

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
June 16, 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	Absent
Director Bill Clayton	Present via Videoconference
Director Mike Williams	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; 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 IN HONOR OF FALLEN FIREFIGHTERS

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 Jerry Cassel to approve the minutes of the regular meeting of the board of directors dated May 19, 2020, as presented. The motion was voted upon and carried.

V. ELECTION OF OFFICERS

MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to nominate Cassie Tanner for president. The motion was voted upon and carried.

MOTION: It was moved by Cassie Tanner and seconded by Bill Clayton to nominate Marta Murray for vice president, Mike Williams for secretary, and Jerry Cassel for treasurer. The motion was voted upon and carried.

VI. BOARD LIAISON ASSIGNMENTS

Committee Liaison Assignments:

- A. Civil Service Committee – Mike Williams, Jerry Cassel (alternate)
- B. Negotiations Committee – Mike Feely and Cassie Tanner
- C. Appeals Board – Bill Clayton, Marta Murray, and Carolyn Wolfrum
- D. Legislative SDA Liaison – Carolyn Wolfrum
- E. Construction Review – Mike Williams and Jerry Cassel

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

- 1. COVID-19 Update

We remain prepared to meet the ongoing needs of the COVID-19 pandemic. While Colorado is seeing a decline in cases, and while many people in the community are beginning to participate in gatherings and demonstrating a lack of social distancing, we are still in the middle of a pandemic and must remain ready to respond. The Incident Management Team (IMT) has been disassembled, leaving a more traditional response in place to handle the ongoing needs of the pandemic. In recent weeks, Medics 9 and 17 have been utilized as in-service resources when staffing allows. Division Chief Bob Olme has been very successful in securing personal protective equipment, including a stock of gowns and coveralls in preparation for a possible second surge in the coming months. COVID-19 reimbursement efforts are underway through FEMA, the CARES Act, Health and Human Services, the state, and county. Revenues remain steady at this time. We continue to monitor COVID-19 and its impact in the community.

- 2. Accreditation Update

- a. Annual Compliance Report (ACR)

The ACR, which is intended to show the annual progress that is made toward continuous improvement throughout a 5-year

accreditation cycle, is almost complete. It will be submitted by mid-July.

b. Documents Discussion

In addition to the ACR, Chief Lombardi briefly discussed the documents which make up the four pillars of the accreditation process. The West Metro Risk Assessment, Standard of Cover, Strategic Plan, and Self-Assessment are comprehensive documents designed for quality improvement in West Metro's response to the community. These documents are available at westmetrofire.org.

3. Finance Division Update

a. April 2020 Financial Statements

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

B. Administration – Deputy Chief Mark Krapf

Mark Nava, Jeffcom Dispatcher, has been selected to receive the prestigious Association of Public-Safety Communications Officials International - Tele-Communicator of the Year award. Congratulations to Mr. Nava for this well-deserved honor.

C. Operations – Fire Chief Don Lombardi

1. Review of Recent Activities

Chief Lombardi briefed the board on a birthday party drive-by event for a child with muscular dystrophy, which is an example of one way in which the crews have remained engaged with the community during this time of COVID-19.

D. Life Safety – Deputy Chief Bruce Kral

Comprehensive Electronic Report

West Metro has worked with counties and municipalities to permit local restaurants to expand seating into the sidewalks and streets to accommodate appropriate social distancing, while maintaining appropriate access for emergency response.

With the July 4th holiday approaching, Chief Kral mentioned that neighborhoods requesting apparatus participation in neighborhood parades will be asked to display West Metro's Safe 4th of July Celebration signage in advance of the event. The administrative building has begun to slowly reopen with select small classes and meetings in large meeting spaces to allow for social distancing.

E. Other Matters

1. July Board Meeting

The July 21, 2020 board meeting will be an in-person meeting. Special arrangements will be made to accommodate sanitation and social distancing.

2. Board Retreat

The board retreat will be held on Friday, July 31 in the afternoon and all day on Saturday, August 1 at the Training Center. Chief Lombardi asked the board members to save these dates.

3. Workplace Respect Update

Chief Lombardi displayed a video that he and President Mulcahy recently produced, which was a short video-conversation in response to the recent civil unrest and volatility across the country, and to continue the conversation and ongoing commitment to respect in the workplace. The video was distributed to the entire organization via Target Solutions. President Mulcahy commented on some of the productive conversations that have occurred since the release of this video.

4. Board Member Positions

Chief Lombardi thanked each board member for their willingness to commit to the various officer roles and board liaison assignments.

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

Ms. Reester provided an update on the outcome of the legislative session.

G. Report of the President – President Cassie Tanner

President Tanner thanked each of the board members for committing to officer and liaison positions.

H. Treasurer's Report – Treasurer Jerry Cassel

1. March 2020 Financial Statements

MOTION: It was moved by Jerry Cassel and seconded by Mike Williams to approve the March 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. Cassel reported on the June 11, 2020 Civil Service Committee meeting. The next meeting of the CSC is scheduled for July 9, 2020.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

- A. Station 12 Right-of-Way/Jefferson County Special Warranty Deed - Deputy Chief Bruce Kral

MOTION: It was moved by Bill Clayton and seconded by Jerry Cassel to sign the Special Warranty Deed transferring the described 343 ft² of Station 12 property to the Jefferson County right-of-way. The motion was voted upon and carried.

XI. BOARD BRIEFS

- A. Old Station 10 AT&T Temporary Cellular Facility – Deputy Chief Mark Krapf

Chief Krapf reviewed the proposal to locate a temporary cellular facility at old WMFR Station 10 at 3301 S. Field Street for a period of one to two years, which will be brought to the board for approval at the July meeting.

XII. OTHER MATTERS

None.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Jerry Cassel and seconded by Mike Williams 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 7:53 p.m.

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