

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
June 20, 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	Present
Treasurer Cassie Tanner	Present
Director Kent Johnson	Present
Director Mike Munden	Present
Director Marta Murray	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Ms. Adele Reester, Esq.; 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 Cassie Tanner 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 Cassie Tanner and seconded by Mike Munden to nominate Marta Murray as vice president of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.

**MOTION:** It was moved by Cassie Tanner and seconded by Mike Munden 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 Marta Murray and seconded by Wendy Volmer to nominate Cassie Tanner 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 Liaison Assignments:

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

**VI. PUBLIC COMMENT**

Mr. Keith Dameron addressed the board of directors with questions about some of the accreditation documents and the District map on the WMFR website.

**VII. REVIEW OF MINUTES**

**MOTION: It was moved by Cassie Tanner and seconded by Wendy Volmer to approve the minutes of the regular meeting of the board of directors dated May 16, 2017, as presented. The motion was voted upon and carried.**

**VIII. REPORTS**

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

1. US&R Update
  - a. Strategic Group Meeting

Chief Lombardi will be in Washington, DC next week at the Strategic Group meeting, June 26<sup>th</sup> – 30<sup>th</sup>.

2. Finance Division Update

a. 2018 Budget Process

Chief Lombardi distributed and reviewed the 2018 Budget Process Timeline.

b. May 2017 Financial Statements

Ms. Aragon distributed and reviewed the May 2017 financial statements which will be brought to the board for approval at the July meeting.

c. Audit Update

The auditors continue to finalize numbers from their field work conducted in May and June. The CAFR will be submitted to GFOA for their award on June 30<sup>th</sup>, and to the Colorado State Auditor's office by July 31<sup>st</sup>.

3. Accreditation Update

WMFR's 2017 accreditation documents were distributed which include the Risk Assessment, Standard of Cover, Strategic Plan and Self-Assessment Manual. The accreditation team is working on the site-visit team's recommendations which will be completed or in progress by the Commission hearings in July.

4. EMS Billing Appeals

**MOTION: It was moved by Cassie Tanner and seconded by Wendy Volmer to amend the EMS bill for Sharron Shea to \$500.00 for immediate payment. The motion was voted upon and carried.**

**MOTION: It was moved by Cassie Tanner and seconded by Wendy Volmer to deny Mollie Kober's request to renegotiate the EMS bill for her son, Gilbert Connelly III, and request full payment. The motion was voted upon and carried.**

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Review of Recent Activities – Electronic Report

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report
2. Mills Mall Hail Damage Update

The mall will reopen in phases. Management will decide what section of the mall to open, the code consultant will determine what work is required to meet code, the contractor will create a scope of work and apply for permits.

3. Maplewood Apartments

Chief Kral spoke with the city of Lakewood's building official. The roofing structure was fine, but when the roofing contractor delivered the shingle packages they were stacked on top of each other instead of being spread out. There was too much load causing the roof to cave in. The roofer is taking complete responsibility, even paying for hotels for those displaced that had no place else to stay.

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

The Jefferson County Sheriff's Office has taken a no tolerance stance on fireworks for a number of years and the problem has only gotten worse. This year, they will be changing their strategy and focusing on the area with the most phone calls, and writing tickets. Susan Saito has been working with bus stop advertisers to develop posters that focus on animals scared by fireworks. Susan also came up with lawn signs for neighborhoods requesting apparatus visits on the holiday. If a neighborhood requests an apparatus visit, they must display the lawn signs. Ronda will post the messages on social media. The County licenses fireworks sales tents and gives \$1,000 per tent to West Metro, which is used to print flyers that must be put in the bags at the time of fireworks sale as part of the permit process.

5. Hail Update

There were 45 water caused fire alarms from last month's hail storm.

E. Other Matters

1. Wheat Ridge Economic Development URA

In a meeting with the Wheat Ridge Economic Development Committee, Chief Kral learned that the Hacienda Colorado project in Wheat Ridge is going to be a TIF project. There is a handshake agreement with the city of Wheat Ridge and Wheat Ridge Fire Protection District that with all TIF projects, Wheat Ridge Fire will get 100% of the tax revenue. Chief Kral was told by Wheat Ridge Economic Development Manager Steve Art that the agreement did not carry over to West Metro. In follow-up discussion with the Wheat Ridge city manager, he told Chief Olme that Wheat Ridge did not need to honor the agreement because West Metro is in better financial shape than the Wheat Ridge Fire Protection District was. Chief Lombardi called and will set up a time to meet to discuss the project. Ms. Reester is working to see what legal avenues West Metro has.

2. Leadership Jeffco Distinguished Alumni

Chief Lombardi congratulated Cassie Tanner on receiving the Leadership Jeffco Distinguished Alumni award. Cassie has done a lot of work for Jefferson County and West Metro and this award is a great honor.

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

Ms. Reester reported that she, along with Chief Lombardi, Chief Olme, Mike Frainier, and Linda Glesne have been chosen to be on a panel to present A Consolidation of Fire Services: A Study in Collaboration (on the Wheat Ridge merger), at this year's SDA Conference in September. Dick Lyons and John Chmil will also be presenting, as well as Cathy Tallerico.

G. Report of the President – President Pam Feely

None.

H. Treasurer's Report – Treasurer Cassie Tanner

1. April 2017 Financial Statements

**MOTION: It was moved by Cassie Tanner and seconded by Marta Murray to approve the April 2017 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

The next meeting of the Civil Service Committee is scheduled for July 6, 2017.

## VII. OLD BUSINESS

- A. First Amendment to Contract for Emergency Management and Response Services – Fire Chief Don Lombardi

**MOTION: It was moved by Cassie Tanner and seconded by Mike Munden to approve the First Amendment to the Contract for Emergency Management and Response Services, and authorize Chief Lombardi to sign the Amendment. The motion was voted upon and carried.**

- B. West Metro Fire Rescue Foundation Discussion – Fire Chief Don Lombardi

Ms. Deanna Hanna followed-up with the board on the status of the West Metro Fire Rescue Foundation. The Foundation is now in compliance with their required filings with the IRS. She thanked the board for their letter of concern and for the help received since the May meeting. Treasurer Tanner asked how the Firehouse Informal went. The Foundation has yet to determine how much money was raised.

## VIII. NEW BUSINESS

- A. Request the top three names for the rank of captain, and the top three names for the rank of lieutenant from the Civil Service Committee – Fire Chief Don Lombardi

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

- B. Resolution 2017-01 – A Resolution Adopting and Entering into the Trust Agreement for the Colorado Firefighter Heart and Cancer Benefits Trust and Taking Other Actions in Connection Therewith – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Cassie Tanner to adopt Resolution 2017-01 – A Resolution Adopting and Entering into the Trust Agreement for the Colorado Firefighter Heart and Cancer Benefits Trust and Taking Other Actions in Connection Therewith. The motion was voted upon and carried.**

- C. Withdrawal from Consolidated Regional CAD System IGA – Deputy Chief Mark Krapf

**MOTION: It was moved by Cassie Tanner and seconded by Mike Munden to authorize the fire chief to execute the notice to withdraw from the IGA between City of Littleton, Metropolitan Area Communications Center Authority, and Evergreen Fire Protection District Concerning a Consolidated Regional Computer Aided Dispatch System dated January 22, 2014. The motion was voted upon and carried.**

**IX. BOARD BRIEFS**

None.

**X. OTHER MATTERS**

None.

**XI. EXECUTIVE SESSION**

None.

**XII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Cassie Tanner and seconded by Wendy Volmer 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 8:44 p.m.

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