

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
November 15, 2016

I. 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 Tanner	Present
Director Marta Murray	Present
Director Mike Munden	Present – Arrived at 7:15 p.m.

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; 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 HEARING ON 2017 BUDGET

President Feely opened the public hearing on the 2017 budget. As nobody was present to address the board, President Feely closed the public hearing on the 2017 budget.

V. PUBLIC COMMENT

None.

VI. REVIEW OF MINUTES

MOTION: It was moved by Cassie Tanner and seconded by Kristina Moeder to approve the minutes of the regular meeting of the board of directors dated October 18, 2016, as presented. The motion was voted upon and carried.

Wendy Volmer - abstained

VII. PROMOTION TO THE RANK OF LIEUTENANT

- A. Promotion of Jasen McConaghy, Matthew Boma, David Harms, Shawn Duncan, Aaron Johnson and Tyler Sugaski to the Rank of Lieutenant – Fire Chief Don Lombardi

MOTION: It was moved by Kristina Moeder and seconded by Wendy Volmer to promote Jasen McConaghy, Matthew Boma, David Harms, Shawn Duncan, Aaron Johnson and Tyler Sugaski to the Rank of Lieutenant effective September 23, 2016. The motion was voted upon and carried.

VIII. OATH OF OFFICE – LIEUTENANT PROMOTIONS

Firefighters Jasen McConaghy, Matthew Boma, David Harms, Shawn Duncan, Aaron Johnson and Tyler Sugaski all took the Oath of Office for the rank of lieutenant and were sworn in to their new position by Fire Chief Lombardi.

IX. RECESS

At approximately 7:15 p.m., President Feely announced the board would take a 15 minute recess to congratulate the newly promoted lieutenants, and would reconvene the regular meeting of the West Metro Fire Protection board of directors at 7:30 p.m.

X. REPORTS

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

1. US&R Update

- a. Israel Defense Force – Homefront Command Visit

On November 1st, CO-TF1 hosted the Colorado Air National Guard and the Israel Defense Force Homefront - Command, who landed at the Training Center in two Black Hawk helicopters. The Israelis wanted to get a firsthand look at what we do as first responders on active shooter calls, hazardous materials calls, natural disasters and urban response. Chief Lombardi was asked to participate on a round table panel with 50 other people, moderated

by Jim Davis from Governor Hickenlooper's staff. We brought in our hazmat crews from Stations 5 and 2 and showed them what we do for response to hazmat calls, and they also toured the facility to get a good look at CO-TF1 and how we respond.

2. Finance Division Update

a. October Financial Statements

Chief Lombardi distributed and reviewed the October 2016 financial statements which will be brought to the board for approval at the December meeting.

3. Accreditation Update

a. Strategic Plan Presentation in December

Captains Hopwood and Parker will be at the December board meeting to present the draft of the new Strategic Plan.

b. Acceptance of 4th Annual Compliance Report

The 4th Annual Compliance Report was accepted by the Commission on Fire Accreditation International.

4. Budget Update

a. Financial Risk Assessment

Chief Lombardi gave a presentation on the 2017 budget and risk analysis. The board will be asked to adopt a resolution approving the 2017 budget at the December meeting.

b. Apparatus Replacement Plan

Chief Krapf distributed and reviewed the Apparatus Replacement Schedule and Cost Projections with the board. The schedule projects out to the year 2036, using 3% annual inflation. A copy of the spreadsheet will be posted on BoardPaq.

B. Administration – Deputy Chief Mark Krapf

1. Electronic Report

2. Jeffcom Update

Chief Krapf gave an update on Jeffcom, which will be located at West Metro on the third floor of the Administration building. Start-up costs for the construction work and the initial implementation of Jeffcom is all being covered by Jefferson County Emergency Communication Authority (JCECA). \$1.75M is the anticipated costs for the construction build-out of the third floor to make it a fully functional communication center. \$280K has been budgeted for the back-up center located at the Training Center. CAD costs will be \$1.6M, a new 911 phone system will cost \$2.2M, and dispatch console furniture will cost \$700K.

JCECA has approved an increase in the surcharge from \$.70 cents to \$1.20. Once approved by the PUC, there may be significant changes to the funding model, with potential savings to each participating agency.

We have a very aggressive timeline to try to get Jeffcom operational by January 2018. West Metro's Dispatch Center currently has six workstations; there will be 40 workstations once the Jeffcom buildout is complete. Construction will begin in March 2017, and should be completed by September 2017.

3. Capital and Bond Projects Update

Chief Krapf distributed and reviewed the 2016 Anticipated Capital Improvements spreadsheet, and reported that by year end the bond will be completely closed out. Some capital projects that were scheduled for 2017 have been moved up and will be completed this year.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

Chief Rogers reported on a second alarm fire this evening on Depew, near the corner of Hampden and Sheridan. Crews arrived on-scene to find a fully involved apartment with a trapped party. She was rescued and is fine.

Chief Rogers reported on three other fires; one, a garage fire with an electrical cause, another a fire caused by oily rags left in the garage, and the third caused by a recliner couch pinching the zip cord underneath it.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

Chief Kral reported on a President-elect Donald Trump event on October 29th at the Fairgrounds, an Al Gore event on November 3rd at the Lakewood Cultural Center, and the burning of a political sign.

Last night he attended the Mountain View town council meeting to introduce himself and West Metro, and he's been regularly attending the state meetings for the assisted living rule regulation development. There is a lot of support for increasing the training and expectations of the staff at assisted living facilities to help people that are on the floor, and putting people that know CPR in all facilities.

In July, West Metro held an exercise at Administration to educate city planners and developers on why the fire code asks for fire lanes, the size of fire lanes, and where fire lanes must go. Chief Kral showed an educational video that Ronda put together of the exercise that will go to state planners, state fire marshals, and developers.

E. Other Matters

None.

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

None.

G. Report of the President – President Pam Feely

The December board meeting will be held December 6th.

President Feely will be calling an executive session tonight to go over the Assistant Chiefs Contract.

President Feely has been working on Chief Lombardi's review. At the December meeting she will ask him to discuss his accomplishments for 2016 and goals for 2017 with the board. She is modifying the written review portion to have board members complete and review with Chief Lombardi at the January meeting.

H. Treasurer's Report – Treasurer Cassie Tanner

1. September 2016 Financial Statements

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

I. Report of the Union – Lieutenant Mike Frainier

Lieutenant Frainier reminded the board that Awards and Recognition is now the responsibility of the union. This year's awards will be presented at the union's annual holiday party on December 17th at Arrowhead Golf Club. The board of directors and Civil Service Committee will be receiving invitations in the mail.

J. Report of Civil Service Committee – Secretary Wendy Volmer

Secretary Volmer reported on the November 10th CSC meeting. The next CSC meeting is scheduled for December 8, 2016.

XI. OLD BUSINESS

A. Staff Car Replacement – Division Chief Bob Olme

MOTION: It was moved by Wendy Volmer and seconded by Cassie Tanner to approve the purchasing plan for staff car replacement in the year 2016 for a total sum of \$266,096.12, and direct staff to finalize contracts through the utilization of comparatively lowest price for purchasing.

XII. NEW BUSINESS

A. Renewal Appointments of Civil Service Committee Members Tom Ashe, Tom Coonley and Danny Turney – Mr. Don Sherman

MOTION: It was moved by Kristina Moeder and seconded by Marta Murray to renew the appointments of Civil Service Committee members Tom Ashe, Tom Coonley and Danny Turney. The motion was voted upon and carried.

B. Update Contract for Emergency and Response Services with Jefferson County Sheriff's Office – Fire Chief Don Lombardi

Chief Lombardi reviewed the Contract for Emergency and Response Services with Jefferson County Sheriff's Office which will be brought to the board for approval at the December meeting.

C. Resolution 2016-10 – A Resolution to Supplement the District's 2016 Budget with Increased Funds from the Inclusion of Wheat Ridge Fire Protection District – Fire Chief Don Lombardi

Chief Lombardi reviewed Resolution 2016-10, which will be brought to the board for approval at the December meeting.

- D. Resolution 2016-11 – A Resolution to Transfer Funds from the District’s Comprehensive Fund Balance Reserve for 2016 – Fire Chief Don Lombardi

Chief Lombardi reviewed Resolution 2016-11, which will be brought to the board for approval at the December meeting.

XII. BOARD BRIEFS

- A. Memorandum of Agreement with City of Thornton Fire Department to be a Colorado Urban Search and Rescue Participating Agency – Fire Chief Don Lombardi

Captain Rod Tyus will be at the December board meeting to request approval of the Memorandum of Agreement with City of Thornton Fire Department to be a Colorado Urban Search and Rescue Participating Agency.

XIV. OTHER MATTERS

None.

XV. EXECUTIVE SESSION

MOTION: At approximately 9:57 p.m. it was moved by Cassie Tanner and seconded by Wendy Volmer to enter into an executive session pursuant to § 24-6-402(4)(e) for purposes of discussing the Assistant Chiefs Contract. The motion was voted upon and carried.

MOTION: At approximately 10:28 p.m. it was moved by Mike Munden and seconded by Kristina Moeder to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Feely announced that no motions were made nor were any votes taken.

MOTION: It was moved by Cassie Tanner and seconded by Wendy Volmer to accept the changes to the Assistant Chiefs Contract as outlined (term, working group established, \$50.00 contribution to RHS, language clean-up, retaining budgeted salary schedule for 2017). The motion was voted upon and carried.

XVI. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Cassie Tanner 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 10:32 p.m.

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