RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, October 5, 2010

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 Mike Munden:	Present
Director Manny Chavez:	Present
Director Ted Waller:	Present
Director Joseph Margotte:	Present
Director Pam Feely:	Present
Director Randy McConnell:	Excused

Also present were Fire Chief Douglas McBee, Deputy Chief Donald Lombardi, Deputy Chief Michael Murphy, Adele Reester, Esq., Ms. Cindy Matthews, Ms. Linda Gregory and the Recording Secretary Ms. 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. PUBLIC COMMENT:

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

V. 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 September 21, 2010, as written. The motion was voted upon and adopted.

VI. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee:

1. Finance Division Updates, Ms. Linda Gregory

a. Sick Leave and Vacation Sold – these figures will come in at year end and will be included at that time.

b. The September 30, 2010, financials will be distributed at the October 19, 2010, meeting.

c. Ms. Gregory and DC Lombardi are currently working on the budget.

2. **Boys & Girls Club Update:** Chief McBee announced that the official Jefferson County grand opening ceremony will be on October 21, 2010, from 6:00 p.m. to 7:30 p.m. and he invited the board to attend.

3. **SDA Conference Update:** Chief McBee reported that four Board members and three Civil Service Committee members attended the recent SDA Conference in Keystone. Because this was the first time the SDA had on-line registration, and the SDA University Program, some problems occurred. Over 1,000 individuals attended the conference. Next year the conference will be one week earlier and will be held in Breckenridge, Colorado.

B. Administration Report, Deputy Chief Donald Lombardi:

1. **Construction Updates:**

a. **Station 5:** Station 5 demolition has been completed and the site is now ready for the construction phase. Approval was obtained from Jefferson County before the demolition.

b. **Budget:** DC Lombardi announced the timeline for the budget process:

- October 19, 2010 – budget presentation to the board.
- November 16, 2010 - Budget Hearing.
- December 7, 2010 - Budget Approval.
- December 15, 2010 - Budget is due to the state.

- Under direction from Chief McBee, all budgets started with a 4% reduction.
- Budgets were built to meet the Strategic Plan and the service levels required by the District.
- No contingency budgets have been prepared in the event that Proposition 101 or Amendment 60 or Amendment 61 are successful.
- Overtime budgets are being addressed and DC Lombardi noted that Ms. Matthews reduced the COD budget and is putting a good plan in place to meet all the needs of that division.

c. **Littleton Consulting Group:** DC Lombardi noted the report has not been finalized. It is anticipated that the report will be completed in early November.

2. **Community Outreach Updates, Ms. Cindy Matthews**
   a. **Fire Prevention Week – October 3 – 9, 2010:** Ms. Matthews reported numerous events were taking place this week including the Walk to School program.

   b. **Training Center and Station 10 Open House:** Ms. Matthews stated the open house occurred on October 2, 2010, approximately 500-800 people attended, there were various demonstrations and car seats and bike helmets were distributed. She reported the event went very well.

   c. **Muster Update:** A final report will be presented in approximately one month but all costs were covered for this year's event with additional funds available for 2011.

C. Operations Report, Deputy Chief Michael Murphy:

1. **Review of Recent Activities:** DC Murphy distributed the Operations Division Update and included particulars on the Churches Park fire.

2. **Motocross of Nations Update:** DC Murphy noted that due to extensive preplanning, this event went very well. Division Chief Wilkins reported all tents were compliant and all permitting went well. There was one rattlesnake incident. In the future, the national event will again be held on this site but the international event has never been held twice at the same location.

D. Other Matters:

1. **National Fallen Firefighters Memorial Update:** Chief McBee reported that two Colorado fallen firefighters' names were added to the wall in Emmitsburg, Maryland.

2. **Director Margotte** distributed two handouts; one regarding the use of SCBAs and the second regarding oxygen tanks in homes.

3. **Director Margotte** stated he recently talked with the Edgewater Fire Chief, who complimented West Metro on the recent mutual aid call.

E. Report of Legal Counsel, Adele Reester, Esq.:

1. **Inclusions:** Ms. Reester noted some petitions must be excluded from Inter-Canyon Fire Protection District before they can be included into West Metro Fire Protection District. Ms. Matthews said the Inter-Canyon Board meets monthly and she expects their results after their October meeting. A final signature letter has been sent to five Ken Caryl individuals informing them that an election will be held if they do not reply. A similar letter will be sent to the seven individuals in the 10th and Quail area.

F. Report of the President, President Kullhem: President Kullhem thanked everyone who attended the SDA Conference.

1. **Move the November 2 (Election Day) Meeting.** President Kullhem reminded the board that November 2, 2010, was Election Day and therefore the meeting has been moved to Wednesday, November 3, 2010.

G. Treasurer's Report, Treasurer Pam Feely:
MOTION: It was moved and seconded to approve and accept for audit, the monthly financials documents dated August 31, 2010, as presented. The motion was voted upon and adopted.

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

I. Report of Committees:

1. **Civil Service Committee:** Director Chavez reported the next meeting will be held on October 14, 2010. Eight individuals passed the recent Engineer's test.

2. **Health Trust Committee:** Director McConnell has been excused from this meeting and a report will be presented at the October 19, 2010, meeting.

3. **New Hires Pension Committee:** President Kullhem reported a meeting was held on Monday and the next meeting will be held in December. The election was held with 17 yes votes and one abstention. The process to join FPPA is going well. DC Murphy noted that enrollment meetings have been scheduled for next week. The deadline for decisions is October 25, 2010, and the turnover to FPPA will be on November 1, 2010.

VII. OLD BUSINESS: None at this time.

VIII. NEW BUSINESS: None at this time.

IX. BOARD BRIEFS: Engine purchase in 2011, Steve Weathersby, Fleet Manager. Distributed.

X. OTHER MATTERS:

XI. EXECUTIVE SESSION: None requested.

XII. 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 7:57 p.m.

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