

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
May 19, 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	Present via Videoconference
Director Pam Feely	Present via Videoconference
Director Kristina Moeder	Present via Videoconference
Director Wendy Volmer	Absent

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. REVIEW OF MINUTES

MOTION: It was moved by Mike Feeley and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated April 21, 2020, as presented. The motion was voted upon and carried.

RECESS

A five minute recess was taken to handle the delivery of new board member oaths of office to the Jefferson County Clerk and Recorder.

V. INSTALLATION OF NEW BOARD MEMBERS - ROLL CALL

President Cassie Tanner	Present via Videoconference
Vice President Marta Murray	Present via Videoconference
Secretary Jerry Cassel	Present via Videoconference
Treasurer Mike Feeley	Present via Videoconference
Director Bill Clayton	Present via Videoconference
Director Mike Williams	Present via Videoconference
Director Carolyn Wolfrum	Present via Videoconference

VI. WELCOME NEW BOARD MEMBERS

Bill Clayton, Mike Williams, and Carolyn Wolfrum were welcomed to the West Metro Fire Protection District Board by President Cassie Tanner.

VII. YEARS OF SERVICE PRESENTATIONS

A. Pam Feely

Pam Feely was recognized for her ten years and eleven months of service on the board of directors.

B. Kristina Moeder

Kristina Moeder was recognized for her eight years of service on the board of directors.

C. Wendy Volmer

Wendy Volmer was recognized for her eight years of service on the board of directors.

VIII. PUBLIC COMMENT

None.

IX. REPORTS

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

1. COVID-19 Update

Chief Lombardi updated the board members on the transition to the Safer at Home Order and how this has impacted West Metro. Safer at Home has resulted in a return to a normal call volume. The IMT that was put in place to provide better structure for the response to the pandemic has been

demobilized, leaving a more traditional response to handle the needs related to COVID-19. Communication frequency has changed from a daily updates to twice weekly. Medic 9 and Medic 17 are still in place, and will continue until at least May 31st, unit hour utilizations for both units will be reevaluated at that time. Equipment diverts related to PPE continue to pose challenges. Division of Support Services Chief Bob Olme has been very successful at overcoming logistical PPE challenges and has obtained adequate supply to meet the needs of our first responders. Staffing continues to remain at a robust level and employee morale remains high. The initial steps of an after action report have begun, consisting of internal evaluation on how we responded to this pandemic; including evaluation of best practices, and the development of a better disaster plan document to handle future disasters. Chief Lombardi addressed expenditures, revenue streams, and reimbursement related to the pandemic response. Chief Kral is developing a plan to reopen West Metro buildings to the public.

2. Board Retreat Update

The previously scheduled June 2020 Board Retreat to familiarize and orient the new board members to West Metro has been postponed to late July 2020.

3. Citizen Academy Update

We will postpone discussions for a 2020 Citizen Academy, and instead aim for a spring 2021 session.

4. Camp Ember Update

Camp Ember has been cancelled in 2020, with plans to resume the camp in June of 2021.

5. Saudi Aramco Update

This international fellowship program has been postponed to at least late-2021.

6. Fire Muster Update

The 26th Annual Fire Muster, which offers life and fire safety education to the community, typically brings thousands of participants to the Training Center for the annual event. Following the COVID-19 pandemic, we do not anticipate allowances for gatherings at events of this size for the remainder of 2020. As an alternative, planning will begin for an all online format this year.

7. US&R Update

All US&R meetings will be either cancelled or held virtually through the remainder of the year and into early 2021. At present, CO-TF1 is ready and available to staff and deploy a Type-1 team should an emergency disaster develop. Chief Lombardi credited Captain Tyus and the leadership within the participating agencies for their preparedness.

8. Station 16 Remodel Update

Station 16 was previously a Wheat Ridge Fire Station, designed for more of a volunteer firefighter response model. Through a remodel, updates can be made to meet the needs of our current response model. Budget forecasting allows for this project to proceed. Chief Lombardi requested to have Mr. Cassel lead the construction review committee.

9. Finance Division Update

a. March 2020 Financial Statements

Ms. Aragon reviewed the March 2020 financial statements which will be brought to the board for approval at the June meeting.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Review of Recent Activities

Chief Rogers reviewed two recent and unique calls. One involving the use of the drone to aid in the response and recovery on scene, and the other involved the successful extrication and rescue of three patients from a burning vehicle.

Wildland deployment opportunities outside of our local area were placed on hold during the COVID-19 response. Chief Lombardi has recently approved West Metro for a partial deployment availability for state and federal deployments. A partial deployment consists of a maximum of 8 wildland team members available for deployment should the need arise.

D. Life Safety – Deputy Chief Bruce Kral

Comprehensive Electronic Report

E. Other Matters

Chief Lombardi congratulated Marta Murray on her reelection to the board, representing Director District 4.

The June 16, 2020 board meeting will be held remotely through Zoom.

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

The legislature will resume session in late May. Ms. Reester will report on any legislative decisions that impacts the District.

Revenue numbers for the county that are normally available in August have been pushed back to October. The timing of this report coincides with the proposed budget presentation at the October 20, 2020. There will be time to make changes to the proposed budget prior to the budget hearing.

G. Report of the President – President Cassie Tanner

President Tanner welcomed the three new board members.

H. Treasurer’s Report – Treasurer Mike Feeley

1. February 2020 Financial Statements

MOTION: It was moved by Mike Feeley and seconded by Marta Murray to accept the February 2020 financial reports as presented. The motion was voted upon and carried.

I. Report of the Union – Firefighter Mike Mulcahy

President Mulcahy congratulated Marta Murray on her reelection and welcomed the new members to the board.

J. Report of Civil Service Committee – Secretary Jerry Cassel

Mr. Cassel reported on the May 14, 2020 Civil Service Committee meeting. The next meeting of the CSC is scheduled for June 11, 2020.

X. OLD BUSINESS

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

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve and authorize the signing of the attached Colorado Urban Search and Rescue Participating Agency MOA with the Fort Carson Fire Rescue. The motion was voted upon and carried.

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

MOTION: It was moved by Mike Williams and seconded by Marta Murray to approve and authorize the signing of the attached Colorado Urban Search and Rescue Participating Agency MOA with the Black Forest Fire Rescue. The motion was voted upon and carried.

XI. NEW BUSINESS

- A. MOU to the 2019-2020-2021 Working Agreement with Local 1309
– Fire Chief Don Lombardi

MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to approve and authorize the signing of the attached MOU Amending the 2019-2020-2021 Working Agreement between West Metro Fire Protection District and the International Association of Fire Fighters Local 1309. The motion was voted upon and carried.

XII. BOARD BRIEFS

None.

XIII. OTHER MATTERS

The 46th Annual National EMS Week is May 17 – 23, 2020. Chief Lombardi thanked the West Metro EMS providers for the tremendous work they do for the citizens of this district.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Feeley 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 8:00 p.m.

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