:00 p.m. on December 14, 2019 at the CPFF Event Center, 12 Lakeside Lane, Denver, CO. The event is open to all uniformed and civilian employees, including the Civil Service Committee and board of directors.

Lieutenant Norwood congratulated Kim Brewer on her upcoming retirement and thanked her for over 10 years of valued service to West Metro Fire Protection District.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

Recruitment efforts are ongoing with a variety of outreach methods. Military recruitments have resulted in positive outcomes and good contacts. There are currently just over 200 applicants with approximately 45 days remaining in the application period.

An oral board kick-off meeting was held with FirstIdea to discuss the job analysis, expectations, and questions. Early 2020, the subcommittee will seek to staff 12 to 14 in-house assessors for the oral board panel.

XII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

Chief Pfannenstiel reported on the year-to-date Civil Service Committee budget.

XIII. OLD BUSINESS

A. 2020 Captain Exam

CPSHR Contract received a few minor edits prior to signing on December 12, 2019. All other companies who submitted proposals to administer the exam have been notified that CPSHR has been awarded the contract.

B. 2020 Lieutenant Exam

Early preparations are underway to preview reading materials for the exam with a goal to better prepare and enrich candidates.

XIV. NEW BUSINESS

A. Certify the Top Three Names from the Eligibility Registers for the Rank of Captain and the Top Three Names for the Rank of Lieutenant

MOTION: It was moved by Jim Roos and seconded by Susan Emsbo to certify the top three names from the eligibility register for the rank of captain (A. Jensen, H. Schieferecke) and the top two names from the eligibility register for the rank of lieutenant (J. Griggs, C. Zebroski, R. Floyd). The motion was voted upon and carried.

B. 2020 Firefighter 3rd Grade Exam (19-01)

1. Approve Reading List for the Rank of Firefighter 3rd Grade (19-01)

MOTION: It was moved by Leo Johnson and seconded by Jim Roos to approve the reading list for the 2020 Firefighter 3rd Grade Exam (19-01). The motion was voted upon and carried.

2. Approve Notice of Promotional Examination for the Rank of Firefighter 3rd Grade (19-01)

MOTION: It was moved by Leo Johnson and seconded by Dick Igel to approve for posting on December 13, 2019, the Notice of Promotional Examination for the 2020 Firefighter 3rd Grade Exam (19-01) as presented. The motion was voted upon and carried.

XV. OTHER MATTERS

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Peggy Olivas and seconded by Joan Rosenberger 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 6:23 p.m.

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