

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Civil Service Committee Meeting  
June 11, 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 6:08 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 Valdez	Present via Videoconference
Member Susan Emsbo	Absent - Excused
Member Dick Igel	Present via Videoconference
Member Leo Johnson	Present via Videoconference
Member Jim Roos	Present via Videoconference
Member Joan Rosenberger	Present via Videoconference
Member Danny Turney	Absent
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; 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 Dick Igel to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of June 11, 2020, 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 May 14, 2020, as presented. The motion was voted upon and carried.**

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

We remain prepared to meet the needs of the COVID-19 pandemic. While many people in the community are beginning to participate in gatherings and demonstrating a lack of social distancing, we are still in the middle of a pandemic and must remain ready to respond. The Incident Management Team (IMT) has been disassembled, leaving a more traditional response in place to handle the ongoing needs of the pandemic. Division Chief Bob Olme has been very successful in securing personal protective equipment, including a stock of gowns and coveralls in preparation for a possible second surge in the coming months. COVID-19 reimbursement efforts are underway through FEMA, the CARES Act, Health and Human Services, the state, and county. Revenues remain steady at this time. We continue to monitor what is happening in the community.

The recent civil unrest occurring in Denver has not spread to the District. We remain in close contact with local law enforcement as we continue to monitor the situation.

The 2021 budget process begins next month.

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

Captain Kevin Reichenbach has replaced Captain Dean Wahl as the Training Center Manager. Captain Wahl retired in May 2020.

The Training Center has reopened to West Metro staff, and is currently open to external customers at 50% capacity following the CDPHE and public health order guidelines.

Chief Pfannenstiel reviewed additional plans for the remainder of 2020, including July, August, and October multi-company drills, Red Rocks Community College Academy, completion of the promotional exams for the rank of captain and rank of lieutenant in August, Driver Operator course in September, and rapid intervention and EMS training in November.

The new hire academy begins the first week in January, 2021. In addition to West Metro new hire employees, this academy will include recruits from Tri Lakes-Monument Fire, Arvada Fire, and Castle Rock Fire.

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

None.

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

Mr. Cassel reported on the May 19, 2020 board meeting. The next board meeting is scheduled for June 16, 2020.

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

In-person union meetings have resumed with limited members in attendance and proper social distancing.

The Colorado Professional Fire Fighters (CPFF) annual meeting is scheduled to take place on June 23 and 24, 2020 remotely via Zoom.

President Mulcahy continues to work with Chief Lombardi on the staffing arrangements during the pandemic response.

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

Oral boards were delayed to late-September 2020. 279 candidates achieved a combined score of 89% or higher on the written and physical agility tests and will be eligible to participate in the oral board process. Spark Hire has been chosen as the video interviewing platform to handle the remote oral boards. First Idea has developed a process and a scoring matrix for the optional paramedic assessment.

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

A. Budget Review

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

**XIII. OLD BUSINESS**

A. 2020 Captain Exam

Chief Pfannenstiel reminded the committee about the rescheduled assessment process in August.

B. 2020 Lieutenant Exam

1. Exam Update

On June 10, 2020, an SME kick-off meeting for the lieutenant exam was held with CPS-HR. There were two CSC members present. A currency analysis, test framework, assignments, and future meeting scheduling were all handled in preparation for the exam.

2. Exam Notice

**MOTION: It was moved by Leo Johnson and seconded by Jim Roos to approve the notice for the 2020 Lieutenant Exam on June 11, 2020. The motion was voted upon and carried.**

C. 2020 Third Grade Fire Fighter Exam (19-02)

1. Reading List

**MOTION: It was moved by Jim Roos and seconded by Leo Johnson to approve the reading list for the 2020 Third Grade Fire Fighter Exam (19-02) on June 11, 2020. The motion was voted upon and carried.**

2. Exam Notice

**MOTION: It was moved by Peggy Valdez and seconded by Joan Rosenberger to approve the notice for the 2020 Third Grade Fire Fighter Exam (19-02) on June 11, 2020. The motion was voted upon and carried.**

**XIV. NEW BUSINESS**

None.

**XV. OTHER MATTERS**

None.

**XVI. EXECUTIVE SESSION**

None.

**XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Jim Roos and seconded by Leo Johnson 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 6:47 p.m.

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