

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
December 3, 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 5:00 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Administrative Office Building, at 433 South Allison Parkway, Lakewood, Colorado, and available remotely via Teams.

II. ROLL CALL

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| 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 | Present - Remotely via Teams |

Also present were Fire Chief Don Lombardi; Deputy Chief Mike Kirkpatrick; Deputy Chief Jeremy Metz; Deputy Chief Dan Pfannenstiel; Ms. Adele Reester, Esq.; Lieutenant Mike Mulcahy representing IAFF Local #1309; 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. PUBLIC HEARING ON THE 2025 BUDGET - CONTINUATION FROM THE NOVEMBER 19, 2024 PUBLIC HEARING

President Cassel re-opened the public hearing on the 2025 budget that was continued from the November 19, 2024 board meeting. As no one signed up to speak in the public hearing, President Cassel closed the public hearing on the 2025 budget.

V. PUBLIC HEARING ON PETITION FOR INCLUSION

A. Petition/Board Order of Inclusion for the White Deer Valley Property

Mr. Cassel opened the public hearing on the petition for inclusion of the White Deer Valley Properties. Gabriella Stockmeyer with the Law Offices of Dietze and Davis, representing the 53 White Deer Valley residents, and 13 adjacent properties petitioning for inclusion, presented information on the White Deer

Valley community and the steps taken to exclude from Inter Canyon Fire. Ms. Stockmeyer respectfully requested the board's consideration for approval of this petition, noting the study that was completed, determined that West Metro is capable of providing better and faster fire and EMS services to the residents of this community. Chief Pfannenstiel commented on the impact the inclusion would have on the District. Chief Lombardi expressed his support for the petition for inclusion, noting if approved by the board, the District would assume responsibility for this territory as soon as tomorrow morning at 7:00 a.m. As no one was present from the public to speak at the public hearing, Mr. Cassel closed the public hearing on the property inclusion.

MOTION: It was moved by Carolyn Wolfrum and seconded by Amira Watters to approve the board order of inclusion for the White Deer Valley Property as presented. The motion was voted upon and carried.

VI. REVIEW OF MINUTES

MOTION: It was moved by Don Sherman and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated November 19, 2024, as presented. The motion was voted upon and carried.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. Fund Balances 2008-2015

Chief Lombardi presented the reserve fund balances that have been held in previous years, and how those balances relate to the percentages carried today. Chief Lombardi remarked on the years when the reserve fund balances dipped below his comfort level, noting the reason for the concerted effort to increase the reserves to a higher balances in recent years.

2. Chief Lombardi and Chief Metz will be attending the International Association of Fire Fighters (IAFF) Technology Summit International later this week. Chief Lombardi and Captain Mike Binney will be presenting during different sessions at this conference on the topics of firefighter sleep patterns, the new National Emergency Response Information System (NERIS), and climate change as it relates to the fire service.

- B. Finance – Finance Director Bruk Mulaw
 - 1. The October 2024 and November 2024 Financial Statements will be presented at the January 21, 2025 Board Meeting.
- C. Administration – Deputy Chief Jeremy Metz
 - 1. Administration Update

Jeffcom 911 is planning to move from the District’s administrative headquarters to their new location during the second week in December. The Dispatch center will remain at the District’s administrative building through the month of February. With the departure of Jeffcom’s administrative staff, the opening of these offices on the third floor of Admin comes at a good time as West Metro is in need of additional office space for District employees.
- D. Operations – Deputy Chief Dan Pfannenstiel
 - 1. Operations Update

Call volume is down for the year 2024. No other notable calls to report.
- E. Life Safety – Deputy Chief Mike Kirkpatrick
 - 1. Comprehensive Project Report – Electronic Report
 - 2. Fire Investigator Lieutenant Chad Stodden will be attending peace officer school starting in January 2025. Chief Kirkpatrick will be bringing in an investigator from line operations to cover Lieutenant Stodden during his absence.
- F. Other Matters

None.
- G. Report of Legal Counsel – Adele Reester, Esq.

Ms. Reester and the staff in her office have been working behind the scenes on the White Deer Valley Inclusion.
- H. Report of the President – President Jerry Cassel

None.
- I. Treasurer’s Report – Treasurer Carolyn Wolfrum

September 2024 Financial Statements

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

J. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy invited the board members to attend the Local 1309 Annual Holiday and Awards party on Saturday, December 7, 2024. Awards such as the Firefighter of the Year and Civilian of the Year will be announced at the event.

K. Report of Civil Service Committee – Secretary Don Sherman

The Recruit Academy 24-01 will be graduating on Monday, December 16, 2024, at 4:00 p.m. at Dakota Ridge High School. The next meeting of the CSC is scheduled for January 14, 2025.

IX. OLD BUSINESS

A. Debt Collections Agency Contract for EMS Billing Services – Division Chief Todd Heint

MOTION: It was moved by Bill Clayton and seconded by Don Sherman to approve the contract for services with BC Services, Inc. for EMS debt collections and to authorize Chief Lombardi or his designee to authorize all required documents to execute this contract. The motion was voted upon and carried.

B. Resolution 2024-07 – A Resolution to Adopt the Budget for 2025 – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Carolyn Wolfrum to adopt Resolution 2024-07 – A Resolution to Adopt the Budget for 2025. A roll call was taken and the motion carried unanimously.

C. Resolution 2024-08 – A Resolution to Appropriate Sums of Money for 2025 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Amira Watters to adopt Resolution 2024-08 – A Resolution to Appropriate Sums of Money for 2025. A roll call vote was taken and the motion carried unanimously.

D. Resolution 2024-09 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2025 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Carolyn Wolfrum to adopt Resolution 2024-09 – A Resolution to Appropriate the District’s Comprehensive Fund Balance for 2025. A roll call vote was taken and the motion carried unanimously.

- E. Resolution 2024-10 – A Resolution Levying General Property Taxes for the Year 2024 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2025 Budget Year – Fire Chief Don Lombardi

MOTION: It was moved by Don Sherman and seconded by Bill Clayton to adopt Resolution 2024-10 - A Resolution Levying General Property Taxes for the Year 2024 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2025 Budget Year. A roll call vote was taken and the motion carried unanimously.

- F. \$2,000,000 1st Bank Line of Credit Renewal – Finance Director Bruk Mulaw

MOTION: It was moved by Carolyn Wolfrum and seconded by Amira Watters to approve the terms/conditions stated in the debt modification agreement from 1st Bank for the term loan January 1, 2025 to December 31, 2025, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.

- G. Resolution 2024-11 – Appointing a Designated Election Official for the May 6, 2025, Board Member Election – Fire Chief Don Lombardi

MOTION: It was moved by Amira Watters and seconded by Carolyn Wolfrum to adopt Resolution 2024-11 appointing Jennifer Wheaton as the 2025 designated election official and Kara Urland as the 2025 assistant designated election official, and authorizing the designated election official to cancel election. The motion was voted upon and carried.

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

Mr. Sherman updated the board on the Job Announcement which is scheduled to be posted on December 16, 2024, with the application period closing on January 17, 2025. Mr. Sherman also announced the names of the contributors who have been selected to participate in the public interview panel for this process.

X. NEW BUSINESS

Request for the Top Four Names from the Eligibility Register for the Rank of Lieutenant from the Civil Service Committee – 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 from the Civil Service Committee.

XI. BOARD BRIEFS

- A. Life Safety Fees – Deputy Chief of Life Safety Mike Kirkpatrick

XII. OTHER MATTERS

A. Board and Civil Service Committee Holiday Gathering

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Bill Clayton 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 5:50 p.m.

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