

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
April 21, 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 6:30 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Cassie Tanner	Present via Videoconference
Vice President Marta Murray	Present via Videoconference
Secretary Jerry Cassel	Present via Videoconference
Treasurer Mike Feeley	Absent
Director Pam Feely	Present via Videoconference
Director Kristina Moeder	Present via Videoconference
Director Wendy Volmer	Present via Videoconference

Also present via videoconference were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq.; Firefighter Mike Mulcahy, representing IAFF Local #1309; Ms. Glenda Aragon; and, Ms. Jennifer Wheaton as recording secretary.

III. MOMENT OF SILENCE

President Tanner requested a moment of silence to honor all fallen firefighters.

IV. PUBLIC COMMENT

None.

V. REVIEW OF MINUTES

MOTION: It was moved by Marta Murray and seconded by Kristina Moeder to approve the minutes of the regular meeting of the board of directors dated March 17, 2020, as presented. The motion was voted upon and carried.

VI. REPORTS

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

1. COVID-19 Update

Chief Lombardi briefed the board members on West Metro's COVID-19 response. The Incident Management Team (IMT) strives to make communication a top priority, ensuring communications have been clear and timely to the District personnel and to the public. The IMT is also prioritizing documentation of time and resources spent on activities related to COVID-19 in preparation for reimbursement and grant funding. Call volume is trending about normal, however the modified response, extended patient hand-off time at the hospital, and PPE decontamination procedures keep resources committed for a longer than normal duration. To help support this response adjustment, Medic 9 and Medic 17 were temporarily put in place to stabilize our response across the system. The employee morale is high and staffing has been at some of the highest levels due to low sick leave and the ability of our staff to postpone vacation and make themselves available to work during this time. Supplies are currently adequate with additional shipments scheduled to arrive in the coming days and weeks to provide lighter weight protective coverings with the warmer months approaching. Chief Lombardi addressed the District's various revenue streams and expenditures and how each have been impacted by the response to COVID-19.

2. US&R Update

- a. CO-TF1 is currently operational for a Type I response. At present, less than half the teams in the U.S. are available for a Type I response. Teams can begin to stand up again as the COVID-19 curve flattens.

3. Finance Division Update

- a. February 2020 Financial Statements
Ms. Aragon reviewed the February 2020 financial statements which will be brought to the board for approval at the May meeting.

4. Accreditation Update

Because West Metro has advanced the reaccreditation timeline by six months, Chief Lombardi requested and received permission from the Center for Public Safety Excellence for West Metro to drop the requirement to complete the fourth Annual Compliance Report in 2021.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Review of Recent Activities

Chief Rogers briefly reported on the professionalism demonstrated by our crews during a call of interest where the response required the use of both ballistic gear and full COVID PPE. Chief Rogers noted that while or focus has been on COVID-19 in recent weeks, we have still been handling other types of calls and adapting to the needs of the District as usual.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

Chief Kral noted that construction projects continue to progress in the district. Plan reviews and building inspections continue to occur with inspectors wearing masks and maintaining social distancing.

West Metro has received an outpouring of support from the community, including donation offerings of PPE from John Mansville, Rocky Mountain Scientific, Sherwin William, and Spay Today.

E. Other Matters

None.

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

The legislative session has a tentative return date of May 18, 2020. Due to the COVID-19 pandemic, the Supreme Court issued a ruling to allow the legislative session to count non-consecutive days toward the required 120 days. Ms. Reester will update the board as more information becomes available for any topics that may impact the District.

G. Report of the President – President Cassie Tanner

President Tanner expressed her appreciation to Chief Lombardi and the staff for the active response West Metro has taken to the COVID-19 pandemic.

- H. Treasurer's Report – Treasurer Mike Feeley

MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to accept the preliminary December 2019 and January 2020 financial reports as presented. The motion was voted upon and carried.

- I. Report of the Union – Firefighter Mike Mulcahy

President Mulcahy thanked the board for their support and trust in the staff at West Metro to respond to the COVID-19 pandemic. West Metro has received a number of inquiries from other fire agencies throughout the state, and nationally to learn about West Metro's plans and practices as a model for response to this event.

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

Mr. Cassel reported on the April 9, 2020 Civil Service Committee meeting. The next meeting of the CSC is scheduled for May 14, 2020.

VII. OLD BUSINESS

- A. Administrative Building HVAC Replacement Climate Engineering –
Division Chief Bob Olme

MOTION: It was moved by Pam Feely and seconded by Marta Murray to approve the replacement of the administration building HVAC and award to Climate Engineering in the amount of \$376,789.00, and authorize Chief Lombardi or his designee to execute and all documents needed to complete this project. The motion was voted upon and carried.

Jerry Cassel - Recused from discussion and abstained from voting due to employment connection with Major, a contractor that bid on the HVAC system

- B. Denver Federal Center Contract – Deputy Chief Mark Krapf

MOTION: It was moved by Pam Feely and seconded by Marta Murray to approve the contract agreements between the West Metro Fire Protection District and the Denver Federal Center for the period from May 01, 2020 through February 28, 2030 in the amount of \$1,145,166.70 and authorize Chief Lombardi or his designee to execute and all documents needed to complete this project. The motion was voted upon and carried.

VIII. NEW BUSINESS

None.

IX. BOARD BRIEFS

- A. Fort Carson Fire Rescue – WMFR CO-TF1 Participating Agency
MOA – Fire Chief Don Lombardi
- B. Black Forest Fire Rescue - WMFR CO-TF1 Participating Agency
MOA – Fire Chief Don Lombardi

X. OTHER MATTERS

Chief Lombardi announced that the May 19, 2020 meeting will be held remotely.

XI. EXECUTIVE SESSION

None.

XII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Pam Feely 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 7:18 p.m.

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