

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
June 18, 2024

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Jerry Cassel at 6:16 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Teams.

II. ROLL CALL

President Jerry Cassel	Present
Vice President Bill Clayton	Present
Secretary Don Sherman	Present
Treasurer Carolyn Wolfrum	Present
Director Mike Feeley	Present
Director Amira Watters	Present
Director Mike Williams	Absent

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Dan Pfannenstiel; Division Chief Jay Jackson; Ms. Adele Reester, Esq.(attended remotely 6:16 p.m. - 6:18 p.m., then physically present for the remainder of the meeting); Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Cassel led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

IV. REVIEW OF MINUTES

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the minutes of the regular meeting of the board of directors dated May 28, 2024, as presented. The motion was voted upon and carried.

V. ELECTION OF OFFICERS

MOTION: It was moved by Bill Clayton and seconded by Mike Feeley to nominate Jerry Cassel for president, Bill Clayton for vice president, Don Sherman for Secretary, and Carolyn Wolfrum for Treasurer. The motion was voted upon and carried.

The board members discussed term limits for board members and inquired about the process for requesting an increase to the number of terms served before being considered term-limited. The board members requested to place this topic on the agenda under New Business at the July 16, 2024 board meeting.

VI. BOARD COMMITTEE LIAISON ASSIGNMENTS

- A. Civil Service Committee – Don Sherman and Amira Watters (alternate)**
- B. Negotiations Committee – Mike Feeley and Bill Clayton**
- C. Appeals Board – Bill Clayton and Mike Williams and Amira Watters**
- D. Legislative SDA Liaison – Carolyn Wolfrum**
- E. Construction Review – Jerry Cassel and Mike Williams**
- F. Lakewood Reinvestment Authority Representative – Carolyn Wolfrum**
- G. Board Policy Review Workgroup (for review of board policies for full board approval at the December 2025 board meeting) – Not needed until 2025.**

VII. PUBLIC COMMENT

Mr. Russell Weisfield was present remotely via Teams to address the board on the topic of the Fire Chief Search Committee. Mr. Weisfield expressed his opinion on the board's selection process, encouraging the board to publicly reveal the three finalist candidates in order for the public to have an opportunity to make comments on the finalists. Mr. Weisfield also expressed concerns regarding candidate qualifications and Fire Chief Search Committee members.

VIII. REPORTS

- A. Report of the Fire Chief – Fire Chief Don Lombardi**
 - 1. Accreditation Update**
 - a. The Risk Assessment, Standard of Cover, Annual Compliance Report, and Annual Program Appraisals for the Year 2023 to be presented at the July 16, 2024 Board Meeting**
 - 2. National Emergency Response Information System (NERIS) Update**

The NERIS pilot program is moving into a new phase of the implementation plan to bring an additional 50 agencies into the pilot program. West Metro will continue the reporting that has been established through the early stages of the pilot program and will take on a partnership with the District's records management system, ESO, to aid ESO in preparing their platform for the NERIS implementation.

3. Insurance Services Office (ISO) Classification Process Update

The process for the District's ISO renewal is still underway and moving forward. Chief Lombardi will update the board as more information becomes available.

4. 2024 Missouri Valley Conference Update

The Missouri Valley Division of the International Association of Fire Chiefs held their annual conference in Fort Collins in early June. Chief Lombardi and Chief Metz were in attendance. Some of the topics that came out of the conference included reports on firefighter cardiac and cancer research and included updates on securing future funding for the Staffing for Adequate Fire and Emergency Response (SAFER) grants and for the Assistance to Firefighters Grant (AFG). Funding for both grant funds was approved earlier today by the senate, in part, thanks to the efforts of the Missouri Valley Division.

B. Finance – Finance Director Bruk Mulaw

1. April 2024 Financial Statements

Mr. Mulaw reviewed the April 2024 financial statements which will be brought to the board for approval at the July 16, 2024 meeting.

C. Administration – Division Chief Jay Jackson

1. Administration Update

Bunker gear fitting began today for the 18 West Metro recruits who will start on August 1, 2024. New Facilities Technician Jeff Demchuck, and Mental Health Coordinator Emily Johnson have both started in their respective roles. Interviews have occurred and a formal offer has been made for the data analyst position as well as the fleet support technician. The IT administrator and finance technician positions are still open, and in the interview process.

The NREL contract will be up for annual renewal in October. The renewal agreement has been sent to the NREL leadership for review.

The District recently received three new medics, including the medic that was grant-funded.

Progress continues at Administration to repair damage caused by the May 24, 2024 boring project in the parking lot that damaged the building's electrical conduit and generator line. Chief Jackson is pursuing a process that would prevent anyone from boring on District-owned properties without prior approval.

Chief Lombardi updated the board on the progress surrounding the Station 4 easement. The property at 1078 S. Alkire is located behind Station 4 and is in development. The landowner/developer is requesting an easement agreement to install and maintain an underground stormwater drain system that is located in the easement at Station 4. The District's legal counsel is working on the specifics of the agreement. Chief Lombardi anticipates that the agreement will be made available to the board for approval at the July 16, 2024 board meeting.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Douglas County and the U.S. Forest Service are monitoring a three-acre fire in an area that is in close proximity to the District. Because the fire is so close to the Roxborough community, Chief Pfannenstiel is keeping an eye on this circumstance.

The August 1, 2024 start date for the next recruit academy will contain 18 West Metro recruits, eight Arvada Fire recruits, and three Castle Rock Fire recruits.

2. July 4th Operational Readiness

Chief Pfannenstiel updated the board on some of the resources that the District is considering implementing during the July 4th holiday weekend.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. Life Safety Update

The Life Safety Division is processing permits for professional fireworks displays in preparation for the July 4th holiday weekend. Other permits currently in process are for special events within the District that include drone displays.

Two new inspectors have begun training in preparation for two planned retirements within the Life Safety Division between now and the end of the year.

The City of Lakewood Traffic and Engineering Division is working on new traffic calming street designs that will be compatible with emergency response equipment. This design plan is intended to replace speed bumps which are very challenging for the fire engine apparatus to navigate.

F. Other Matters

None.

G. Report of Legal Counsel – Adele Reester, Esq.

None.

H. Report of the President – President Jerry Cassel

Mr. Cassel thanked the board members for taking on the committee liaison assignments and for those who accepted officer positions.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

March 2024 Financial Statements

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the March 2024 Financial Statements as presented. The motion was voted upon and carried.

J. Report of the Union – Lieutenant Mike Mulcahy

None.

K. Report of Civil Service Committee – Secretary Don Sherman

Mr. Sherman reported that the June 11, 2024, Civil Service Committee meeting was cancelled as there were no agenda items on this date needing Committee action. The next meeting of the CSC is scheduled for July 9, 2024.

IX. OLD BUSINESS

A. Approval of Board Policy #8022 - Public Comment/Participation – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Amira Watters to approve Board Policy #8022 - Public Participation/Comment as presented. The motion was voted upon and carried.

B. Old Station 8 Roofing Project – Division Chief Jay Jackson

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to approve the contract between Academy Roofing and the West Metro Fire Protection District to install a new roof on Old Station 8 and to authorize Chief Lombardi or his designee to execute all documents associated with this agreement. The motion was voted upon and carried.

C. Fire Chief Search Committee Update - Chairman Don Sherman and Bill Clayton

1. Contract for Services with CPS HR

MOTION: It was moved by Mike Feeley and seconded by Carolyn Wolfrum to approve the contract between CPS HR and the West Metro Fire Protection District for professional services for the executive fire officer selection process. The motion was voted upon and carried.

The next meeting of the Fire Chief Search Committee will be held on June 20, 2024 at 2:30 p.m.

- D. Land Purchase Near the Intersection of 6th and Wadsworth Update– Division Chief Jay Jackson

Chief Jackson updated the board on the potential property purchase near the intersection of 6th and Wadsworth. The District is on hold with this property as another offer is already in place. The District is currently in a backup offer position. Chief Metz will update the board as more information becomes available.

X. NEW BUSINESS

- A. Jefferson County Mobile Crisis Response – Division Chief Todd Heinl

Chief Heinl provided a presentation to the board on a regional collaborative pilot program that the District will be participating in, called the Jefferson County Community Response Team. This program, which is similar to Denver’s Support Team Assisted Response (STAR) program and Aurora’s Mobile Response Team, will begin in early August 2024 and is anticipated to operate for a period of one year on West Metro A-Shift days. The program leaders recognize the year-over-year increases in mental health, behavioral health, overdoses, and homelessness in the region that have affected the District. These types of crisis incidents often call for a different service than West Metro’s traditional response. While the District’s Advance Resource Medic (ARM) car has been making great strides in this area, this program aims to partner with law enforcement personnel and clinical social workers to provide a co-responder, mobile crisis response, for pre-arrest diversion, homeless outreach and navigation, crisis case management, and care coordination services, including case management, resource coordination, behavioral health, and system navigation. Deployment of this model will be by referral from law enforcement agencies such as Wheat Ridge Police, Arvada Police, Edgewater Police, Lakewood Police, and Jefferson County Sheriff’s office, as well as the West Metro crews to identify when an incident would be appropriate for the interventions of the Jeffco Community Response Team.

- B. Request the Top Four Names from the Eligibility Register for the Rank of Lieutenant, and the Top Six Names from the Eligibility Register for the Rank of Engineer– Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top four names from the eligibility register for the rank of lieutenant, and the top six names from the eligibility register for the rank of engineer from the Civil Service Committee.

XI. BOARD BRIEFS

A. 2024 International Fire Code Adoption – Deputy Chief Mike Kirkpatrick

Chief Kirkpatrick presented the changes to the 2024 International Fire Code. Adoption of the new fire code will be recommended for approval at the July 16, 2024 board meeting.

XII. OTHER MATTERS

None.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Feeley and seconded by Carolyn Wolfrum to adjourn the regular meeting of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.

The meeting adjourned at 7:55 p.m.

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