

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
September 10, 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 via video and conference call and held in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

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| President Don Sherman | Present via Videoconference |
| Vice President Peggy Valdez | Present via Videoconference |
| Member Susan Emsbo | Absent |
| 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 | Excused |
| Board Liaison Mike Williams | 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

The Committee agreed to amend the agenda to add one item of new business to the agenda for a discussion on the future educational requirements for chief officers.

MOTION: It was moved by Peggy Valdez and seconded by Leo Johnson to accept the agenda as amended for the regular meeting of the West Metro Fire Protection District Civil Service Committee of September 10, 2020, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Leo Johnson and seconded by Dick Igel to approve the minutes of the regular meeting of the Civil Service Committee dated August 13, 2020, as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Lombardi

COVID-19 associated responses have had a downward trend, with very few calls in recent days. With the return of in-person classroom instruction at local schools, and in anticipation of a rise in cases with the arrival of the fall season, West Metro remains ready to respond to the needs of the District. Chief Lombardi reported that the morale of the staff remains high, and that the PPE supplies are adequate to handle the ongoing needs of the pandemic. West Metro was awarded \$500,000 in CARES Act funding to assist with the ongoing costs of the COVID-19 pandemic. An additional opportunity for CARES Act funding through Jefferson County is now available, with research in progress for application submission details. The organization has safely resumed the most necessary processes such as firefighter training, promotional exams, and new hire firefighter interviews, and is successfully handling each within the state, local, and CDC pandemic guidelines.

The 2021 budget process is moving forward, with all budgets currently in the review process. Adjustments have been made to account for any potential reductions in revenue in 2021. The 2021 budget is scheduled to be presented to the board of directors at the October 2020 board meeting.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

Red Rocks Community College Fire Science Program is underway at the Training Center. External stakeholders have returned to scheduling events and requesting future bookings, signaling a confidence in the guidelines in place for safe operations within the COVID-19 environment.

The 2020 Captain Exam successfully concluded in late August, the written portion of the 2020 Lieutenant Exam is complete and the assessment center planned for next week. The 3rd Grade Firefighter written exam was held earlier in the week, however the assessment center was delayed due to weather.

Training activities for West Metro occurring between now and the end of the year include, aerial and engine driver operator programs, instructor certification through the months of September and October, Class B fires in the 3½ story commercial building with neighboring agencies South Metro Fire and Arvada Fire, complex RIT drills, and EMS training.

The Training Center is at 11 years of age and has been undergoing a variety of updates in recent weeks.

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

None.

IX. REPORT OF BOARD LIAISON – M. Williams

Mr. Williams reported on the August 18, 2020 board meeting. The next board meeting is scheduled for September 15, 2020.

X. REPORT OF THE UNION – R. Norwood

IAFF Fallen Firefighter Memorial will be held on Saturday, September 19, 2020 at 11:00 a.m. Only a select number of in-person attendees will be permitted to attend due to COVID-19 concerns. Lieutenant Norwood invited the Committee to remotely attend the memorial via IAFF Tv on YouTube where 245 names will be added to the memorial wall.

The 55th Annual IAFF Convention is scheduled for January 2021. Lieutenant Norwood reported that a determination has yet to be made for the format of the conference and is awaiting further details about in-person versus virtual attendance.

The MDA Fill the Boot Campaign to collect donations for the muscular dystrophy association began last week. Due to the pandemic, West Metro did not attempt collections in person over the Labor Day weekend, instead, an all online campaign is underway with a goal of raising \$100,000.

Work has begun on the Union hall, located in the Old Station 8 building, with plans to have a more functional workspace ready soon.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

The all online platform, SparkHire, used to handle the 2020 oral board interviews, was launched yesterday. Several recorded interviews have already been turned in as complete. Early feedback on this new process has been very positive. Assessor training for the paramedic portion of the oral boards was held earlier today. The next step is to take the selected assessors through final training, followed by the assessment of the recorded oral board interviews in late September.

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. Ratify the Final Scores

MOTION: It was moved by Jim Roos, and seconded by Leo Johnson, to ratify the final results of the 2020 captain exam, to approve posting the final results of the 2020 captain exam on September 10, 2020, and establish an eligibility register for the rank of Captain effective September 10, 2020 through April 8, 2022. The motion was voted on and carried.

B. 2020 Lieutenant Exam

1. Ratify the Written Exam Scores

MOTION: It was moved by Jim Roos, and seconded by Peggy Valdez, to ratify and post the results of the 2020 lieutenant written exam on September 10, 2020. The motion was voted on and carried.

Leo Johnson - Abstained

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

1. Ratify the Final Scores

MOTION: It was moved by Leo Johnson, and seconded by Joan Rosenberger to ratify and post the results of the 2020 3rd Grade Firefighter exam (19-02). The motion was voted on and carried.

D. 2021 Assistant Chief Exam

With the next Assistant Chief Exam scheduled to occur in early 2021, a testing company will need to be selected first before any official planning can occur. The Committee discussed options for testing companies, as well as the option to enter into a master services agreement with CPS-HR.

MOTION: It was moved by Joan Rosenberger, and seconded by Peggy Valdez to request a proposal from CPS-HR for the 2021 Assistant Chief and 2021 Engineer Exams. The motion was voted on and carried.

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 Leo Johnson and seconded by Dick Igel to certify the top three names from the eligibility register for the rank of captain (R. Norwood, J. McConaghy, S. Erosky) and the top three names from the eligibility register for the rank of lieutenant (C. Zebroski, R. Floyd, C. Kim). The motion was voted upon and carried.

- B. Educational Requirements for Chief Officers

Chief Lombardi requested that the Committee consider the addition of a four-year degree (Bachelor's) from an accredited college or university to the chief officer educational requirements, effective 2027 and thereafter.

XV. OTHER MATTERS

With the 19th anniversary of 9/11 happening this week, President Sherman requested a moment of silence to honor the victims and survivors, and to honor the emergency personnel who responded to the September 11, 2001 terror attacks.

The Committee congratulated Lieutenant Norwood on his upcoming promotion to the rank of captain.

XVI. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Jim Roos 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 7:51 p.m.

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