RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, June 2, 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 7:00 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:	Present
Director David Wiechman:	Present
Director Randy McConnell:	Present

Also present were Fire Chief Douglas McBee, Deputy Chief Donald Lombardi, Deputy Chief Michael Murphy, Richard Lyons, Esq., Cindy Matthews, Linda Gregory, Lieutenant/Paramedic Michael Frainier, representing IAFF Union Local #1309 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. INTERVIEWS FOR OPEN BOARD POSITION:

President Kullhem opened the interviews by stating that the candidates would be taken in the order that their applications were received and each candidate would have approximately eight (8) minutes to address the Board and answer questions from the Board. President Kullhem informed each candidate of the time limits and asked them to provide a self introduction and why they applied for this position.

President Kullhem informed each candidate that the intent of the Board was to discuss this matter later in the program, make a decision and each candidate would receive a phone call and letter on Wednesday morning with the Board's decision. The candidate would complete the remainder of the outstanding term until the next election in May, 2010.

A. Pedro R. Roybal:

1. Has a strong interest in the Lakewood community.
2. Has lived in the Martindale area for over 13 years.
3. Works in the community with a wide variety of government and school leaders on many issues concerning kids, including graffiti and gangs.
4. Has attended every Citizens Academy offered (West Metro Fire, Jefferson County, Lakewood, etc.)
5. Was in the military for twenty (20) years.
6. Owns his own maintenance company.
7. Is married with five children.
8. Well vested and concerned about our community,

Questions from the Board:

1. Is there anything that would prevent you from attending evening meetings? **Answer:** No.
2. The Board has various Committees that sometimes requires a commitment of ½ to a whole day. Would you have any difficulties with this? **Answer:** No.
3. Do you know of anything that the Board could do or improve? **Answer:** I was impressed with West Metro's Citizens Academy. You are at the forefront of community work.
4. Have you served on a government board before? **Answer:** I have served on Boards before but not on a government board.
5. What are your feelings regarding Affirmative Action? **Answer**: That is a complicated answer and I would prefer to study the matter before I answered.

B. Pamela M. Feely:

1. Moved to Jefferson County in 1968.
2. Graduated from Regis with an accounting degree.
3. Has been on Lakewood Leadership since 1993, Co-Chaired in 2003 and Chaired in 2004.
4. Is a Big Horn Fellow.
5. Was a member of the Blue Ribbon Panel in 2006 and would like to see that the goals established then are met by the District.
6. Has had an accounting firm since 1980, offices are in Irongate.
7. Has the ability to listen to different viewpoints and absorb information before giving an answer.
8. Would be honored to be on the Board of Directors.

Questions from the Board:

1. Is there anything that would prevent you from attending evening meetings? **Answer:** No.
2. The Board has various Committees that sometimes requires a commitment of ½ to a whole day. Would you have any difficulties with this? **Answer:** No.
3. Do you wish to pursue any areas in the Fire Department in particular? **Answer:** No.

4. What is your Affirmative Action philosophy? **Answer:** Our community has diversity representatives but maybe work with colleges and schools.

C. Deanna Hanna:

1. It is a pleasure being here, I am a big fan of West Metro.
2. West Metro Fire is well respected and well run.
3. Have worked in public schools as a nurse for 32 years and understand public health issues.
4. There are many needs for the elderly in our community.
5. Has worked in the State Legislature.
6. Strengths: listens well, asks questions, never met a stranger, works in many community areas.
7. Issues the District faces include:
   a. Tax assessments are down and we may have to relook at the budget.
   b. Replacement issues and new apparatus.
   c. Nice that Saint Anthony Hospital is moving into the District – shorter trips for ambulances.
   d. Light Rail will bring street closures which raises questions for the District and for citizens.
   e. There are always Bills in the Legislature that will affect the District and I have lots of experience there.
   f. Has a great deal of experience in funds management.
   g. Wants to be on a Board that gets things done.

Questions from the Board:

1. Would you have any difficulty with evening meetings or spending ½ to a full day on Committee projects? **Answer:** No.
2. What is your Affirmative Action philosophy? **Answer**: I don't believe that is an issue here. There are so many qualified people and West Metro hires the most qualified. Everyone is given a fair chance for the position. I have never heard that that is an issue for West Metro Fire.

President Kullhem stated that the candidates will be discussed under New Business.

V. ELECTION OF OFFICERS:

President Kullhem announced that the next order of business was the election of officers and called for nominations for the position of President of the Board of Directors.

MOTION: It was moved and seconded to nominate James Kullhem as the President of West Metro Fire Protection District Board of Directors. The motion was voted upon and adopted.

President Kullhem called for nominations for the position of Vice President of the Board of Directors.

MOTION: It was moved and seconded to nominate Randy McConnell as the Vice President of the West Metro Fire Protection District Board of Directors. The motion was voted upon and adopted.

President Kullhem called for nominations for the position of Treasurer of the West Metro Fire Protection District Board of Directors.

MOTION: It was moved and seconded to nominate Paul Koller as the Treasurer of the West Metro Fire Protection District Board of Directors. The motion was vote upon and adopted.

President Kullhem called for nominations for the position of Secretary of the West Metro Fire Protection District Board of Directors.

MOTION: It was moved and seconded to nominate Manny Chavez as the Secretary of the West Metro Fire Protection District Board of Directors. The motion was voted upon and adopted.

VI. BOARD LIAISON ASSIGNMENTS:

MOTION: It was moved and seconded to continue the various Committee assignments approved on June 3, 2008. The motion was voted upon and adopted.

Committee Liaison Assignments are as follows:

- Health Trust Committee — Randy McConnell and Paul Koller
- Civil Service Committee — Manny Chavez and Ted Waller (Alternate)
- Appeals Board — Randy McConnell
- Pension Board — Paul Koller
- Construction Review — Jim Kullhem and Randy McConnell
- Negotiations — Jim Kullhem and Manny Chavez
- Legislative/SDA — Jim Kullhem
- EMS Advisory — David Wiechman and Manny Chavez
- Foundation — Ted Waller

VII. PUBLIC COMMENT:

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

VIII. 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 May 19, 2009, with one correction (Page 5: change entrails to entails). The motion was voted upon and adopted.

IX. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee:

1. **Muster Update:** Chief McBee noted it was eleven (11) days until the muster. Ms. Matthews stated there were 300 volunteers and 40 students from the School of Mines will participate. These students represent many countries, including North and South Korea, England and Kenya.
2. **Wildland Season:** Chief McBee noted that it has been a wet spring thus reducing the Wildland Fire risk at present. However, Chief McBee warned that "things are growing" and if it turns hot later, this will be additional fuel for a Wildland fire.
3. **NFPA Conference.** Chief McBee reminded the Board that he would be attending the NFPA conference next week in Chicago dealing with the Fire Code. DC Lombardi will be the acting Chief.
4. **FEMA:** Chief McBee reported that $210 million has been approved by the federal government for grants to build fire stations. DC Lombardi stated this was a very competitive grant with a great many regulations. West Metro is hindered by being a mid-size department (they go for large departments or small departments), closely examine the economy of the area (it is hard to compete with Detroit) and examine if there are matching funds available (having matching funds increases your score). DC Lombardi noted that we will look at these grant funds for Station 5 and he will be meeting with Ms. Cindy Matthews on this project.
5. **Finance Division Update:**
   a. **Bondi Audit Update:** Chief McBee stated that Bondi had finished their audit and he had a good exit interview and good feedback from the auditors. Four (4) auditors were present; more testing was done this year than in the past and both partners were here periodically as well.

      Ms. Gregory noted the auditors have the CAFRA, there were no surprises and she was pleased with the exit interview.

      Chief McBee stated that GASB and GASB 50 (coming out next year) were being reviewed. Ms. Gregory noted that there will be new terminology. GASB 50 pertains to fund balance structuring and GASBY 45 pertains to pension benefits.
6. **US&R Update:**
   a. **2009 Cooperative Agreement:** Chief McBee stated the funds had been received ($30,000 less than last year due to the elimination of one dog class) in the amount of $1,800,000. There are now 208 team members. COTF1 will be first up next month.

B. Administration Report, Deputy Chief Donald Lombardi:

1. **Construction Updates:**
   a. **Station 14:** DC Lombardi reported that the punch list was close to completion.

b. **Station 9:** DC Lombardi stated that the walk through was done yesterday (June 1st) and they will start on the punch list shortly.
c. **Stations 2 & 12:** DC Lombardi reported that a letter will be sent to White Construction and the penalty paid. These stations will go out for a re-bid this summer. DC Lombardi noted that we have learned a lot on Station 14 and have discussed these changes with the architect. Our changes will be incorporated into the drawings before the bid process, thus eliminating the costly overruns. The architect is DRA.
d. **Stations 4 & 8:** DC Lombardi reported these projects are going well and the crews settling into the temporary Station 4. The asbestos plan for Station 8 is proceeding. Dick Quinn has reviewed the draft contracts and they have been forwarded to Mr. Lyons for review. Mr. Lyons believes his review will be completed by Friday (June 5th).
e. **Station 5:** DC Lombardi stated that there have been no changes in events for Station 5. The architects will prepare plans that can be used either at the current location or, if the NREL proposal is accepted, at that location. Mr. Kullhem, Mr. McConnell and DC Lombardi will review and prepare a recommendation for the Board.
f. **Station 10 and the Training Center:** DC Lombardi stated the site was a "mud bath" due to the recent rainy weather. The project is still projected for completion at the end of July but the opening will probably be in mid-August. The steel requirement on the strip mall/apartment section was time consuming but the top level is going faster.

Questions from the Board:

1. Will Station 8 move to temporary quarters? **Answer:** Station 8 will continue running out of its present location until the new station is built (next door on the old Dispatch site). Once Station 10 is finished and operational, the Heavy Rescue will move to the new Station 8. In the time between when the new Station 10 is completed and the new Station 8 is completed, the Heavy Rescue will remain at the old Station 10 location.
2. Do you know which crews will move to Station 10? **Answer:** Yes, all crews know their future assignments. There will not be any double moves.

2. **Life Safety Updates:**
   a. **4th of July:** Division Chief Tony Wilkins has finalized plans for the 4th of July. DC Lombardi reported that changes will be made this year. In the past we have paid overtime for 7 or 8 Fire Investigators (5 teams) who have assisted Lakewood Police and Jefferson County on fireworks violations. There was one large bust last year which resulted in a misdemeanor. We have not recouped any of the money from any fines issued. Division Chief Wilkins believes our money would be better spent in other areas including:
      1) Safety flyers.
      2) Inspection of fireworks tents (inspected daily).
      3) We will have an on-duty Investigator and a back-up Investigator.

4) We have discussed this plan with Lakewood Police Department and with Jefferson County.
5) We will compare the results to past years.

b. **Inclusions:** Ms. Matthews stated they were still working on this matter and would like to hold a hearing in July or August for those individuals who have requested inclusion into the District.
c. **Assistance to Firefighter Grant:** Ms. Matthews stated that no Assistance to Firefighter Grant would be submitted at this time. Ms. Matthews did report that COD is working on other grant applications.

Questions from the Board:

1. **Lakewood on Parade:** DC Lombardi reported that in the past, we have used on-duty Medics for Lakewood on Parade. The plan for this year, since it will be held on July 3rd is to have an Engine on scene. This will cover the required Fire Watch and provide a Medic for emergencies. The cost is estimated at approximately $1,900 and it will be split with Lakewood on Parade. Chief McBee said that we have not yet heard back from Lakewood on Parade on this proposal.
2. **4th of July:** Fireworks displays will be held at Green Gables, Bandimere, Rolling Hills, Lakewood on Parade and possibly a few other locations.

C. Operations Report, Deputy Chief Michael Murphy:

1. **Review of Recent Activities:** DC Murphy reported on recent calls for assistance including a water main break on Colfax @ Kipling over the weekend. This break affected 2,500 homes and the water was not restored until Monday (June 1st). DC Murphy noted that West Metro contacted surrounding agencies regarding tankers and preplanned for additional hose lays, if they were needed. He said that fortunately there were no fires in the affected area. A PSI surge caused the break.
2. **Lighting Strike on Green Mountain:** DC Murphy reported that a lighting strike on Green Mountain snapped off part of the tower. Our communications system is a redundant system, downtime was only for a few seconds and we never lost use of the radio system. Green Mountain has a back-up generator (gas) which also has a back-up battery system. DC Murphy stated all of these systems were preplanned to ensure West Metro has radio communication. UASI monies funded Mount Morrison.
3. **Kudos for the Dive Team:** DC Murphy reported on a recent call for assistance in a drowning incident. West Metro has been a member of the Metro Dive Team for 20 years. DC Murphy noted that recovery was very important for the families. DC Murphy noted that although the Team has sonar equipment, visibility is normally extremely bad and divers often use their hands and feet to locate the victim.

Question from the Board:

1. Does each Department absorb their own costs? **Answer:** Yes and no. DC Murphy stated that some pay, i.e. last year a woman fell off a horse and drowned, the resort paid for the recovery.
2. Are the fishing license fees used? **Answer:** No.

4. **Red Rocks Calendar Finalized:** DC Murphy stated the Red Rocks Calendar has been finalized. These events are staffed by off-duty personnel. A second Medic Unit is called if a transport is required.

D. Other Matters: None at this time.

E. Report of Legal Counsel, Richard Lyons, Esq.:

1. **SDA Conference:** Mr. Lyons said that the SDA Conference will be in Keystone on September 23rd through the 25th.
2. **Golden Triangle Contracts.** Mr. Lyons stated he was working these contracts.
3. **Legislation:**
   a. **Senate Bill Regarding Web Sites –** The Governor signed this Bill today. Mr. Lyons stated that the District complies with all the requirements except that we need to put the Notice of Election in 2010 on the web site.
   b. **Senate Bill Regarding Parental Leave –** The Governor signed this Bill today. The Bill deals with allowing parents to attend parent/teacher conferences. This would be unpaid time off or we could allow the employee to use Personal Time.
   c. **Senate Bill 180 Regarding Collective Bargaining –** This Bill has not yet been signed. Chief McBee stated that all Bills need to be signed by Friday or they will go into law unless the Governor vetoes the Bills.

F. Report of the President, President Kullhem: No report at this time.

G. Treasurer's Report, Treasurer Paul Koller:

1. Review of March, 2009 Financials. There was a brief discussion regarding the high property tax and General Liability Insurance. Ms. Gregory stated the property tax is divided by twelve and will even out over the year and the same is true with the General Liability Insurance.

   Chief McBee reported that Douglas County stated they expect 5,000 property tax appeals. He said it will be very difficult to have a real number by the August 28, 2009 deadline.

MOTION: It was moved and seconded to approve and file for audit, the monthly financial documents dated March 31, 2009. The motion was voted upon and adopted.

The April 30, 2009 Financials were distributed to the Board of Directors for review.

H. Report of the Union, Lieutenant Mike Frainier: No report at this time.

I. Report of Committees:

1. **Civil Service Committee:** The next meeting will be held on June 11, 2009.
2. **Health Trust Committee:** The next meeting will be held on June 3, 2009.
3. **New Hires Pension Committee:** No report at this time.

X. OLD BUSINESS:

A. Approval: Recommendation from Fire Chief McBee for the promotion of one Captain and one Lieutenant due to the retirement of Captain Gene Porter effective May 16, 2009.

MOTION: It was moved and seconded to promote Kevin Schmidt to the rank of Captain and David Mann to the rank of Lieutenant due to the retirement of Captain Gene Porter, effective May 16, 2009. The motion was voted upon and adopted.

XI. NEW BUSINESS:

A. Board Interviews for the open Board of Director Position.

President Kullhem stated that three (3) individuals had interviewed for the open position. The person appointed will fill the vacancy left by Director Mark Messenbaugh until the next election in May, 2010. President Kullhem stated all three candidates have different attributes and skill sets and are highly qualified for this position.

MOTION: It was moved and seconded to appoint Pamela M. Feely to the open Board position. The motion was voted upon and adopted.

Ms. Kathy Miller was instructed to notify the three candidates the morning of June 3rd and send letters to all three candidates. Ms. Feely will be sworn in by President Kullhem at the Awards Ceremony on June 16, 2009 at Green Mountain High School at 6:00 p.m.

Mr. Lyons will send the Oath to Ms. Miller for President Kullhem. Mr. Lyons stated this must be an Agenda items at the Awards Ceremony.

XII. EXECUTIVE SESSION:

MOTION: At 8:30 p.m., it was moved and seconded for the Board of Directors to enter into an Executive Session pursuant to C.R.S., Section 24-6-402(4)(b) for purposes of consulting with our attorney to receive legal advice on specific legal questions regarding Auto Aid Agreements and the Denver Federal Center contract. The motion was voted upon and adopted.

MOTION: At 9:27 p.m., it was moved and seconded to reconvene the June 2, 2009 meeting of the West Metro Fire Protection District Board of Directors. The motion was voted upon and adopted.

President Kullhem announced that during the Executive Session no votes were taken, nor were any motions made.

XIII. 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 9:28 p.m.

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