

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
August 13, 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 6:00 p.m. This meeting was held remotely via Zoom 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	Present via Videoconference
Member Dick Igel	Present via Videoconference
Member Leo Johnson	Absent - Excused
Member Jim Roos	Present via Videoconference
Member Joan Rosenberger	Absent - Excused
Member Danny Turney	Absent - Excused
Board Liaison Mike Williams	Present via Videoconference – Arrived at 6:03 p.m.

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 Jim Roos and seconded by Dick Igel to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of August 13, 2020, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

A. MOTION: It was moved by Jim Roos and seconded by Peggy Valdez to approve the minutes of the regular meeting of the Civil Service Committee dated July 9, 2020, as presented. The motion was voted upon and carried.

B. MOTION: It was moved by Jim Roos and seconded by Susan Emsbo to approve the minutes of the special meeting of the Civil Service Committee dated August 4, 2020, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Lombardi

West Metro continues to respond to COVID-19 calls within the District. COVID-19 reimbursement efforts are underway through the State and the Division of Local Affairs. West Metro has requested reimbursement for COVID-19 expenses totaling more than \$500,000. Thanks to Chief Olme’s efforts, PPE supply levels are currently adequate, with additional shipments on the way.

Budgets were due from budget makers last week, and the budget review process is underway. Chief Lombardi will be closely monitoring revenues from property tax and EMS to learn how COVID-19 will impact these revenue streams.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

The budgets for the Training Center, Training Division, Civil Service, and CMCB have all been turned in and are under review. The Training Center is currently open for business. It is classified as a business, a school and a venue. These classifications allow West Metro to offer internal and external training, including the Red Rocks Community College Firefighter I Academy. 43 students are enrolled in the program with a start date of August 20, 2020. There was an increase in interest in Training Center bookings back in June and July, with several recent precautionary event cancellations in the month of August.

Multi company drills are underway with a concentration on hose stretches and hydraulics. Looking ahead to future Training Center activities, the month of September will include driver operator aerial and pumper training, and the virtual version of the 2020 Fire Muster - with an invite only live event on September 26th. October and November training events will include, Class B burns in the multifamily/commercial structure and complex RIT drills with Arvada Fire and South Metro Fire. Sister-station EMS drills will follow in the months of November and December.

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

None.

IX. REPORT OF BOARD LIAISON – M. Williams

Mr. Williams reported on the July 21, 2020 board meeting. The next board meeting is scheduled for August 18, 2020.

X. REPORT OF THE UNION – R. Norwood

None.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

The oral board portion of the hiring process is scheduled for September 28 – October 2, 2020. With the slight change in dates, only one of the previously selected assessors was unable to make the adjustment. All other areas of the process are in order.

XII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

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

XIII. OLD BUSINESS

A. 2020 Captain Exam

One candidate has withdrawn from the process, reducing the candidate number from 13 to 12. The assessment process schedule will be adjusted accordingly. President Sherman requested CSC members to be in attendance to oversee the assessor training and the assessment center on August 25-27.

B. 2020 Lieutenant Exam

The written exam will occur on August 24, 2020 at 9:00 a.m., and the assessment center will occur during the week of September 14. Candidates 43 and 44 had a missing certificate that is a requirement to sit for the exam. One candidate met with the Committee to provide evidence of the certification, which was approved, and the other candidate withdrew from the process, leaving a total of 38 candidates. President Sherman updated the Committee on recent discussions with the testing company regarding preparations for operating the 2020 Lieutenant Exam within the COVID pandemic. President Sherman informed the Committee that the decision was made to proceed with in-person testing for both the written and assessment portions of the exam.

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

The exam will be held on September 8, 2020 at 8:00 a.m. 50% of the questions will be new written questions. One CSC member will be present to oversee this exam.

XIV. NEW BUSINESS

- A. Certify the Top Three Names from the Eligibility Registers for the Rank of Engineer

MOTION: It was moved by Susan Emsbo and seconded by Peggy Valdez to certify the top three names from the eligibility register for the rank of engineer (A. Speer, J. Murr, S. Lerch). The motion was voted upon and carried.

- B. 2021 Assistant Chief Exam

Chief Pfannenstiel updated the Committee on an upcoming work group assembled to meet with CPS-HR to discuss a Master Services Agreement for upcoming promotional exams. The 2021 Assistant Chief Exam is projected to be scheduled for late first quarter or early second quarter in 2021. SMEs will need to be selected in late 2020 to remain on schedule for this process.

- C. 2021 Engineer Exam

Preparations will begin early due to the logistical considerations needed to operate this exam.

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 Peggy Valdez 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 6:40 p.m.

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