

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
June 21, 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 7:08 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.

### II. ROLL CALL

President Pam Feely	Present
Vice President Kristina Moeder	Present – via conference call
Secretary Wendy Volmer	Present
Treasurer Cassie Stenstrom	Present
Director Marta Murray	Present
Director Mike Munden	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Ms. Adele Reester, Esq.; Lieutenant Mike Frainier, representing IAFF Local #1309; Ms. Glenda Aragon; and, Ms. Kim Brewer as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

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

### IV. ELECTION OF OFFICERS

**MOTION:** It was moved by Wendy Volmer and seconded by Kristina Moeder to nominate Pam Feely as president of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.

**MOTION:** It was moved by Wendy Volmer and seconded by Cassie Stenstrom to nominate Kristina Moeder as vice president of the West Metro Fire Protection District board of directors.

**MOTION:** It was moved by Mike Munden to nominate Marta Murray as vice president of the West Metro Fire Protection District board of directors. The motion died for lack of a second.

**The motion to nominate Kristina Moeder as vice president of the West Metro Fire Protection District board of directors was voted upon and carried.**

**MOTION: It was moved by Cassie Stenstrom and seconded by Kristina Moeder to nominate Wendy Volmer as secretary of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.**

**MOTION: It was moved by Kristina Moeder and seconded by Wendy Volmer to nominate Cassie Stenstrom as treasurer of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.**

## **V. BOARD LIAISON ASSIGNMENTS**

### **A. Committee Assignments:**

1. Civil Service Committee – Wendy Volmer/Kristina Moeder
2. Negotiations Committee – Pam Feely/Cassie Stenstrom
3. Appeals Board – Mike Munden/Marta Murray/Cassie Stenstrom
4. Legislative SDA Liaison – Mike Munden/Cassie Stenstrom
5. Foundation Liaison – Marta Murray
6. Construction Review – Mike Munden/Pam Feely

## **VI. PUBLIC COMMENT**

None.

## **VII. REVIEW OF MINUTES**

**MOTION: It was moved by Cassie Stenstrom and seconded by Wendy Volmer to approve the minutes of the regular meeting of the board of directors dated May 17, 2016, as presented. The motion was voted upon and carried.**

Pam Feely - abstained

## **VIII. REPORTS**

- ### **A. Report of the Fire Chief – Fire Chief Don Lombardi**

1. West Metro Foundation Presentation – Ms. Deanna Hanna

West Metro Foundation president Deanna Hanna and Ann Schmidt presented the board with a check for \$10,000 in support of the District's 2016 life safety and education projects.

2. Community Meetings

The last community meeting regarding the Wheat Ridge merger was held June 7<sup>th</sup> at Administration. There were three community members present. The meeting was recorded and will be on the website for viewing by those that could not attend any of the scheduled meetings. Chief Lombardi would like to hold one additional general meeting regarding the merger sometime in late August or early September in Wheat Ridge.

3. US&R Update

a. New Jersey Task Force One

New Jersey Task Force One has been accepted into the FEMA Urban Search and Rescue system.

The Senate Committee on Homeland Security approved a resolution for three-year funding for Urban Search and Rescue. The Committee took it out of Homeland Security and made it a separate, stand-alone bill. Included in the bill are important things needed by the US&R teams, such as Workers' Compensation liability; civilian deployment employment protection; certifications recognized across states; and continued funding for capital expenditures.

4. Finance Division Update

a. May 2016 Financial Statements

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

Ms. Aragon also distributed and reviewed the unaudited Summary Income Statement for the general fund.

b. OpenGov.com Launch

Ms. Aragon reported that we are still preparing for the OpenGov launch and are currently building the "landing page." There have

been a few glitches loading information from the old accounting software which are being worked out now.

c. Budget 2017

The 2017 budget process will kick-off next week. Now that we've settled in as a larger organization, we need to take a look at areas we might be short in our staffing.

As an example, we've identified the need for an in-house position that can audit daily and monthly sends to Intermedix, and perform internal audits on trip reports to make sure they are submitted correctly to ensure payment. This coordinated position would manage hardship applications, oversee collections and customer service that the billing company is not able to do, and take the load off both the EMS Division and the Finance Division. Chief Lombardi will present the job description and organizational chart change at the next board meeting for approval.

4. Strategic Plan Update

The Strategic Plan SPT has completed the bulk of the work with internal and external stakeholders and has formulated strategic goals. Chief Lombardi has extended the deadline for completion of the new Strategic Plan which should be in the next month or two.

5. 2015 Year End Report

Chief Lombardi distributed the 2015 Year End Report, which will be on the July agenda for discussion.

6. Pulse Point Presentation – Division Chief Jeremy Metz

EMS Division Chief Jeremy Metz gave a presentation on PulsePoint, a smart phone application program that summons trained CPR providers in public places to people that have suffered sudden cardiac arrest.

7. Use of West Metro Fire Rescue Logo by Jefferson County Business Association and Pulse Point

The board gave consensus for use of the West Metro Fire Rescue logo by both Jefferson County Business Association and Pulse Point.

8. Jeffcom Update

Now that the IGA has been signed by all participating agencies, Jeffcom is transitioning into a formal authority and will elect a board of directors in the near future.

9. Collaboration with South Metro Fire

Chief Lombardi reported on his meeting with South Metro's Fire Chief Bob Baker to discuss areas of collaboration to provide more efficiencies for both agencies; i.e., special teams, EMS, training, etc. He requested and received consensus to continue discussions with Chief Baker.

B. Administration – Deputy Chief Mark Krapf

Chief Krapf reported on the progress of building out the space on the third floor for Jeffcom, and determining the value of the space to lease to Jeffcom's participating agencies. In order to come up with an estimated value, an outside contractor that specializes in commercial leasing advocacy, McLaurin Williams Company, has been hired.

The re-chassied medic unit has been received. The other two new medic units should be delivered at the end of July.

C. Operations – Deputy Chief Scott Rogers

None.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report - Electronic Report

2. 4<sup>th</sup> of July

Chief Kral reviewed the professional fireworks displays that will be going on in the District for the 4<sup>th</sup> of July. There are seven retail fireworks stands that have been permitted in the District. The city of Lakewood, the city of Wheat Ridge and the city of Edgewater prohibit all fireworks.

3. School Doorknob Replacement

Chief Kral reported on the recent media coverage of schools, security and doorknob hardware. Jefferson County is reporting that it will cost nearly \$5M to replace the existing hardware. This is not a fire code-related issue, but rather a security issue. The schools need a way to lock the doors in the classrooms in a timely manner, and still be able to exit in case of a fire.

The state of Colorado has put this edict in place and is giving the schools until mid-2018 to get it done.

4. Assisted Living Regulations

The Department of Public Health and Environment is looking again at the regulations for assisted living facilities. Chief Kral will be representing both State Chiefs and West Metro on this issue.

E. Other Matters

Registration for the annual SDA Conference opens July 1<sup>st</sup>. Any board members interested in attending should contact Kim Brewer to make their arrangements.

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

Ms. Reester reported that earlier this month the Department of Labor issued the overtime report that includes the final ruling updating overtime regulations. The salary threshold for salary exemption will increase to \$47,476, which goes into effect December 1, 2016.

Ms. Reester also reported that West Metro's motions for the inclusion election have been granted setting the election for October 4, 2016. The board will adopt a resolution to approve the ballot language that will ultimately be certified. On the dissolution side, Wheat Ridge needs to have a hearing, and will approve their ballot language at their July meeting as well.

Both Adele Reester and Cathy Tallerico will be speaking at this year's SDA Conference in September.

G. Report of the President – President Pam Feely

Director Murray has been looking into ordering new shirts for the board. She will send out a survey to all board members to get their input on the type/color of shirt to be ordered.

H. Treasurer's Report – Treasurer Cassie Stenstrom

1. April 2016 Financial Statements

**MOTION: It was moved by Cassie Stenstrom and seconded by Wendy Volmer to approve the April 2016 financial statements as presented. The motion was voted upon and carried.**

I. Report of the Union – Lieutenant Mike Frainier

Lt. Frainier reported that the West Metro Firefighters golf tournament will be held August 5<sup>th</sup> at Arrowhead Golf Club, and the IAFF Memorial will be September 17<sup>th</sup> at Colorado Springs.

J. Report of Civil Service Committee – Secretary Wendy Volmer

None. The next meeting of the Civil Service Committee is scheduled for July 14, 2016.

**IX. OLD BUSINESS**

A. Surplus of Equipment – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Marta Murray to declare West Metro apparatus L-02, P-67 and R-03 as surplus, and authorize Chief Lombardi or his designee to execute any agreements associated with the listing, sale and disposal of these vehicles. The motion was voted upon and carried.**

B. Minerva Lease Agreement – Fire Chief Don Lombardi

**MOTION: It was moved by Cassie Stenstrom and seconded by Wendy Volmer to approve the lease of space at 3301 S. Field Street with Minerva Bunker Cleaners of Colorado, Corp., and the associated work letter for the remodeling of the space, and authorize Chief Lombardi to sign both documents. The motion was voted upon and carried.**

C. Academy Instruction Agreement Red Rocks Community College/West Metro Fire Protection District – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Marta Murray to approve and sign the Academy Instruction Agreement Red Rocks Community College/West Metro Fire Protection District as written. The motion was voted upon and carried.**

D. Set Hearing Date for Inclusion/Dissolution

**MOTION: It was moved by Mike Munden and seconded by Wendy Volmer to set the public hearing date to consider the resolution to create the subdistrict West Metro Fire Protection District – Bond, for July 19, 2016. The motion was voted upon and carried.**

**X. NEW BUSINESS**

- A. Request Top Three Names from the Civil Service Committee for the Rank of Engineer – Fire Chief Don Lombardi

The board directed Kim Brewer to request the top three names from the Civil Service Committee for the rank of engineer due to the retirement of Phil Pitrone.

**XI. BOARD BRIEFS**

- A. 2016 Rocket Modem Purchase - Fire Chief Don Lombardi

Chief Lombardi reviewed the 2016 Rocket Modem purchase request which will be brought to the board for approval at the July meeting.

**XII. OTHER MATTERS**

None.

**XIII. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Cassie Stenstrom and seconded by Mike Munden 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 9:08 p.m.

Recording Secretary: /s/s/ Kim Brewer  
/s/ Wendy Volmer