

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
April 19, 2016

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Pam Feely at 7:38 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's Training Center, 3535 S. Kipling Street, Lakewood, CO.

II. ROLL CALL

President Pam Feely	Present
Vice President Kristina Moeder	Present
Secretary Wendy Volmer	Present
Treasurer Cassie Stenstrom	Present
Director Mike Munden	Absent
Director Marta Murray	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Ms. Cathy Tallerico, Esq.; Ms. Glenda Aragon; and, Ms. Kim Brewer as recording secretary.

III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

The Pledge of Allegiance took place at the promotion and recognition ceremony. President Feely requested a moment of silence to honor all fallen firefighters.

IV. PUBLIC HEARING FOR CONSIDERATION OF INCLUSION OF REAL PROPERTY INTO THE WEST METRO FIRE PROTECTION DISTRICT

President Feely opened the public hearing for consideration of real property into the West Metro Fire Protection District. As nobody was present to address the board, President Feely closed the public hearing on the consideration of inclusion.

V. PUBLIC COMMENT

None.

VI. REVIEW OF MINUTES

MOTION: It was moved by Cassie Stenstrom and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated March 24, 2016, as presented. The motion was voted upon and carried.

Wendy Volmer - abstained

VII. REPORTS

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

Chief Lombardi reported that West Metro and Wheat Ridge operationally merged on April 15th. Things went well, with very few hiccups.

1. Finance Division Update

a. March 2016 Financial Statements

Ms. Aragon distributed and reviewed the March 2016 financial statements which will be brought to the board for approval at the May board meeting.

b. Wheat Ridge Update

The Finance Division has implemented a new and segregated fund (fund 11) which keeps all Wheat Ridge transactions separate from West Metro transactions. We will clearly be able to identify Wheat Ridge activities from West Metro activities.

2. Reinstatement Registers Update

The reinstatement registers for all ranks have been officially retired.

3. Community Meetings

The intent of the community meetings is to update the Wheat Ridge citizens about how their service levels have changed, what we bring to the table with fire-based EMS and added ambulance service. We will also show them the deployment model, review the history of the merger, and explain what the vote in October is all about. Community meetings have been scheduled for:

May 10, 2016 at 6:30 p.m. – Edgewater Elementary
4470 W. 24th Avenue
Edgewater

May 25, 2016 at 6:30 p.m. – Wheat Ridge Grange
3850 High Court
Wheat Ridge

June 7, 2016 at 6:30 p.m. – West Metro Administration
433 S. Allison Parkway
Lakewood

4. Meadowbrook Fairview Update

Meadowbrook Fairview gave short notice to Chief Lombardi that they did not want to renew their contract with West Metro. Pam Feely, Scott Rogers and Bruce Kral attended their board meeting to discuss the negative impact of not renewing. Pam made a suggestion that they wait until July 1st to change the contract, and they agreed.

B. Administration – Deputy Chief Mark Krapf

1. Wheat Ridge Update - Administration

31 personnel transitioned from Wheat Ridge to West Metro; 29 uniformed and two civilian personnel. Two Wheat Ridge individuals did not transition to West Metro; one received a position with Cunningham Fire, and one with Denver Fire.

The Wheat Ridge orientation went well and was very well received. The HR and Finance Divisions are going through the insurable assets transferring them to and making sure they are insured properly by West Metro.

The Communications Division has had a lot of detail oriented work to do on Wheat Ridge: response orders, response boundaries, radio designations, etc. Prior to the transition, 911 calls for EMS services were transferred from Wheat Ridge Police Department to AMR and then to Wheat Ridge. At midnight on April 15th, all EMS calls come directly to West Metro.

The Facilities Division conducted a significant survey of Stations 16 and 17, and found both facilities to be in very good shape. Both stations will remain with their current branding (Wheat Ridge) until after the election takes place.

The IT Division has been working on station alerting, which needs to be upgraded with zone capability with multiple assets in each station. Computers are in place and video conferencing is up and running in both stations. Identipass card readers are in place, and email has been set up.

The Fleet Services Division already maintains Wheat Ridge apparatus, however, there are seven staff vehicles, three engines, and a ladder truck that are new assets for West Metro. We are purchasing two new medic units for staffing in Wheat Ridge, and re-chasseing one medic unit. We are working on modifying our replacement cycle for apparatus and looking at potential funding models as a result.

The Wellness Manager did an evaluation of Stations 16 and 17 and saw the immediate need for treadmills and upright bikes for each location.

Because Wheat Ridge uniforms are from the same vendor that West Metro uses, only a slightly different color of navy blue, they will continue to wear those uniforms and cycle into the West Metro uniform on the wear and replace cycle.

We continue to evaluate the on-going impact of the merger to Administration to determine the need for additional personnel in some areas.

2. National Public Safety Telecommunicators Week

Chief Krapf showed a video that was produced by Ronda Scholting for the Jefferson County 911 banquet which highlights Dispatchers Mark Nava and Rebecca Fuller who were honored for their leadership as instructors of West Metro's Resiliency Program.

C. Operations – Deputy Chief Scott Rogers

1. Board of Directors Report Summary 4th Quarter 2015 - Electronic Report

2. Wheat Ridge Update – Operations

a. Deployment Model

Chief Lombardi distributed and reviewed the new deployment model which includes Stations 16 and 17.

b. EMS

We had a chance to talk with AMR, the private ambulance contractors currently in Wheat Ridge. Wheat Ridge City Council

gave them 120 day notice that they will be released from the contract. West Metro medic units will remain in service as they are part of the effective firefighting response. Calls will not be taken away from AMR. West Metro will go to calls and if the medic unit is not needed it will be cleared and AMR can transport. However, if AMR is too far away or West Metro needs to cut and run, we will do what is in the best interest of the patient. The AMR regional director wants to meet to work through some minor issues.

c. Police Department

Chief Rogers and the shift commanders met with Wheat Ridge Police Department and have worked through what we do with them from a response and operational standpoint. Blood draws and detox transports will be worked out when they occur.

We haven't met with Edgewater Police Department yet, but will go through the same process with them.

Chief Olme and Chief Lombardi had met with Edgewater City Council to go over the plan – it was well received and made sense to them.

D. Life Safety – Deputy Chief Bruce Kral

1. Electronic Report
2. Mayoral Round Table for the Apartment Association

The mayor of Lakewood put together a roundtable discussion at the West Lake apartments north of Colfax. The meeting was very productive and Chief Kral got to meet with the Denver Metropolitan Apartment Association – a group of people that manage apartment buildings. They were very interested in working with West Metro on how to come up with safe programs for apartments buildings, how to communicate with the residents of the apartments, and especially some type of program very similar to the Seal of Approval program for assisted living facilities. There is another meeting with that association on Thursday, April 28th.

Another topic in the meeting was about communications with the people that manage those buildings and the people that design them. The people that manage the apartment buildings have to deal with all the headaches the designers create. Chief Kral might be able to facilitate communications, even though it's not in his jurisdiction or authority.

3. Wheat Ridge Update – Life Safety

Wheat Ridge has a long history of being very involved with the public and spending a lot of time at public events. Susan Saito is working to make sure these events are covered.

Chief Kral met with the new Wheat Ridge building official today and the rest of the city staff. They are very happy with the merger and what it provides to the city. He is going to meet one-on-one with their new building official tomorrow.

Chief Kral had a meeting with the city of Edgewater staff and their planning people about going through the process of how they assess new building projects and how the fire department review gets folded into the process. They are very enthusiastic about working with us.

For all building plan reviewers, there seems to be another rush of several building projects. Our plan review table is full and our staff is very busy reviewing plans. Kelly Brooks is specializing in the Wheat Ridge projects.

Susan Saito has set up a car seat check point in Wheat Ridge at Station 16 on Tuesdays. West Metro's car seat check point will continue on Fridays.

E. Other Matters

1. Jefferson County Emergency Manager Position

Chief Lombardi met with Sheriff Shrader who is very much in support of/committed to West Metro providing a division chief to fill the emergency manager position. Both Sheriff Shrader and Chief Lombardi felt it was time for Clint Fey to transition back into the organization by May 1st. Chief Bob Olme met with the sheriff last week and Chief Brian Daley will meet with the sheriff on Thursday – both are being considered for the position.

2. Jeffcom

The IGA has been approved by West Metro, Evergreen Fire, Arvada Fire, Wheat Ridge Police Department, Arvada Police Department, Lakewood Police Department, and the city of Lakewood. We are waiting for Golden and Jefferson County Sheriff's Office. The sheriff needed a plan for the back-up center, which will be at the Training Center in the tiered classroom. We continue to move forward on this project.

3. 911 Authority Board

Mark Krapf is transitioning off the Jefferson County 911 Authority Board. Bob Olme has been elected to take his position.

4. Good New Breakfast

Last week Chief Lombardi, Cassie Stenstrom and Marta Murray attended the Good News Breakfast, where West Metro was recognized as an award recipient for the theme “Building and Protecting Our Community.”

F. Report of Legal Counsel – Cathy Tallerico, Esq.

Ms. Tallerico updated the board on the following legislation:

HB 16-1088, a bill that allows fire districts to pursue an impact fee at least for new development that will include oil and gas. There is potential of moving forward with a fee schedule at some point in the future.

SB 69, a bill regarding community paramedicine which would authorize community outreach and health education programs, but would also allow fire districts to be able to recoup additional Medicare and Medicaid payments, is pending in the Senate Appropriations Committee.

There are two clean-up bills related to elections. This is an opportunity for legislature to clean up the pieces that are dangling from the last election.

There is also a clean-up bill related to urban renewal.

HB 16-1399 is a bill that would allow firefighters to receive Workers’ Compensation for post-traumatic stress disorder. Ms. Tallerico will monitor the progress of this bill and report back to the board.

G. Report of the President – President Pam Feely

President Feely reported that Director Tony Gonzalez had submitted his resignation from the board effective April 1, 2016. State law requires that the vacancy be filled within 90 days. However, in the IGA with Wheat Ridge there is a provision that allows West Metro to appoint a board member from Wheat Ridge, waiting until after the election in October to make the appointment.

- H. Treasurer's Report – Treasurer Cassie Stenstrom

MOTION: It was moved by Cassie Stenstrom and seconded by Kristina Moeder to approve the January 2016 financial statements as presented. The motion was voted upon and carried.

MOTION: It was moved by Cassie Stenstrom and seconded by Marta Murray to approve the February 2016 financial statements as presented. The motion was voted upon and carried.

- I. Report of the Union – Lieutenant Mike Frainier

None.

- J. Report of Civil Service Committee – Secretary Wendy Volmer

Secretary Volmer reported on the April 14th Civil Service Committee meeting. The next meeting is scheduled for May 12, 2016.

VIII. OLD BUSINESS

- A. 2016 Network Hardware Purchase – IT Division Director Pat Purdy

MOTION: It was moved by Wendy Volmer and seconded by Cassie Stenstrom to approve the 2016 network hardware purchase from Lewan Technology in the amount of \$107,898.00. The motion was voted upon and carried.

- B. Approval of Resolution 2016-02 – A resolution Authorizing the Issuance by West Metro Fire Protection District of its General Obligation Refunding Bonds for the Purpose of Refunding Outstanding Bonds of the District at Lower Interest Rates; Providing for the Establishment of an Escrow Account to Pay the Refunded Bonds, for the Levy of Property Taxes to Pay the Refunding Bonds and Other Details in Connection Therewith; and Approving Documents Relating to the Refunding – Fire Chief Don Lombardi

MOTION: It was moved by Cassie Stenstrom and seconded by Wendy Volmer to adopt Resolution 2016-02 - A resolution Authorizing the Issuance by West Metro Fire Protection District of its General Obligation Refunding Bonds for the Purpose of Refunding Outstanding Bonds of the District at Lower Interest Rates; Providing for the Establishment of an Escrow Account to Pay the Refunded Bonds, for the Levy of Property Taxes to Pay the Refunding Bonds and Other Details in Connection Therewith; and Approving Documents Relating to the Refunding. A roll call vote was taken and the motion passed unanimously.

- C. Approval of Resolution 2016-04 – A Resolution Calling for an Election on the Issue of Inclusion of Property Currently Lying within the Wheat Ridge Fire Protection District – Fire Chief Don Lombardi

MOTION: It was moved by Cassie Stenstrom and seconded by Marta Murray to adopt Resolution 2016-04 - A Resolution Calling for an Election on the Issue of Inclusion of Property Currently Lying within the Wheat Ridge Fire Protection District as amended, adding Peggy Rupp as a deputy designated election official. A roll call vote was taken and the motion passed unanimously.

IX. NEW BUSINESS

- A. Request Top Three Names from the Civil Service Committee for the Rank of Captain (old eligibility register) – Fire Chief Don Lombardi
- B. Request Top Five Names from the Civil Service Committee for the Rank of Captain (new eligibility register) – Fire Chief Don Lombardi
- C. Request Top Three Names from the Civil Service Committee for the Rank of Engineer – Fire Chief Don Lombardi

The board instructed Kim Brewer to request the top three names from the Civil Service Committee for the rank of captain from the old eligibility register, the top five names for the rank of captain from the new eligibility register, and the top three names for the rank of engineer.

- D. Approve the Purchase of PPE/Bunker Gear for WMFR New Hire Firefighters – Deputy Chief Mark Krapf

MOTION: It was moved by Kristina Moeder and seconded by Cassie Stenstrom to approve the purchase of 38 sets of bunker gear in the amount of \$89,300. The motion was voted upon and carried.

X. BOARD BRIEFS

- A. Community Outreach Navigation Network: Education & Collaboration Team (CONNECT) Demonstration Project MOU and HIPAA Business Associate Agreement – Fire Chief Don Lombardi

Chief Lombardi reviewed the CONNECT Demonstration Project MOU and Business Association Agreement which will be brought to the board for approval at the May meeting.

- B. Chief Lombardi received a recommendation from Chief Armstrong and the Apparatus SPT to purchase a Type 3 wildland fire engine for deployment, which would cost approximately \$250,000. Chief Lombardi will review the final figures and the return on purchase, before presenting to the board for approval.

XI. OTHER MATTERS

None.

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Cassie Stenstrom and seconded by Kristina Moeder 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/ Kim Brewer
/s/ Wendy Volmer