

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
August 18, 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 in remotely 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 – Arrived at 6:58 p.m.
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 Mike Williams and seconded by Bill Clayton to approve the minutes of the regular meeting of the board of directors dated July 21, 2020, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Aaron Speer to the Rank of Engineer – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Jerry Cassel to promote Aaron Speer to the rank of engineer, effective July 16, 2020. The motion was voted upon and carried.**

## **VI. OATH OF OFFICE FOR ENGINEER AARON SPEER**

## **VII. PUBLIC COMMENT**

None.

## **VIII. REPORTS**

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

#### **1. COVID-19 Update**

COVID-19 related calls remain steady at 2-4 each day. The grant for reimbursement of expenses associated with COVID-19 was submitted to DOLA is still pending response.

#### **2. US&R Update**

The emergency disaster fund is the fund that reimburses the task force teams during a disaster deployment when operating as a federal asset. This fund is being considered in part to supply money to Americans for COVID relief.

#### **3. Finance Division Update**

##### **a. June 2020 Financial Statements**

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

#### **4. 2019 CAFR Viewpoints – RubenBrown, LLC**

Mr. Chris Daues, Engagement Manager, and Mr. Matt Beerbower, Engagement Partner at RubinBrown, LLC distributed and reviewed the Report to Governance for the year ended December 31, 2019.

#### **5. 2021 Budget Update**

All budgets have been submitted and are being prepared for review. The new program to address reimbursement for Medicaid related ambulance transports returned funding that was approximately \$600,000 less than expected for the 2019 transports. This process is currently being audited to more accurately plan for future budgets. Until the funding is more clearly defined, the 2021 budget will be adjusted below anticipated funding.

6. CO-TF1 Presentation – Captain Rod Tyus

Colorado Task Force One (CO-TF1) Program Manager Captain Rod Tyus briefed the board members on CO-TF1, for which West Metro has been the sponsoring agency since 1997. Located at the WMFR Training Center, CO-TF1 is one of 28 national US&R teams under FEMA and includes 23 participating agencies, and a number of affiliated members throughout the state. Captain Tyus identified CO-TF1’s resources and response capabilities, and outlined the funding sources, readiness training, and program evaluations for the task force. Captain Tyus discussed the response and involvement of CO-TF1 on various national disasters from 9-11 in 2001 to Hurricane Florence in 2018.

7. Wellness Strategic Planning Team (SPT) and K-9 Support Program – Division Chief Steve Johnston and Firefighter Victoria DiGiannantonio

Division Chief Steve Johnston briefed the board on the development and progress of the Wellness SPT. Chief Johnston described the program endeavors to support all employees in a variety of ways in both physical and mental wellness, and detailed the introduction of various programs to meet the complex wellness needs for each individual.

Firefighter Victoria DiGiannantonio spoke to the board about her past experiences with K-9 therapy in the workplace, describing the advantages to using trained therapy dogs for wellness and stress management. Firefighter DiGiannantonio discussed how this program fits into the goals of the Wellness SPT and assisted in the development of a new procedure to bring therapy dogs to West Metro. The procedure establishes the criteria and certification necessary to be considered for the program. Firefighter DiGiannantonio’s therapy dog, Captain, has been certified through the Alliance of Therapy Dogs, and has already begun his work at West Metro.

B. Administration – Deputy Chief Mark Krapf

None.

C. Operations – Deputy Chief Scott Rogers

1. Review of Recent Activities

Chief Rogers briefed the board on the various resources that have been deployed on wildfires in the state of Colorado. All resources are safe and doing well at this time.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

Chief Kral updated the board on Investigator Brian Eberle at a month-long K-9 arson and handler training program to enhance the K-9 capabilities at West Metro.

2. Muster Website Update – Community Education Specialist - Erin Bravo

Ms. Bravo introduced the plan for the 2020 Annual Fire Muster, which will be an all online learning activity that will be linked to the West Metro website and found at [www.spotspot.org](http://www.spotspot.org). With the goal to be all-inclusive, educational, and fun; the website engages participants in a race to find the West Metro mascot dog, Spot who is hidden in various areas of the website. The navigation through the website includes safety messages from all 15 fire stations, training, fleet maintenance and administration. Participants who complete the website activity between the dates of September 1 and September 26, 2020, are issued a ticket and invited to attend a celebratory contactless parade event at the Training Center on September 26, 2020 from 10:00 a.m. to 12:00 a.m. The parade event will be limited to the first 100 participants with tickets, and will include volunteer and sponsor involved giveaways and prizes with additional safety messaging. West Metro looks forward to offering this creative and innovative event to the community.

E. Other Matters

None.

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

Ms. Reester has been working with Chief Lombardi on House Bill 1017 regarding Safe Stations. The remainder of the report will provided in executive session.

G. Report of the President – President Cassie Tanner

None.

H. Treasurer's Report – Treasurer Jerry Cassel

1. May 2020 Financial Statements

**MOTION: It was moved by Jerry Cassel and seconded by Mike Feeley to approve the May 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 August 13, 2020 Civil Service Committee meeting. The next meeting of the CSC is scheduled for September 10, 2020.

## **IX. OLD BUSINESS**

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

**MOTION: It was moved by Mike Williams and seconded by Jerry Cassel to approve the purchase of a water tender for the District from SVI equipment in the amount of \$401,706.00, and authorize Chief Lombardi or his designee to execute all documents required to complete the project. The motion was voted upon and carried.**

## **X. NEW BUSINESS**

- A. Request the Top Three Names for the Rank of Captain and for the Rank of Lieutenant 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 Captain and the Rank of Lieutenant from the Civil Service Committee.

## **XI. BOARD BRIEFS**

- A. Architectural Design Plans for Station 16 and Administration Building – Division Chief Bob Olme
- B. Organizational Chart Life Safety Fire Marshal Position – Deputy Chief Bruce Kral
- C. 2020-2021 Community Wildfire Protection Plan Update – Deputy Chief Mark Krapf

## **XII. OTHER MATTERS**

None.

### **XIII. EXECUTIVE SESSION**

**MOTION:** At approximately 9:59 p.m. it was moved by Bill Clayton and seconded by Carolyn Wolfrum to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of legal advice regarding a notice of claim. The motion was voted upon and carried.

**MOTION:** At approximately 10:25 p.m. it was moved by Mike Williams and seconded by Mike Feeley to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

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

### **XIV. ADJOURNMENT**

**MOTION:** There being no further business to be presented it was moved by Jerry Cassel 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 10:28 p.m.

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