

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
March 17, 2020

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 6:36 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	Present
Director Pam Feely	Present
Director Kristina Moeder	Present – via videoconference
Director Wendy Volmer	Present – via conference call

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Ms. Adele Reester, Esq. via videoconference; Firefighter Mike Mulcahy, representing IAFF Local #1309 via conference call; Mr. Bruk Mulaw; 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. PUBLIC HEARING ON PETITION FOR INCLUSION

President Tanner opened the public hearing on the petition for inclusion. As no one was present to address the board, President Tanner closed the public hearing on the petition for inclusion.

- A. Board Order of Inclusion for City of Wheat Ridge; 4900 Marshall Street, Wheat Ridge, CO 80033

MOTION: It was moved by Cassie Tanner and seconded by Pam Feely to approve the Certified Board Order of Inclusion in the Matter of Inclusion of Lands within the West Metro Fire Protection District for the City of Wheat Ridge; 4900 Marshall St., Wheat Ridge, CO 80033. The motion was voted upon and carried.

V. 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 February 18, 2020, as presented. The motion was voted upon and carried.

**Cassie Tanner - Abstained
Wendy Volmer - Abstained**

VI. PUBLIC COMMENT

None.

VII. REPORTS

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

1. COVID-19 Update – Division Chief Steve Aseltine

Chief Aseltine provided the board members with an up-to-date and comprehensive review of the West Metro preparations in response to COVID-19. Chief Aseltine briefed the board on the current command structure that was implemented today to handle the changing needs related to the COVID-19 response. He also discussed response objectives, the incident action plan, and the situation status reports; in addition to outlining dispatch and response modifications, operational changes, staffing, logistics, equipment supply chains, public communications, reimbursement documentation, and employee resiliency. At this time, West Metro remains ahead of the curve regarding the needs of the District and will endeavor to do so for the remainder of this challenging COVID-19 response.

2. US&R Update

As a result of COVID-19, all training events have been cancelled for the foreseeable future.

Through our agreement with US&R, West Metro has been able to access a reserve of half masks for personal protective equipment use during responses involving COVID-19 patients.

3. Finance Division Update

a. January 2020 Financial Statements

Mr. Mulaw distributed and reviewed the January 2020 financial statements which will be brought to the board for approval at the April meeting.

4. Accreditation Update

a. The accreditation conference was held earlier this month. The sessions were of great value to those in attendance.

b. The ACR #3 is nearly complete, with final details pending prior to submission.

5. Future Board Meetings

We are looking into options for hosting the upcoming board meetings remotely with availability to the public. Chief Lombardi will update the board members when a platform has been selected that meets the needs and requirements of the board meetings and offers both audio and video capabilities.

B. Administration – Deputy Chief Mark Krapf

The completion of the Denver Federal Center contract has been delayed. The contract was extended by three months to allow the Denver Federal Center more time to complete their review due to the uniqueness of the contract. Chief Krapf anticipates finalization of the contract that will be acceptable to both parties very soon.

C. Operations – Fire Chief Don Lombardi

None.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

2. Due to the COVID-19 response, adjustments to have been made to the Life Safety Division to ensure the safety of the staff. Community education events have been postponed or cancelled. Chief Kral has redirected community education specialists Erin Bravo and Susan Saito to assist with the command structure and logistics.

E. Other Matters

1. 2020 Captain Exam

Chief Lombardi reported on the decision to postpone the 2020 Captain Exam until after May 31, 2020.

2. 2020 New Hire Process

The written exam and physical agility tests are complete, with the oral board process pending. Chief Lombardi has made the decision to temporarily suspend the 2020 new hire process. The oral boards will be rescheduled to a later date, no earlier than May 31, 2020.

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

Legislature is temporarily closed until March 30, 2020 at 10:00 a.m.

The Colorado Supreme Court is evaluating the time remaining in the legislative session to determine if the 120-day session must be consecutive, or if it can be considered cumulative. This decision could impact the June 30, 2020 deadline to pass the budget for FY 2021.

The District Board of Director Election was cancelled because there were not more candidates than vacancies available. Oaths and seating for the incoming directors will need to be coordinated in advance of the May 19, 2020 board meeting.

Provisions will need to be made for public access to any board meeting offered remotely.

G. Report of the President – President Cassie Tanner

Resolution 2020-02 – Extending the Declaration of a Local Disaster Emergency

MOTION: It was moved by Cassie Tanner and seconded by Pam Feely to approve Resolution 2020-02 – Extending the Declaration of a Local Disaster Emergency. The motion was voted upon and carried.

H. Treasurer’s Report – Treasurer Mike Feeley

None.

I. Report of the Union – Firefighter Mike Mulcahy

Firefighter Mulcahy thanked the leadership for their proactive actions to ensuring the safety of the staff during COVID-19 responses.

J. Report of Civil Service Committee – Secretary Jerry Cassel

Mr. Cassel reported on the March 12, 2020 Civil Service Committee meeting. Civil Service Committee Member Tom Coonley has given his notice of resignation from the Committee, effective May 14, 2020. President Sherman recommends leaving the position vacant and operating the Committee with eight members. Mr. Coonley has served the Committee for 3 years and 7 months. The next meeting of the CSC is scheduled for April 9, 2020.

VIII. OLD BUSINESS

A. 2020 Medic Unit Purchase – Deputy Chief Mark Krapf

MOTION: It was moved by Pam Feely and seconded by Marta Murray to approve the request for purchase of a 2020 F 450 Ford 4X4 rechassis with Mobile Data Terminal and power load assembly/pram medic unit in the amount of \$175,761.00 and authorize the chief to execute all necessary documents required for purchase. The motion was voted upon and carried.

B. Cancellation of May 5, 2020 Board of Director Election – Fire Chief Don Lombardi

As mentioned in the legal report, the May 5, 2020 Board of Director Election has been cancelled because there were not more candidates than vacancies available. Three new board members will be considered elected as of May 5, 2020. Oaths of office and seating of new directors will occur in in coordination with the May 19, 2020 board meeting.

IX. NEW BUSINESS

A. Station 15 Utility Underground Access Easement – Deputy Chief Bruce Kral

MOTION: It was moved by Pam Feely and seconded by Marta Murray to approve the Station 15 utility underground access easement with the Intermountain Rural Electric Association as presented and authorize Bruce Kral or his designee to execute any and all necessary documents. The motion was voted upon and carried.

X. BOARD BRIEFS

None.

XI. OTHER MATTERS

None.

XII. EXECUTIVE SESSION

None.

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 8:20 p.m.

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