

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
December 3, 2019

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Cassie Tanner 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 Cassie Tanner	Present
Vice President Marta Murray	Present
Secretary Jerry Cassel	Present
Treasurer Mike Feeley	Absent
Director Pam Feely	Present
Director Kristina Moeder	Present
Director Wendy Volmer	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq.; Ms. Glenda Aragon; and, Ms. Jennifer Wheaton as recording secretary.

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

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

### IV. REVIEW OF MINUTES

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to approve the minutes of the regular meeting of the board of directors dated November 19, 2019, as presented. The motion was voted upon and carried.**

**Wendy Volmer – abstained.**

**V. ARTWORK PRESENTATION – Captain Ken Walker**

Captain Ken Walker presented the board with certificates of ownership by West Metro Fire Protection District for logos, images, and design work, created for the West Metro Fire Protection District and displayed at the Administrative Headquarters and Training Center.

**VI. PUBLIC COMMENT**

None.

**VII. REPORTS**

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

1. US&R Update

- a. Chief Lombardi will attend the Strategic Group Meeting and Advisory Group Meeting, December 9-13, 2019. Chief Lombardi was elected to the Strategic Group to represent the sponsoring agency chiefs for a final term of 3 years.

2. Finance Division Update

The October 2019 and November 2019 financials will be presented at the January 2020 meeting.

**B. Administration – Deputy Chief Mark Krapf**

None.

**C. Operations – Deputy Chief Scott Rogers**

None.

**D. Life Safety – Deputy Chief Bruce Kral**

- 1. Chief Kral distributed and reviewed the Comprehensive Project Report

**E. Other Matters**

Chief Lombardi congratulated Executive Assistant Kim Brewer on her retirement and thanked her for her valued years of dedicated service to West Metro Fire Protection District.

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

The District received a petition for inclusion by Royal Investment Enterprises, LLC. Ms. Reester requested the board set a public hearing on the petition for inclusion at the January meeting.

**MOTION: It was moved by Pam Feely and seconded by Kristina Moeder to set a public hearing on the Petition for Inclusion from Royal Investment Enterprises for January 21, 2020. The motion was voted upon and carried.**

- G. Report of the President – President Cassie Tanner

- H. Treasurer’s Report – Treasurer Mike Feeley

**MOTION: It was moved by Pam Feely and seconded by Marta Murray to accept and approve the September 2019 financial statements as presented. The motion was voted upon and carried.**

- I. Report of the Union – Firefighter Mike Mulcahy

None.

- J. Report of Civil Service Committee – Secretary Jerry Cassel

None.

## VIII. OLD BUSINESS

- A. \$2,000,000 1st Bank Line of Credit Renewal – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to approve the terms/conditions stated in the debt modification agreement from 1<sup>st</sup> Bank for the term loan January 1, 2020 to December 31, 2020, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.**

- B. Resolution 2019-04 – A Resolution to Supplement the District’s 2019 Budget Based on an Unanticipated Increase in Revenue to the General Fund – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Kristina Moeder to adopt resolution 2019-04 – A Resolution to Supplement the District’s 2019 Budget Based on an Unanticipated Increase in Revenue to the General Fund. A roll call vote was taken and the motion carried.**

- C. Resolution 2019-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2020 – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Wendy Volmer to adopt Resolution 2019-05 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2020. A roll call vote was taken and the motion carried.**

- D. Resolution 2019-06 – A Resolution to Adopt the Budget for 2020 – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to adopt Resolution 2019-06 – A Resolution to Adopt the Budget for 2020. A roll call was taken and the motion carried.**

- E. Resolution 2019-07 – A Resolution to Appropriate Sums of Money for 2020 – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to adopt Resolution 2019-07 – A Resolution to Appropriate Sums of Money for 2020. A roll call vote was taken and the motion carried.**

- F. Resolution 2019-08 – A Resolution Levying General Property Taxes for the Year 2019 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2020 Budget Year – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Wendy Volmer to adopt Resolution 2019-08 - A Resolution Levying General Property Taxes for the Year 2019 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2020 Budget Year. A roll call vote was taken and the motion carried.**

- G. 2020 Organizational Chart – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Kristina Moeder to adopt the 2020 Organizational Chart as presented. The motion was voted upon and carried.**

- H. 2020 Assistant Chiefs Working Agreement

Discussion in executive session.

## **IX. NEW BUSINESS**

- A. Portable Radio Replacement – Division Chief Bob Olme

**MOTION: It was moved by Kristina Moeder and seconded by Pam Feely to approve the replacement of the current fleet of portable radios through the purchase of 275 Motorola APX 6000 series portable radios as presented and authorize Chief Lombardi or his designee to execute any and all necessary documents.**

## **X. BOARD BRIEFS**

- A. Surplus Vehicles – Division Chief Bob Olme

Chief Olme reviewed the next group of vehicles to be surplus which will be presented for approval at the January board meeting.

## **XI. OTHER MATTERS**

Due to the outcome of Ballot Initiative 1A, the Jefferson County Emergency Management Division Chief position will end on December 31, 2019, resulting in a future change to the organizational chart.

## **XII. EXECUTIVE SESSION**

**MOTION: At approximately 7:35 p.m. it was moved by Pam Feely and seconded by Kristina Moeder to enter into an executive session pursuant to § 24-6-402(4)(e) CRS for purposes of negotiations for the Assistant Chiefs Working Agreement. The motion was voted upon and carried.**

**MOTION: At approximately 7:46 p.m. it was moved by Pam Feely 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 Tanner announced that no motions were made nor were any votes taken.

**MOTION: It was moved by Pam Feely and seconded by Kristina Moeder to adopt the 2020 Working Agreement between the West Metro Fire Protection District and the West Metro Assistant Chiefs with amendments. The motion was voted upon and carried.**

### **XIII. ADJOURNMENT**

**MOTION:** There being no further business to be presented it was moved by Pam Feely and seconded by Jerry Cassel 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 7:48 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton  
/s/ Jerry Cassel