

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
January 21, 2020

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by Vice President Marta Murray at 6:30 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 Cassie Tanner	Absent
Vice President Marta Murray	Present
Secretary Jerry Cassel	Present
Treasurer Mike Feeley	Present
Director Pam Feely	Present
Director Kristina Moeder	Absent
Director Wendy Volmer	Present

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

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

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

### IV. PUBLIC HEARING ON PETITION FOR INCLUSION

Vice President Murray opened the public hearing on the petition for inclusion. As no one was present to address the board, Vice President Murray closed the public hearing on the petition for inclusion.

- A. Board Order of Inclusion for Royal Investment Enterprises;  
4896 Marshall Street, Wheat Ridge, CO 80033

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to approve the Certified Board Order of Inclusion in the Matter of Inclusion of Lands within the West Metro Fire Protection District for the Royal Investment Enterprises LLC; 4896 Marshall St., Wheat Ridge, CO 80033. The motion was voted upon and carried.**

**V. REVIEW OF MINUTES**

**MOTION: It was moved by Pam Feely and seconded by Wendy Volmer to approve the minutes of the regular meeting of the board of directors dated December 3, 2019, as presented. The motion was voted upon and carried.**

**VI. CITIZEN AWARD**

- A. Presentation of Citizen Award to Branden Burden, Matthew Slansky, Nate Hall, Ryan McGowan and Shaun Zemlicka – Fire Chief Don Lombardi

**VII. PROMOTIONS**

- A. Promote Andy Jensen to the Rank of Captain and Jay Griggs to the Rank of Lieutenant – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Mike Feeley to promote Andy Jensen to the rank of captain, and Jay Griggs to the rank of lieutenant, effective January 1, 2020. The motion was voted upon and carried.**

**VIII. OATH OF OFFICE FOR CAPTIAN ANDY JENSEN AND LIEUTENANT JAY GRIGGS**

**IX. SUMMIT COUNTY FIRE & EMS**

Fire Chief Jeff Berino and Board President Jim Cox of Summit County Fire & EMS were present to address the board and command staff to express their gratitude and appreciation for the support from West Metro following the death of Summit County Fire & EMS Fallen Firefighter Tom Jones.

**RECESS**

At approximately 6:55 p.m., Vice President Murray announced the board would take a 15 minute recess to congratulate the citizen award recipients and Captain Jensen and Lieutenant Griggs on their promotions, and would reconvene the regular meeting of the West Metro Fire Protection District board of directors at approximately 7:10 p.m.

**X. PUBLIC COMMENT**

None.

## **XI. REPORTS**

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

#### **1. US&R Update**

##### **a. Strategic Group Meeting Update**

Chief Lombardi attended the Strategic Group Meeting and Advisory Group Meeting in December. The Acting Administrator Gaynor will soon be appointed as the permanent FEMA administrator. Chief Lombardi will travel back to Washington D.C. in February for a strategic group budget meeting.

#### **2. Finance Division**

##### **a. October 2019 and November 2019 Financial Statements and Amendment to the September 2019 Financials**

Ms. Aragon distributed and reviewed the October 2019 and November 2019 financial statements, which will be brought to the board for approval at the February meeting.

Ms. Aragon also distributed and reviewed the amended September 2019 financials.

#### **3. Board Retreat**

- ##### **a. June 19 and 20 have been set as tentative dates for the 2020 board retreat – Chief Lombardi asked the board members to reserve these dates. Times to be determined as we continue working on logistics. Topics to be covered include West Metro history, Strategic Plan, District Financials, and Division Reports. Additional requests for topics to cover in the retreat can be directed to Chief Lombardi or President Tanner.**

#### **4. Accreditation Update**

Steve Aseltine has been selected to take the Accreditation and Risk Management Division Chief position. With the start of the Annual Compliance Report #3 cycle, this is a good time to bring Chief Aseltine up to speed with the accreditation process. Chief Aseltine will attend the Excellence Conference in March 2020.

Re-accreditation will occur using the newly released 10<sup>th</sup> edition of the Fire and Emergency Service Self-Assessment Manual (FESSAM). West

Metro will be one of the first agencies to go through the re-accreditation process using the 10<sup>th</sup> edition of the FESSAM.

5. IAFC Fellowship Program Update – Saudi Aramco

West Metro will host a cohort of eight experienced firefighters from Saudi Aramco beginning June 2020. The cohort will begin by attending a three week training program, followed by field immersion for a total duration of six months.

Since the start of the Saudi Aramco fellowship program in 2016, 17 successful cohorts (150 firefighters) have completed the program in the U.S. The intent of the program is to offer the Saudi Aramco firefighters an opportunity for professional development, and to experience the culture of the American fire service, with an emphasis on stewardship, service to the community, and familiarity with higher call volume. By hosting the Saudi Aramco firefighters, Chief Lombardi anticipates that West Metro will receive the benefit of cultural enrichment, opportunities for personal and professional growth, community development, and the opportunity to demonstrate continued leadership within the fire service.

All expenses are covered by Saudi Aramco. The normal staffing model will not be affected during this time, rather the cohort members will be positioned as additional resources where available. Saudi Aramco firefighters eligible for this fellowship program are vetted through an extensive background check, and must hold a J1 level U.S. visa.

6. Wellness SPT Update

Assistant Chief Steve Johnston reported on the various ways in which the Wellness SPT has been focusing their efforts to build a comprehensive wellness program and uphold the commitment to the Strategic Priority – Investing in Human Capital. Chief Johnston identified the areas of need and, described the programming that is in place and also in development to meet the wellness needs of the members at West Metro. Chief Lombardi thanked Chief Johnston and the Wellness SPT for exceeding expectations in their widespread approach to discovering the areas of improvement and for introducing meaningful wellness programming to West Metro.

7. West Metro Fire Rescue 25<sup>th</sup> Anniversary

Commemorative 25<sup>th</sup> anniversary shirts have been provided to all personnel and are approved as on duty attire throughout the year 2020.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

a. Radio Transition Update

Chief Krapf thanked the board for their support of the portable radio transition to the Motorola APX 6000 series. The programming, testing and implementing phases will follow with the new radios projected to be fully functional in the field by March 2020.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

a. Target Solutions CrewSense Update

A change to the staffing software occurred on January 1, 2020 from Telestaff to Target Solutions CrewSense. The new product offers better capabilities in comparison with no difference in cost.

b. 2019 Year End Report of Incident Responses Postponed to the February 2020 Meeting.

c. Chief Rogers announced that there will be a ceremonial christening event for the new Engine 9 on February 8. Details will follow in the coming days.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

E. Other Matters

None.

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

1. The 2020 Legislative Session has begun. Updates to the board will be presented as legislative changes are made.

2. May 2020 Election Update

Districts 1, 2, and 3 are not up for election in this election cycle.

Districts 4, 6, and 7 are open for election for three-year terms and District 5 is open for election to a two-year term in the May 2020 Election.

District 1: Cassie Tanner: This director district is not up for election in 2020. Cassie will be term limited in 2022. At that time, a three-year term will be open for a new board member.

District 2: Jerry Cassel: This director district is not up for election in 2020. Jerry will be eligible to run in 2022 for a second term. It will be a three-year term.

District 3: Mike Feeley: This director district is not up for election in 2020. He will be eligible to run in 2022 for his second term. It will be a three-year term.

District 4: Marta Murray: This director district seat is up for election in 2020. Marta is eligible to run for the open seat. Marta was initially elected in 2014 for a four-year term in District 2. With the Wheat Ridge redistricting, she was moved to District 4. District 4 is on a different election cycle than District 2. Thus, in 2018 when Marta's initial term was up, she ran for only a two-year term in District 4 so that the election cycle in this district would remain the same. Her current two-year term does not count towards term limits. Marta may run for the open three-year term in the May 2020 election.

District 5: Pam Feely: This director district seat is up for election in 2020. Pam is term limited. There is a two-year term open in the May 2020. It is not the usual three-year term because this director district is on a different schedule. The two-year term will get the terms in this district back on schedule to the 2010-2014, 2014-2018, 2018-2022 terms that this district has historically had. Pam stayed on the board with the Wheat Ridge redistricting change that bumped her into this District. This was Mike Munden's district and he was term limited in 2018. At that time, this director district would have been up for election in May 2018; however, Pam was allowed to serve her elected time in this district following the redistricting.

District 6: Kristina Moeder: This director district seat is up for election in 2020. Kristina is term limited. There is a three-year term open in the May 2020 election.

District 7: Wendy Volmer: This director district seat is up for election in 2020. Wendy is term limited. There is a three-year term open in the May 2020 election.

G. Report of the President – President Cassie Tanner

None.

H. Treasurer’s Report – Treasurer Mike Feeley

**MOTION: It was moved by Mike Feeley and seconded by Pam Feely to accept the amended September 2019 financial report to include additional funds and revenue 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 Jerry Cassel

None.

## **XII. OLD BUSINESS**

A. Designation of Posting Places – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Mike Feeley to approve and authorize continuation of posting public notices and agendas of the West Metro Fire Protection District’s board of directors meetings on the West Metro Fire Protection District website; and, the main lobby of the administration building of West Metro Fire Protection District. The motion was voted upon and carried.**

B. Resolution 2020-01 – Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Wendy Volmer to approve Resolution 2020-01 appointing Jennifer Wheaton as designated election official and Kylee Burnside as the assistant designated election official, and authorizing designated election official to cancel election. The motion was voted upon and carried.**

C. Surplus of Vehicles – Deputy Chief Mark Krapf

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to approve the request for disposal of the listed six staff vehicles following the District’s surplus policies and direct Chief Lombardi or his designee to execute any and all forms necessary to complete this. The motion was voted upon and carried.**

### **XIII. NEW BUSINESS**

- A. Proposed Organizational Chart Changes to include Removal of the Contracted Emergency Management Position with the Jefferson County Sheriff's Office, and the Addition of a Special Operations and Emergency Management Division Chief in the Operations Division – Fire Chief Don Lombardi

**MOTION: It was moved by Pam Feely and seconded by Jerry Cassel to adopt the changes to the 2020 organizational chart as presented. The motion was voted upon and carried.**

- B. 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 name for the rank of engineer from the Civil Service Committee.

### **XIV. BOARD BRIEFS**

- A. 2020 Fire Engine Purchase – Deputy Chief Mark Krapf

Chief Krapf reviewed the request to purchase a new fire engine in 2020 to replace the fire engine at Station 2 which will be brought to the board for approval at the February meeting.

### **XV. OTHER MATTERS**

### **XVI. EXECUTIVE SESSION**

### **XVII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Pam Feely and seconded by Wendy Volmer 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 8:17 p.m.

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