

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
July 17, 2018

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Pam Feely at 7:00 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 Pam Feely	Present
Vice President Marta Murray	Present
Secretary Wendy Volmer	Present
Treasurer Cassie Tanner	Present
Director Jerry Cassel	Present
Director Mike Feeley	Present
Director Kristina Moeder	Absent

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Ms. Adele Reester, Esq.; Ms. Glenda Aragon; and, Ms. Kim Brewer as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Feely led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

### IV. PUBLIC COMMENT

None.

### V. REVIEW OF MINUTES

**MOTION:** It was moved by Cassie Tanner and seconded by Marta Murray to approve the minutes of the regular meeting of the board of directors dated June 19, 2018, as presented. The motion was voted upon and carried.

## VI. REPORTS

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

#### 1. US&R Update

##### a. Metro Resolution

The Metro Chief s Association drafted a resolution to have the FEMA administrator look at how urban search and rescue is typed and classified. State teams have been part of a state urban search and rescue group that's pushing some of this. We don't know if they meet the classifications of a Type I, Type II, Type III or Type IV team. We just completed the final version of the letter and asked to meet with the administrator during the Strategic Group Meetings in September. We're looking at how we oversee this. One of the thoughts was that the International Association of Fire Chiefs has a wildland policy committee, a hazardous materials policy committee, and an EMS policy committee. We thought if we had a committee on urban search and rescue, some of the state teams could be included on a committee level with federal representatives to allow them to have input on what these classifications are. We talked with the IAFC's president and executive director, who are very supportive.

#### 2. Finance Division Update

##### a. June 2018 Financial Statements

Ms. Aragon distributed and reviewed the June 2018 financial statements which will be brought to the board for approval at the August meeting.

##### b. Audit

The audit is complete. We filed an extension with GFOA because there was a delay in receiving our report for GASB 68 for Wheat Ridge Volunteer Pension Fund, we had to recode some areas of the Apparatus Internal Service Fund, and we didn't receive the actuarial report for Lakewood and Bancroft in time.

#### 3. Accreditation Update

The first Annual Compliance Report has been submitted to the Center for Public Safety Excellence. We should hear back from our reviewer any day now.

4. The Action Center

Chief Lombardi recently met with Cindy Barroway of the Action Center, who was concerned that they had to close the lodging portion of the Center. They discussed West Metro partnering with the Action Center for their school supply program next year. There are other opportunities to partner with them until then.

5. Public Relations Update

We recently had a poll taken to gauge public opinion of West Metro and the type of long-term support we have; we polled very well. The areas most important to the community were response times, staffing levels, and equipment. We need to make sure whatever message we put back out reflects that.

6. Gallagher Update

The Colorado State Fire Chiefs continues to work really hard to try to figure out the Gallagher/TABOR conflict. With the residential assessment rate continuing to go down we're looking at declining revenue. The residential assessment rate was at 7.96% for quite some time. This year it went down to 7.2%. Indications are that it will go down to 6.1% or lower in 2020. The Colorado State Fire Chiefs tried to introduce a late bill during the legislative session to extend the assessment cycle from two to four years. That didn't happen because of a fiscal note, and instead, the Legislature put together an interim committee to look at Gallagher.

Chief Lombardi testified last Friday for Colorado State Fire Chiefs on how Gallagher is affecting fire districts around the state and from West Metro's position and how it affects us. They are looking at some sort of solution for 2019. Tomorrow they are going to be up in Glenwood Springs, taking more testimony. The third meeting in August will be at the capital and Chief Lombardi will attend. We're still trying to figure out some solution. Representative Rankin acknowledged that this is a state-wide issue; it's the state legislators' problem that they're asking local governments to fix.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Review of Recent Activities

None.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report - Electronic Report

2. International Fire Code

The 2015 edition of the International Fire Code was adopted by the city of Lakewood. Jefferson County is beginning their process to adopt the 2018 edition.

3. Concierge Trash Update

After a lot of deliberation and working with Chief Lombardi, Adele Reester and regional fire departs, we were able to come up with a set of criteria for concierge trash which has been finalized. We have a reasonable safety factor built in to the criteria that meets the intent of the code. In the beginning of September we will put out a notice to all apartment building complexes of what those criteria are.

4. 4<sup>th</sup> of July Update

Part of the program that allows neighborhoods to ask for a fire truck to come to their 4<sup>th</sup> of July parade this year was the requirement to put “no firework neighborhood” signs up. In the 24 hour time period, there were only six firework attributed responses; two were grass fires, two were bushes, a fence fire, and a dumpster fire. For the ten-day period of June 29<sup>th</sup> – July 8<sup>th</sup>, we had 1,032 total calls which is right on average. Within those ten days we had six structure fires, eight wildland vegetation fires, and 14 dumpster fires.

E. Other Matters

None.

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

Report of legal counsel will take place during Executive Session.

G. Report of the President – President Pam Feely

None.

H. Treasurer’s Report – Treasurer Cassie Tanner

1. May 2018 Financial Statements

**MOTION: It was moved by Cassie Tanner and seconded by Marta Murray to approve the May 2018 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 Wendy Volmer

Secretary Volmer reported on the July 12<sup>th</sup> Civil Service Committee meeting. The next meeting is scheduled for August 9, 2018.

## **VII. OLD BUSINESS**

A. Promote Ben Tennessen to the Rank of Captain and Josh Wuertz and Jeff Delgado to the Rank of Lieutenant – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Wendy Volmer to promote Ben Tennessen to the rank of captain and Josh Wuertz and Jeff Delgado to the rank of lieutenant effective August 1, 2018. The motion was voted upon and carried.**

## **VIII. NEW BUSINESS**

A. Approve Resolution 2018-05 – A Resolution Appointing a District DEO and Authorizing the Counties to Conduct the Coordinated Mail Ballot Election to be Held November 6, 2018 – Fire Chief Don Lombardi

**MOTION: It was moved by Cassie Tanner and seconded by Jerry Cassel to adopt and approve Resolution 2018-05 – A Resolution Appointing a District DEO and Authorizing the Counties to Conduct the Coordinated Mail Ballot Election to be Held November 6, 2018. The motion was voted upon and carried.**

- B. Approve Intergovernmental Agreement between Douglas County Clerk and Recorder and West Metro Fire Protection District Regarding the Conduct and Administration of the November 6, 2018 General Election – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Mike Feeley to approve the Intergovernmental Agreement between Douglas County Clerk and Recorder and West Metro Fire Protection District Regarding the Conduct and Administration of the November 6, 2018 General Election. The motion was voted upon and carried.**

- C. Approve Intergovernmental Agreement for Coordinated Election between Clerk and Recorder for the County of Jefferson, State of Colorado and West Metro Fire Protection District – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Cassie Tanner to approve the Intergovernmental Agreement for Coordinated Election between Clerk and Recorder for the County of Jefferson, State of Colorado and West Metro Fire Protection District. The motion was voted upon and carried.**

- D. Approve Intergovernmental Agreement for Tabor Ballot Issue Notice between Clerk and Recorder for the County of Jefferson, State of Colorado and West Metro Fire Protection District – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Wendy Volmer to approve the Intergovernmental Agreement for Tabor Ballot Issue Notice between Clerk and Recorder for the County of Jefferson, State of Colorado and West Metro Fire Protection District. The motion was voted upon and carried.**

- E. Approve Change to the Organizational Chart – Operations Administrative Assistant and Radio/Communications Specialist – Fire Chief Don Lombardi

**MOTION: It was moved by Wendy Volmer and seconded by Marta Murray to approve the addition of one FTE for administrative assistant and one part-time employee for radio/communications specialist and approve the revised organizational chart as presented. The motion was voted upon and carried.**

## **IX. BOARD BRIEFS**

None.

**X. OTHER MATTERS**

The Family Fire Muster will be held Saturday, September 22<sup>nd</sup> from 10:00 to 2:00 at the Training Center.

**XI. EXECUTIVE SESSION**

**MOTION:** At approximately 7:55 p.m. it was moved by Cassie Tanner and seconded by Wendy Volmer to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of a litigation update. The motion was voted upon and carried.

**MOTION:** At approximately 8:12 p.m. it was moved by Cassie Tanner and seconded by Marta Murray to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Feely announced that no motions were made nor were any votes taken.

**XII. ADJOURNMENT**

**MOTION:** There being no further business to be presented it was moved by Cassie Tanner and seconded by Marta Murray 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 8:13 p.m.

Recording Secretary: /s/s/ Kim Brewer  
/s/ Wendy Volmer