RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, October 6, 2009

I. CALL TO ORDER: The regular meeting of the West Metro Fire Protection District Board of Directors was called to order by Board President James Kullhem at 7:05 p.m. This meeting was held in accordance with the applicable statutes of the State of Colorado, at West Metro Fire Protection District Headquarters, at 433 South Allison Parkway, Lakewood, Colorado.

II. ROLL CALL:

Director James Kullhem:	Present
Director Paul Koller:	Present
Director Manny Chavez:	Present
Director Ted Waller:	Excused
Director David Wiechman:	Present
Director Pam Feely:	Present
Director Randy McConnell:	Present

Also present were Fire Chief Douglas McBee, Deputy Chief Donald Lombardi, Deputy Chief Michael Murphy, Richard Lyons, Esq., Ms. Cindy Matthews, Ms. Linda Gregory and the Recording Secretary, Kathy Miller.

III. PLEDGE OF ALLEGIANCE:

Those present recited aloud the Pledge of Allegiance. President Kullhem then asked those in attendance to remain standing and observe a moment of silence to honor all fallen Firefighters.

IV. PUBLIC COMMENT:

President Kullhem stated that no one had signed up to address the Board of Directors at this time.

V. REVIEW OF MINUTES:

MOTION: It was moved and seconded to approve and accept the Minutes of the West Metro Fire Protection District Board of Directors' Meeting held on September 15, 2009, as written. The motion was voted upon and adopted.

VI. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee:

1. Finance Division Updates:

a. **Budget:** Ms. Gregory reported that another agency note had been called and those funds have been reinvested.

   DC Lombardi noted that many budget meetings have been conducted and there are only two areas remaining – EMS and Tech Rescue – that have to be reviewed. DC Lombardi will review the Capital Construction Costs. The balance remaining is approximately $14-15 million. Funds have been allocated (principle and interest) on the GO Bond in the amount of $3.8 million.

   A Public Hearing will need to be held in November and the Budget adopted in late November or early December.

b. **Agreement for Electronically Filing Claims:** Ms. Gregory stated West Metro will shortly be signing this Agreement. The fee is 39 cents per filing. She estimated the cost at approximately $300 per month.
c. **Request for a Letter of Affirmation:** Ms. Gregory said that she is working with Mr. Lyons to obtain this Letter of Affirmation from the IRS.
d. **Red Flag Rule:** Ms. Gregory reported that these rules, which deal with identity theft protection, will begin on November 1, 2009. This rule pertains to West Metro since we accept installment plans for EMS billings. Ms. Gregory will have a new policy on this matter to present to the Board at the October 20, 2009, meeting.
e. **CDARS:** Ms. Gregory reported that a bank that held one of West Metro's CD had failed but the CD was under FDIC protection and moved to another bank.

2. **Ride to Remember Update:** Chief McBee reminded the Board of the recent (September 19th) Ride to Remember which was well attended both at the West Metro site and in Colorado Springs. 122 names were added to the wall this year. He also reported that 133 names were added to the wall at the National Firefighter Memorial in Emmitsburg, Maryland.

3. **SDA Conference Update:** Chief McBee stated this was a good conference, the law classes were full and the educational classes were excellent. He thanked the Board members who were able to attend and all agreed on the value of the experience.

B. Administration Report, Deputy Chief Donald Lombardi:

1. **Construction Updates:**
   a. **Training Center and Station 10:**
      - October 6, 2009 – Employee Day at the Training Center and Station 10.
      - Community Day will be on Saturday, October 10th, with a breakfast at 8:30 a.m. Over 460 RSVP's have been received for the VIP supporters so if the weather holds, there should be a large turnout for this grand opening. This will be a self walking tour with individuals placed at key

locations to either demonstrate items or explain their functions. COTF1 personnel will be on-site and will cover their area. The dedication has been scheduled for noon at Station 10.

- November 5th will be the Fire Service VIP dinner, which is more of a marketing event. Fire Chiefs, Police Chiefs and government representatives are being invited to this event. We have four sponsors who are donating for this event and we expect a successful outcome.
- DC Lombardi is working with the contractor on the punch list at this time for both the Training Center and Station 10.

b. Stations 4 & 8: DC Lombardi reported progress is going well on these projects.

c. Station 5: Captain Dean Wahl will be the new station captain. He was the captain involved in the construction of Station 7. DC Lombardi stated this station will be different from all the other stations since it is located in a residential area. Station 5 will be the final "big project." The plan to-date is to stay at the present location. The crew has found temporary quarters near the bowling alley at 20th and Youngfield, and will attempt to secure this site since it has a bay and will fit their needs.

Question from the Board: Were they able to locate the leak in the pumps at the Training Center? **Answer:** DC Lombardi stated they have located the problem and the solution appears to be inserting an 18" pipe into the 24" pipe and sealing it in place. The Engineer is pricing this out at this time, since they will be covering the cost of correcting this problem.

Water is purchased from Lakehurst Water but will be recycled and reused for training purposes.

Storm water runoff: Mr. Lyons will discuss this matter with Chief McBee and DC Lombardi since the law in Colorado was changed last year.

2. Community Outreach Updates:

a. National Fire Prevention Week – October 4h through October 10, 2009. Ms. Matthews explained that numerous events were held throughout the year but there will be a Kids Club event at Station 1 and a Walk-to-School safety day on October 5th, 6th and 7th.

- 30 bike helmets have been donated to West Metro by Safe Kids of Colorado.
- Ms. Matthews played a video from a parent thanking West Metro for assisting her child. Squrt 2 responded on this call.
- CO Alarms have been received from Safe Kids of Colorado.

3. Life Safety Updates:

a. Italian Festival: DC Lombardi reported that this event was well attended, the event has expanded to three streets and there were no fistfights this year.

C. Operations Report, Deputy Chief Michael Murphy:

1. **Review of Recent Activities:** DC Murphy distributed a handout listing recent calls for assistance.
   - **a. Shiner's Honor Breakfast:** DC Murphy distributed the El Jebel Shriners 2009 Honor Breakfast letter and reported that Micki Trost, Lt. Dave Mann and Captain Steve Johnston were the West Metro honorees at this event.
   - **b. Academy Update:** DC Murphy reported that all 14 cadets remain in the Academy. Graduation will be on November 20, 2009 from 1:00 p.m. -5:00 p.m. He invited all Board members who are available to attend this event.

2. **Wildland Symposium:** DC Murphy stated this class will be held in early December and that 140 of the 200 slots have already been filled.
3. **Tower Class:** DC Murphy distributed an email regarding the September 20th training at the LCG site. The training was conducted by West Metro employees for Foothills and Golden Fire Department at the Super Tower on Lookout Mountain. This training was well received.
4. **H1N1 Update:** DC Murphy distributed the vaccine consent and screening form, the live attenuated nasal spray vaccine and inactivated flu shot informational pamphlets. West Metro will be the lead agency for all first responders. The guidelines have been set by the State and by the CDC. DC Murphy reported that the active virus nasal spray will be the first allocation received. All agencies will send their first responders to West Metro for the spray or the shot when those become available. A representative of the Health Department will be on hand for all vaccinations and to answer questions and mediate disputes. During the first phase (nasal spray) only individuals 49 years of age or younger will receive the vaccinations. Vaccinations will be mandatory for all West Metro first responders.

   There was a brief discussion regarding H1N1 or the seasonal flu:
   - a. 90% of individuals who go to the hospital are sent home with instructions to rest, take plenty of fluids and take pain medication (i.e., Aspirin or Advil).
   - b. Wash hands often, stay home if you have symptoms or a fever.
   - c. Offices are running out of the Seasonal flu shots and will not be refilled immediately.

D. Other Matters:

1. **MFTC:** Chief McBee reported he has had discussion with Mr. Lyons regarding the MFTC contract. He anticipates that this item will be brought to the Board's attention before the end of the year.
2. **8-Day Structural Class given by COTF1.** Chief McBee introduced Captain Tyus and asked him to describe the recent eight-day structural class conducted by COTF1.
   - **a.** 28 students took this course which was held at the new Training Center. Students learned how to cut, breach, shore and use the large crane to move rubble and equipment.
   - **b.** Next week this class will be given for West Metro employees.

c. All instructors are Task Force members.
d. This class is being funded by UASI.
e. 30 West Metro students will take the class.
f. Captain Tyus stated this was the first time this class has been open to agencies.

E. Report of Legal Counsel, Richard Lyons, Esq.:
Mr. Lyons reported that the legislative session will begin shortly and he believes urban renewal, metro districts and the union bill will be reintroduced.

In reply to a question from Chief McBee, Mr. Lyons stated that Bancroft is on the MFTC title and when we became West Metro, we did inherit it and it did not require a formal change.

F. Report of the President, President Kullhem:

1. **November 3, 2009.** President Kullhem stated that November 3rd was not only a Board meeting day but was also Election Day. He said that in the past the Board has changed the date of the Board meeting to the next Wednesday or has cancelled the meeting. President Kullhem asked the Board to consider the options and a decision will be made at the October 20, 2009 meeting.
2. **Strategic Plan.** President Kullhem reminded the Board that this document had been distributed during the Planning Session. He asked the Board to study this document as it will be presented for approval soon.
3. **Community and Media Day Open House at the new Training Center and Station 10.** President Kullhem asked the Board members to attend this open house on Saturday, October 10th.
4. **Green Mountain Burn Schedule:** DC Murphy reported that conditions were too wet for the scheduled burn but the back-up date is Monday, October 12, 2009.

G. Treasurer's Report, Treasurer Paul Koller
No report at this time. The August Financials were distributed tonight and will be reviewed and voted upon at the October 20, 2009, meeting.

H. Report of the Union, Lieutenant Mike Frainier: No report – Lieutenant Frainier is attending a Union meeting this evening.

I. Report of Committees:

1. **Civil Service Committee:** No report at this time. The next Civil Service Committee meeting will be on October 8, 2009.
2. **Health Trust Committee:** No report at this time. The next meeting of the Health Trust Committee will be on October 7, 2009.
3. **New Hires Pension Committee:** No report at this time.

VII. OLD BUSINESS:

A. **Approval:** Approve and authorize the signing of the attached FEMA West Metro Fire Protection District MOA which addresses West Metro Fire Protection District as the Sponsoring Agency for the Colorado Urban Search and Rescue Task Force, one of the 28 National Urban Search and Rescue Response Teams. **MOTION:** It was moved and seconded to approve the signing of the FEMA West Metro Fire Protection District MOA. The motion was voted upon and adopted.

B. **Approval:** Promote John Grothe to the rank of captain effective October 3, 2009, due to the retirement of James Thatcher**. MOTION:** It was moved and seconded to promote John Grothe to the rank of captain effective October 3, 2009, due to the retirement of James Thatcher. The motion was voted upon and adopted.

C. **Electronic Ratification of NREL Contract. MOTION:** It was moved and seconded to ratify the e-mail poll to ratify the NREL contract and to authorize DC Lombardi to execute the documents. The motion was voted upon and adopted.

VIII. NEW BUSINESS:

A. **APPROVAL:** Request sending a letter of request to the Civil Service Committee for the top three persons highest on the Lieutenant's Eligibility Register due to the promotion of John Grothe to the rank of Captain as of October 3, 2009. **MOTION:** It was moved and seconded to authorize Ms. Miller to send a letter requesting the top three persons highest on the Eligibility Register for the rank of Lieutenant. The motion was voted upon and adopted.

IX. EXECUTIVE SESSION: None requested.

X. ADJOURNMENT:

MOTION: There being no further business to be presented to the Board of Directors of the West Metro Fire Protection District, it was moved and seconded to adjourn this meeting. The motion was voted upon and adopted.

The meeting concluded at 8:41 p.m.

Recording Secretary: /s/s Kathy Miller
/s/ Manny Chavez