

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
January 17, 2017

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	Absent
Secretary Wendy Volmer	Absent
Treasurer Cassie Tanner	Present
Director Kent Johnson	Present
Director Mike Munden	Absent
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 HEARING ON PETITION FOR INCLUSION

President Feely opened the public hearing on the petition for inclusion. As nobody was present to address the board, President Feely closed the public hearing on the petition for inclusion.

A. Board Order of Inclusion for John and Margaret Wilson

MOTION: It was moved by Cassie Tanner and seconded by Marta Murray to approve the Certified Board Order of Inclusion in the Matter of Inclusion of Lands within the West Metro Fire Protection District for John and Margaret Wilson. The motion was voted upon and carried.

V. PUBLIC COMMENT

None.

VI. REVIEW OF MINUTES

MOTION: It was moved by Marta Murray and seconded by Kent Johnson to approve the minutes of the regular meeting of the board of directors dated December 6, 2016, as presented. The motion was voted upon and carried.

Cassie Tanner – abstained

VII. PROMOTION TO THE RANK OF LIEUTENANT

A. Promote Mike Binney to the Rank of Lieutenant – Fire Chief Don Lombardi

MOTION: It was moved by Cassie Tanner and seconded by Kent Johnson to promote Mike Binney to the rank of lieutenant effective January 1, 2017. The motion was voted upon and carried.

VIII. OATH OF OFFICE FOR LIEUTENANT MIKE BINNEY

RECESS

At approximately 7:10 p.m., President Feely announced the board would take a 10 minute recess to congratulate the newly promoted lieutenant, and would reconvene the regular meeting of the West Metro Fire Protection board of directors at 7:20 p.m.

IX. WHEAT RIDGE PENSION BOARD MEETING

MOTION: At approximately 7:25 p.m., it was moved by Pam Feely and seconded by Kent Johnson to recess the regular meeting of the board of directors of the West Metro Fire Protection District and call to order the regularly scheduled meeting of the Wheat Ridge Fire Protection District Volunteer Pension Fund. The motion was voted upon and carried.

X. REPORTS

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

1. US&R Update

Because the president signed into law the three-year funding for Urban Search and Rescue, and the proposal to take Urban Search and Rescue out from under Homeland Security budgeting, discussion at the December

Strategic Group Meeting revolved around how to address these issues and how to move forward with the funding. The next meeting for the Strategic Group will be in Denver on March 5th.

2. Finance Division Update

a. November Financial Statements

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

b. Auditor's Proposal

Chief Lombardi distributed and reviewed the Audit Proposal from RubinBrown which will be brought to the board for approval at the February meeting.

3. Accreditation Update

We continue to work on our self-assessment, and have just under 80 performance indicators to review before they can be finalized. All accreditation documents are scheduled to be uploaded to the CPSE SharePoint site by March 1st. The next step will be to plan our site visit with the peer review team in late April or early May, which the board of directors will be involved in.

4. EMS Billing

Chief Lombardi discussed his frustration with Intermedix and our EMS billing. We've asked for several reports, the reason(s) why 350 reports were missed in 2016, and the outcome. We have been slowly receiving information and also learned our lead contact is leaving Intermedix. From a customer service standpoint, our patients have been frustrated and their outcomes were not to Chief Lombardi's satisfaction. We have gone to new EMS reporting software which Intermedix is not familiar with. Intermedix is hesitant to upgrade to something in-line with that software, so they are manually inputting all billing which is slow, cumbersome, and prone to mistakes.

We've looked at another billing company, AMB Billing out of Kentucky, with very favorable reviews. We've met with several of their key people, and they are very familiar with our reporting software, ESO. We can save approximately \$200,000 to \$300,000 with AMB Billing and have a better billing process with better customer service. There is one more billing company to look at before we bring this issue to the board for approval.

5. 2017 Organizational Chart

MOTION: It was moved by Cassie Tanner and seconded by Marta Murray to adopt the 2017 Organization Chart as presented. The motion was voted upon and carried.

6. Reschedule February and March Board Meetings to February 28th

Chief Lombardi will be out of town for both the February 21st and March 21st board meetings and asked for and received consensus to reschedule both meetings to the 28th of each month.

B. Administration – Deputy Chief Mark Krapf

Electronic Report

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

Chief Rogers reported there have been a handful of vegetation fires since the Green Mountain fire in November. Regarding the Green Mountain fire, Chief Lombardi met with Chief McCaskey to discuss the notification system. They are currently putting plans in place to correct the issues.

D. Life Safety – Deputy Chief Bruce Kral

Electronic Report

E. Other Matters

Ronda Scholting has received several awards for her submissions from the AVA: First You Build, Then You Burn received Gold; Class 16-01- Strength in Numbers received Honorable Mention; Saving Natalie received Honorable Mention; The Firefighter's Promise received Gold. Congratulations Ronda!

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

Today was the first day of the SDA Legislative Committee. Lyons, Gaddis will participate again this year in order to keep abreast of legislation that impacts fire districts and will keep West Metro up-to-date.

G. Report of the President – President Pam Feely

President Feely will forward the responses to the fire chief's 2016 review to Chief Lombardi to review and will discuss under her report at the February board meeting.

H. Treasurer's Report – Treasurer Cassie Tanner

None.

I. Report of the Union – Lieutenant Mike Frainier

None.

J. Report of Civil Service Committee – Secretary Wendy Volmer

None. The next meeting of the Civil Service Committee is scheduled for February 9, 2017.

XI. OLD BUSINESS

A. Designation of Posting Places – Fire Chief Don Lombardi

MOTION: It was moved by Cassie Tanner and seconded by Marta Murray to approve continuation of posting public notices and agendas of the West Metro Fire Protection board of directors meetings on the West Metro Fire Protection District website, at all 17 fire stations, at the Lakewood Public Library, the Jefferson and Douglas county offices, and the West Metro Fire Protection District administration building lobby. The motion was voted upon and carried.

B. Approval of 2017 Strategic Plan – Fire Chief Don Lombardi

MOTION: It was moved by Marta Murray and seconded by Cassie Tanner to approve the West Metro Fire Protection District 2017 Strategic Plan as presented. The motion was voted upon and carried.

C. 2017 Engine Purchase – Chief Bob Olme

MOTION: It was moved by Cassie Tanner and seconded by Kent Johnson to approve the request for purchase of a new 2017 Pierce Velocity Engine in the amount of \$658,297.00, and authorize Chief Lombardi to sign the agreement. The motion was voted upon and carried.

- D. Surplus Apparatus – Chief Bob Olme

MOTION: It was moved by Cassie Tanner and seconded by Kent Johnson to approve the request for disposal of two ambulances and one engine following the District’s surplus policies. The motion was voted upon and carried.

- E. Modification of the JCECA IGA to Permit JCECA to Increase the Emergency Telephone Charge – Chief Bob Olme

MOTION: It was moved by Cassie Tanner and seconded by Kent Johnson to approve the request from the Jefferson County Emergency Communication Authority to amend the IGA between West Metro Fire Protection District and JCECA which in turn, approves their application for a request for a rate increase with the PUC from \$.70 cents to \$1.20 per month. The motion was voted upon and carried.

XII. NEW BUSINESS

- A. Request the Top Three Names from the Civil Service Committee for the Ranks of Assistant Chief, Captain, and Lieutenant – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top three names from the Civil Service Committee for the ranks of assistant chief, captain, and lieutenant.

XIII. BOARD BRIEFS

- A. Loveland Fire Rescue Authority Requesting to be a Colorado Urban Search and Rescue Participating Agency – Fire Chief Don Lombardi

Chief Lombardi reviewed the request by Loveland Fire Rescue Authority to become a Colorado Urban Search and Rescue participating agency, which will be brought to the board for approval at their February meeting.

XIV. OTHER MATTERS

Chief Lombardi gave an update on what’s going on with residential assessment rates and the Gallagher Amendment. In 1982, the Gallagher Amendment was adopted which balances state-wide residential and nonresidential (commercial) property (45%-55%). The original assessment rate was 21%, which dropped to 18% in 1982, and has been at 7.96% since 2003. The original intent was that the rate would be able to go up as well as down. However, TABOR only allows Gallagher to move the rate down. Increasing the residential rate requires a vote of the people. In September/October every two years, the property tax administration queries counties on values. In January 2017, the target percentage for residential property dropped from 7.96% to 6.56%. We will know what

rate the legislature decides on in April. 2016 values are set for the 2017 budget. This rate decrease will impact revenues for the 2018 budget. We are working on obtaining accurate estimates for our District and will continue to work on various revenue scenarios for 2018.

XV. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Cassie Tanner and seconded by Marta Murray 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 8:40 p.m.

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