

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
September 20, 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 7:00 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.

### II. ROLL CALL

President Pam Feely	Present
Vice President Kristina Moeder	Present
Secretary Wendy Volmer	Present
Treasurer Cassie Stenstrom	Present
Director Mike Munden	Present – arrived at 7:08 p.m.
Director Marta Murray	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Deputy Chief Scott Rogers; 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. PUBLIC COMMENT

None.

### V. 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 August 16, 2016, as presented. The motion was voted upon and carried.

## VI. REPORTS

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

#### 1. US&R Update

##### a. Strategic Meeting – September 13, 2016

At last week's Strategic Group meeting we worked on being able to have smaller groups respond when an entire team is not needed; i.e., the wide-area search at the North Fork Fire. Sometimes, all that is needed might be a dog team, a small search team, a small hazmat or water ops team. Once the 21-day review of the entire US&R system is complete, they will look at the small group responses.

We also met with representatives from State Urban Search and Rescue Group. We are working on typing so that we have consistent standards for different types of teams.

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. The bill has gone through the House of Representatives and is now in the Senate, and looks unlikely that it will pass.

The next Strategic Group meeting and Sponsoring Agency Chiefs meeting will be held the first part of December. Chief Lombardi will not be attending due to the budget timeframe, but will teleconference when needed. Chief Lombardi's term is up as the sponsoring agency chief representative for the Central Division, but has been asked to renew his term.

#### 2. Finance Division Update

##### a. August 2016 Financial Statements

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

b. OpenGov

Ms. Aragon gave a demonstration on OpenGov, which West Metro launched on September 1<sup>st</sup>. The OpenGov platform displays information about West Metro's spending and revenue in detail since 2011, in a user-friendly portal. Visitors, along with fire district staff, can view historical revenue and expenditure trends over time and explore multiple views of financial data, including by division, expense, or revenue type. They can also get answers to frequently asked questions and then share that information directly from the platform via email or on social media.

c. GFOA Distinguished Budget Award.

Ms. Aragon announced that for the first time in the District's history, we received the GFOA Distinguished Budget Award.

d. CAFR Presentation – RubinBrown

Ms. Cheryl Wallace of RubinBrown distributed and reviewed the December 31, 2015 Report to Governance.

3. Budget Update

All budgets for 2017 have been submitted and continue to be reviewed by Chief Lombardi, Chief Krapf and Ms. Aragon. By state law, the budget must be presented to the board no later than October 15<sup>th</sup>.

4. Accreditation Update

West Metro will go up for reaccreditation next year, at the end of July, in Charlotte, North Carolina at the Fire Rescue International conference.

Chief Lombardi recently met with the Strategic Planning Team and has given them more time to complete the new strategic plan. The team is at a crossroads about how to take all the information received and turn it into strategic goals rather than tasks. The new plan will be presented to the board for approval sometime prior to reaccreditation.

5. Election Update

The Citizens for Fire Safety will be mailing an information sheet to Wheat Ridge residents and business owners about the October 4<sup>th</sup> election. Chief Lombardi will be attending the Wheat Ridge city council meeting to remind them of the upcoming election. Election judge training took place

last week, and results of the election will be posted as soon as practical after the ballots are counted, which could be late into the evening on October 4<sup>th</sup>.

6. Nasal Narcan

Monday, on behalf of Colorado State Fire Chiefs, Chief Lombardi attended the attorney general's press conference on Narcan, a drug West Metro has used for 30 years. Because of the opioid explosion in Colorado, police officers will be given nasal Narcan to carry, to reverse the effects of an opioid drug. The areas most in need of Narcan are Adams County and the rural counties of Colorado.

7. Colorado State Fire Chiefs

The Colorado State Fire Chiefs conference will be held in October in Keystone. Chief Lombardi's term as vice president of the executive board ends, however they would like him to run for president.

B. Administration – Deputy Chief Mark Krapf

None.

C. Operations – Deputy Chief Scott Rogers

Chief Rogers reported on and showed the news reports about the house fire where a five-year old girl was hiding in a closet on the second floor. She was rescued in 1 minute 58 seconds from the time the crews got on-scene, and is doing well. This was a great call where everything went exactly how it should have.

The little girl's best friend had a lemonade stand fundraiser for her friend on Sunday, and several West Metro crews joined her.

D. Life Safety – Deputy Chief Bruce Kral

1. Electronic Report

2. CDOT Grant

Because of Susan Saito's efforts, West Metro was recently awarded a CDOT Grant in the amount of \$52,000, which supplies the funds for our schools programs and our portable car seats.

3. Walk to School Day

October 5<sup>th</sup> is Walk to School Day. Between 7:00 and 9:30 a.m., we have crews going to the schools, hanging out at the crossings and talking about safety with the kids.

4. Leadership JeffCo

Leadership JeffCo has started their next round; Chief Keith Schneider and Kelly Brooks are this year's West Metro participants.

5. Muster Bags

Many thanks to Lutheran Church of the Master, whose 9/11 project was to stuff bags for the upcoming Fire Muster.

6. Fire Prevention Week

Fire Prevention Week is October 9 – 15, 2016. The Great Chicago Fire occurred on October 9, 1871, and Fire Prevention Week is held in remembrance of this event.

E. Other Matters

None.

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

In July the board passed a resolution contingently creating sub district. We sent the notification to both Jefferson and Douglas Counties as required by Title 32, and they have 30 days to let us know if they would treat it as a material modification to our Service Plan. Neither county has responded, so the sub districts will be created if the election is successful.

G. Report of the President – President Pam Feely

President Feely has begun working on Chief Lombardi's review. She will be sending out the review packet next month; if there are any suggestions for changes to the format please let her know. Chief Lombardi's review should be completed and returned to Kim Brewer by Monday, November 7<sup>th</sup>.

The assistant chiefs have selected a new negotiating team; Chiefs Steve Aseltine and Scott Rogers. President Feely will meet with Cassie Stenstrom and they will meet with the chiefs in the next month.

The annual board and CSC holiday party will be held Tuesday, December 13<sup>th</sup> at 6:00 p.m. at 240 Union.

H. Treasurer's Report – Treasurer Cassie Stenstrom

a. July 2016 Financial Statements

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

I. Report of the Union – Lieutenant Mike Frainier

The MDA Denver Firefighter Chili Cook-off will be held Friday, September 30<sup>th</sup> at Larimer Square at 11:00 a.m.

West Metro surpassed their \$75,000 goal by raising approximately \$87,800 this year for MDA in the annual Fill the Boot campaign.

J. Report of Civil Service Committee – Secretary Wendy Volmer

Secretary Volmer reported on the September 8<sup>th</sup> Civil Service Committee meeting. The next CSC meeting will be held October 13, 2016.

**VII. OLD BUSINESS**

A. Resolution 2016-08 – A Resolution Supporting Election – Fire Chief Don Lombardi

**MOTION: It was moved by Cassie Stenstrom and seconded by Kristina Moeder to adopt Resolution 2016-08 – A Resolution in Support of the Wheat Ridge Fire Protection District and West Metro Fire Protection District Ballot Questions Appearing on the October 4, 2016 Special Election Ballot. A roll call vote was taken and the motion carried unanimously.**

B. Civil Service Committee Appointments – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Cassie Stenstrom to appoint Danny Turney to complete Warren Teasdale's term, Tom Coonley to complete Andrea Helecker's term, and Susan Emsbo to complete Mike Williams' term on the Civil Service Committee. The motion was voted upon and carried.**

- C. Capital Projects Request – Concrete Pad Replacement at Station 3 – Deputy Chief Mark Krapf

**MOTION: It was moved by Marta Murray and seconded by Cassie Stenstrom to approve the capital projects request for the concrete pad replacement at Station 3 in the amount of \$68,468.00. The motion was voted upon and carried.**

#### **VIII. NEW BUSINESS**

- A. Resolution 2016-09 – A Resolution Adopting the 2016 Jefferson County Multi-Hazard Mitigation Plan – Fire Chief Don Lombardi

**MOTION: It was moved by Cassie Stenstrom and seconded by Marta Murray to adopt Resolution 2016-09 – A Resolution Adopting the 2016 Jefferson County Multi-Hazard Mitigation Plan. The motion was voted upon and carried.**

#### **IX. BOARD BRIEFS**

None.

#### **X. OTHER MATTERS**

The annual Family Fire Muster is being held Saturday, September 24<sup>th</sup> at the Training Center from 10:00 a.m. to 2:00 p.m.

#### **XI. EXECUTIVE SESSION**

None.

#### **XII. 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 8:52 p.m.

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