

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
July 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 Mike Williams	Present via Videoconference
Treasurer Jerry Cassel	Present via Videoconference
Director Bill Clayton	Present via Videoconference
Director Mike Feeley	Present via Videoconference
Director Carolyn Wolfrum	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. REVIEW OF MINUTES

MOTION: It was moved by Marta Murray and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated June 16, 2020, as presented. The motion was voted upon and carried.

V. PUBLIC COMMENT

None.

VI. REPORTS

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

1. Accreditation Update – Assistant Chief Steve Aseltine

Division Chief of Accreditation and Risk Management Steve Aseltine briefed the board members on the Center for Public Safety Excellence (CPSE) credentialing and the accreditation process at West Metro. This process is an extensive and thorough evaluation of the organization to which the District commits for determining what we do, why we do it, how we do it, and whether we are doing it well. Through the District's Strategic Plan, Risk Assessment, Standard of Cover, and Self Assessment, the accreditation process fosters an environment of continual quality improvement. Chief Aseltine described how the District's Insurance Services Office (ISO) rating is impacted by this pursuit of excellence in the fire service, and discussed the value the accreditation process provides to the community.

2. COVID-19 Update

Call volume continues to be at typical levels despite an increase in cases in the state. Chief Lombardi reported that the District responds to an average of one to two confirmed cases per day. Division Chief of Support Services Bob Olme, has been instrumental in obtaining personal protective equipment for District employees. Chief Lombardi has directed all employees to wear masks in public areas of District buildings.

3. Board Retreat Update

Board retreat has been postponed. Due to the delay in the board retreat, Chief Lombardi has prepared the delivery of various in-depth presentations during tonight's meeting, and during future board meetings to inform the new board members of important West Metro business and familiarize them with their role as board members.

4. Budget 2021 Update

Preliminary 2021 budgets are due to Chief Krapf and Ms. Aragon by August 17. Final budgets from budget makers are due September 8. The board will receive a copy of the complete preliminary budget by October 15, in preparation for the 2021 budget presentation at the October 20, 2020 board meeting.

5. Finance Division Update

a. May 2020 Financial Statements

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

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

Chief Krapf updated the board on the COVID Relief Fund through DOLA for expenditures pertaining to the COVID-19 pandemic. The first reimbursement payment is anticipated in late August or early September.

C. Operations – Deputy Chief Scott Rogers

1. July 4th Update

Two brush trucks were up staffed in preparation for anticipated increased fire activity on the July 4th weekend. Call volume was about normal, with a couple of small grass fires and no serious injuries.

2. Recent Auto and Mutual Aid Responses

Chief Rogers reported on three notable mutual and auto aid calls, a drowning at St. Mary's Glacier, a vehicle in the river at Waterton Canyon, and participation along with South Metro at the Chatridge 2 Fire.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

Chief Kral announced the retirement of Community Education Specialist, Susan Saito, and thanked Ms. Saito for her 21 years of service to West Metro and the community we serve.

E. Other Matters

None.

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

1. Board Orientation and Review Presentation

Ms. Reester provided a presentation to the board to familiarize the new members with the roles and responsibilities as board members, and to provide an introduction to some of the legal matters pertaining to board operations.

G. Report of the President – President Cassie Tanner

None.

H. Treasurer's Report – Treasurer Jerry Cassel

1. April 2020 Financial Statements

MOTION: It was moved by Jerry Cassel and seconded by Mike Feeley to approve the April 2020 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 Mike Williams

Mr. Williams reported on the July 9, 2020 Civil Service Committee meeting. The next meeting of the CSC is scheduled for August 13, 2020.

VII. OLD BUSINESS

A. Old Station 10 AT&T Temporary Cellular Facility – Assistant Chief Bob Olme

MOTION: It was moved by Mike Williams and seconded by Bill Clayton to approve the lease agreement between AT&T and the District for 3301 South Field Street, and authorize Chief Lombardi or his designee to execute all documents necessary to complete this. The motion was voted upon and carried.

VIII. NEW BUSINESS

A. Request the Top Three Names for the Rank of Engineer 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 engineer from the Civil Service Committee.

IX. BOARD BRIEFS

A. Purchase of Tactical Tender Truck – Assistant Chief Bob Olme

X. OTHER MATTERS

None.

XI. EXECUTIVE SESSION

None.

XII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Mike Feeley and seconded by Bill Clayton 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 9:16 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton
/s/ Mike Williams