

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
April 9, 2020

### 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 6:04 p.m. This meeting was held remotely via video and teleconference in accordance with the applicable statutes of the state of Colorado.

### II. ROLL CALL

President Don Sherman	Present via Videoconference
Vice President Peggy Olivas	Present via Videoconference
Member Tom Coonley	Present via Videoconference
Member Susan Emsbo	Present via Videoconference
Member Dick Igel	Present via Videoconference
Member Leo Johnson	Present via Teleconference
Member Jim Roos	Absent
Member Joan Rosenberger	Present via Videoconference
Member Danny Turney	Present via Videoconference
Board Liaison Jerry Cassel	Present via Videoconference

Also present via Videoconference were Fire Chief Don Lombardi; Division Chief Dan Pfannenstiel; Lieutenant Reed Norwood, representing IAFF Local 1309 (arrived at 6:50 p.m.); and, Ms. Jennifer Wheaton 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 April 9, 2020, as presented. The motion was voted upon and carried.**

**V. REVIEW OF MINUTES**

**MOTION: It was moved by Joan Rosenberger and seconded by Tom Coonley to approve the minutes of the regular meeting of the Civil Service Committee dated February 13, 2020, as presented. The motion was voted upon and carried.**

**MOTION: It was moved by Dick Igel and seconded by Peggy Olivas to approve the minutes of the regular meeting of the Civil Service Committee dated March 12, 2020, as presented. The motion was voted upon and carried.**

**MOTION: It was moved by Peggy Olivas and seconded by Tom Coonley to approve the minutes of the special meeting of the Civil Service Committee dated March 24, 2020, as presented. The motion was voted upon and carried.**

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

Chief Lombardi briefed the Committee on the recent developments for West Metro’s COVID-19 response, including the deployment of an Incident Management Team. The personal protective equipment (PPE) supplies are currently adequate due to good preparation and planning, and luck in obtaining early shipments. In preparation for an anticipated surge of cases, two additional medic units have been temporarily put in place to support and stabilize our response across the system. The IMT strives to make communication a top priority, ensuring communications have been clear and timely to the District personnel and to the public. The employee morale is high and there has been an outpouring of support from the community. West Metro has also received a number of inquiries from other fire agencies throughout the state, and nationally to learn about West Metro’s plans, practices and response to this pandemic. Chief Lombardi encouraged the Committee members to stay connected to the West Metro website, Facebook, Instagram, and Twitter sites for current and updated information.

**VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel**

Chief Pfannenstiel reported on the shift of responsibilities for many of the Training Division staff during this COVID-19 response. Some members have been temporarily deployed to the IMT, others have been temporarily reassigned to the line, and a small staff remains at the training center to handle District-wide trainings as appropriate.

The Red Rocks Community College Fire Academy responsibility has been transferred to CMCB.

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

None.

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

Mr. Cassel reported on the March 17, 2020 board meeting. The next board meeting is scheduled for April 21, 2020.

Chief Lombardi updated the Committee on the cancellation of the May 5, 2020 board of director election. There are four upcoming vacancies on the board, three of the four seats are term limited. Since not more than one self-nomination per vacancy was received, the election can be cancelled. The incoming board members will be considered elected as of May 5, 2020, and will take their seats at the May 19, 2020 board meeting.

**X. REPORT OF THE UNION – D. Lombardi**

President Mike Mulcahy has been assigned to the IMT as a senior advisor. An MOU is currently being worked on for a temporary change to the contract during the COVID-19 response.

**XI. REPORT OF THE RCS SUBCOMMITTEE – D. Lombardi**

The 2020 hiring process is temporarily on hold. The decision was made to postpone the next academy from the fall of 2020 to January 2021, using the new 2020 hiring list. This will allow time for the completion of the oral boards in late August or early September, and background checks to be handled in the final quarter of 2020.

279 candidates will be taken to oral boards. The cut off for eligibility to continue to the oral board was a combined average of 89% between the written exam and the physical agility test.

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

A. Budget Review

Chief Pfannenstiel reviewed the 2020 year-to-date budget.

**XIII. OLD BUSINESS**

A. 2020 Captain Exam

1. The assessment portion of 2020 Captain Exam is on hold. Pending the recommendations surrounding the COVID-19 response, Chief Pfannenstiel has identified July or August as potential months to complete the assessment center. The rules and regulations state that the candidates shall be supplied with a minimum of a 45 day notice prior to the assessment exam date.

B. 2020 Lieutenant Exam

1. Approve Reading List

**MOTION: It was moved by Tom Coonley and seconded by Danny Turney to approve the reading list for the 2020 Lieutenant Exam. The motion was voted upon and carried.**

**XIV. NEW BUSINESS**

A. 2020 Third Grade Exam (19-02)

Chief Pfannenstiel suggested that we discuss a possible posting for this exam at the May meeting.

**XV. OTHER MATTERS**

Committee Member Tom Cooney was presented with a certificate of appreciation for his 3 ½ years of dedicated service to the West Metro Fire Rescue Civil Service Committee.

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Tom Coonley and seconded by Danny Turney 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 7:05 p.m.

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