

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
July 18, 2023

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 6:00 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's headquarters, 433 S. Allison Parkway, Lakewood, Colorado and made 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	Absent
Director Mike Williams	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq. Remotely via Teams; 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

A. June 20, 2023 Regular Meeting

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated June 20, 2023, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Nat Cooke, Michael Dory, and Tyler Finley to the Rank of Engineer, Effective July 18, 2023 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to promote Nat Cooke, Michael Dory, and Tyler Finley to the rank of engineer, effective July 18, 2023. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR ENGINEER NAT COOKE, ENGINEER MICHAEL DORY, AND ENGINEER TYLER FINLEY

RECESS

At approximately 6:17 p.m., President Cassel announced the board would take a 10 minute recess to congratulate the newly promoted engineers, and would reconvene the regular meeting of the West Metro Fire Protection board of directors at 6:30 p.m.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

A. Report of the Fire Chief – Fire Chief Don Lombardi

1. 2024 Budget Update

Chief Metz and Mr. Mulaw have kicked off the 2024 budget process. Colorado Proposition HH creates uncertainty for funding in 2024 and remains a concern for the District’s budget makers.

2. Accreditation Update

a. Strategic Plan External Stakeholders Meeting Scheduled for July 19, 2023 at the Training Center

The first steps to revise the District’s Strategic Plan will occur at this meeting when the Strategic Plan SPT solicits feedback from community leaders and community partners on the services West Metro provides.

b. Presentation of the Risk Assessment, Standard of Cover, Annual Compliance Report, Annual Program Appraisals – Division Chief Steve Aseltine

Chief Aseltine updated the board on the development and finalization of the 2023 accreditation documents that look back on and document the year 2022. Chief Aseltine will be meeting with the assigned peer assessor from the Center for Public Safety Excellence to discuss the 2023 Annual Compliance Report tomorrow.

3. 2023 GFOA Budget Presentation Award

Chief Lombardi announced that West Metro received this prestigious award in 2023. This is the eighth consecutive year that West Metro has received this award and congratulated Mr. Mulaw on the successes his team has achieved over the years.

B. Finance Division

1. May 2023 Financial Statements

Chief Lombardi reviewed the May 2023 financial statements on behalf of Mr. Mulaw. These financial statements will be brought to the board for approval at the August 15, 2023 meeting.

C. Administration – Deputy Chief Jeremy Metz

1. Administration Update

Chief Metz introduced West Metro’s newest administrative assistant, Caroline Davis. Ms. Davis has been growing her responsibilities in recent weeks since her initial start date and is training to back up the recording secretary position to the board. Ms. Davis will eventually operate as the primary recording secretary to the Civil Service Committee.

Meetings with the budget owners are underway with preliminary budgets due from the budget makers in early August. The board will receive the official preliminary budget for review in mid-October.

The recruit academy begins August 1, 2023 with 14 West Metro recruits in this academy. The hiring list will be exhausted after this hiring process. The next academy will not occur until August 2024 with a projected need for 10 recruits in that academy.

The Station 17 construction project is moving forward with a minor delay surrounding the installation of fire sprinklers.

The new electronic sign has been installed at Administration. The Training Center will be installing the same sign for their building in the near future.

2. Tactical Tender Presentation

With the arrival of the new tactical tender, Chief Metz presented an informational video on the specifics of this new apparatus and thanked Chief Jackson and Captain Finnegan for their work in the implementation of this apparatus.

D. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Specialized training for the staff assigned to the tactical tender is underway.

Notable calls included the significant hailstorm that struck Red Rocks Amphitheater during a sold-out concert. Approximately 9,000 concert goers were affected. Over 180 attendees pursued medical attention with 25 of those patients treated by West Metro. Another notable call involved a structure fire that occurred during a severe weather event which included threats of thunderstorms, hail, and tornado warnings. The fire was located in a garden level basement of a storage facility. Chief Pfannenstiel remarked on the professionalism of the responders during this challenging scene.

2. July 4th Update

The District responded to just one structure fire related to fireworks over the July 4th holiday weekend. Otherwise, the weekend was uneventful, most likely due to the favorable weather conditions.

E. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

F. Other Matters

None.

G. Report of Legal Counsel – Adele Reester, Esq. Remote Via Teams

Ms. Reester has been working on contracts on behalf of the District in recent weeks, and noted the 2023 summer legislative summary that was distributed to the District earlier in the month for the board’s review.

H. Report of the President – President Jerry Cassel

1. President Cassel congratulated the nine firefighters who successfully completed the paramedic training program this week.
2. President Cassel received a letter from the assistant chiefs’ representative regarding the Assistant Chiefs Working Agreement which is due for renewal. Mr. Clayton and Mr. Feeley will arrange a meeting with the assistant chiefs’ representatives in the coming weeks.

I. Treasurer’s Report – Treasurer Carolyn Wolfrum

MOTION: It was moved by Carolyn Wolfrum and seconded by Mike Feeley to approve the April 2023 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

The Civil Service Committee did not meet in the month of July due to lack of an agenda.

IX. OLD BUSINESS

A. Red Rocks Community College Affiliation Agreement with Training Center – Deputy Chief Dan Pfannenstiel

MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve the amendment (Exhibit A) to the RRCC affiliation agreement with WMFR (Affiliation Agreement #AA210027). The motion was voted upon and carried.

B. Approval of the 2023 Accreditation Documents – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the 2023 Risk Assessment and the 2023 Standard of Cover as presented. The motion was voted upon and carried.

X. NEW BUSINESS

A. Firefighter Paramedic Matthew Branney Sabbatical Request – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the request for sabbatical Firefighter Paramedic Matthew Branney for a period of one year, beginning August 9, 2023. The motion was voted upon and carried.

XI. BOARD BRIEFS

A. Administration Building Construction – Deputy Chief Jeremy Metz

XII. OTHER MATTERS

A. August 15, 2023 Board Meeting – To be held remotely via Teams

XIII. EXECUTIVE SESSION

MOTION: At approximately 8:27 p.m. it was moved by Mike Williams and seconded by Mike Feeley to enter into an executive session pursuant to § 24-6-402(4)(a) CRS for purposes of discussing the potential purchase of Strickly Rays property. The motion was voted upon and carried.

MOTION: At approximately 9:08 p.m. it was moved by Mike Feeley and seconded by Don Sherman to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Cassel announced that no motions were made nor were any votes taken. Chief Lombardi requested and received consensus from the board to review property zoning pertaining to the Strickly Rays property.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Feeley and seconded by Don Sherman 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 9:09 p.m.

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