

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, April 19, 2011

I. CALL TO ORDER: The regular meeting of the West Metro Fire Protection District Board of Directors was called to order by Board President Randall McConnell 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:	Present

Also present were Fire Chief Douglas McBee, Deputy Chief Donald Lombardi, Richard Lyons, Esq., Lieutenant/Paramedic Michael Frainier, representing IAFF Union Local #1309, Ms. Cindy Matthews, Ms. Linda Gregory, Ms. Karen Lancto, Division Chief Bruce Kral, District Chief Brian Daley and the Recording Secretary Ms. Kathy Miller.

III. PLEDGE OF ALLEGIANCE:

Those present recited aloud the Pledge of Allegiance. President McConnell then asked those in attendance to remain standing and observe a moment of silence to honor all fallen firefighters.

IV. PUBLIC COMMENT:

President McConnell 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 April 5, 2011, with minor editorial changes/corrections as presented at the meeting. The motion was voted upon and adopted unanimously as amended.

VI. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee:

1. US&R Update:

- a. The third annual training has been completed.
- b. Budget has been approved and slightly increased.
- c. COTF1 currently has eight search dogs; two are not fully certified, they need four dogs to be deployable, currently attempting to add more search dogs to the team.
- d. COTF1 is first up in April for the Central Division.
- e. US&R teams do not deploy on Wildland fires.

2. Communications Week: Deputy Chief Murphy represented the department at the dinner on Saturday night to honor dispatchers.

3. Accreditation: West Metro became a candidate as of April 1, 2011. The time line for completion: February, 2012 to become accredited at the I Chiefs' Conference in August, 2012.

4. Division Managers Meeting: This meeting was held today. Fleet reported they are doing very well on outside work.

5. Diversity & Harassment Training: Four-hour class for all Assistant Chiefs and Division Heads tomorrow. Three additional trainings will be held for all uniform and civilian personnel. This is a yearly training for West Metro personnel.

6. Hard Hats and High Heels: Chief McBee thanked the board members who participated in St. Anthony's benefit event.

B. Administration Report, Deputy Chief Donald Lombardi:

1. Construction Updates: Station 5: Construction is proceeding; exterior windows, doors and siding are going up. Security is being provided to the site to minimize thefts. The bay floors have been poured; the geothermal (nine holes, 300' deep, and 4" across) process has been completed.

2. Finance Division – Handout January Financials

Ms. Gregory highlighted a new report called revenue reconciliation. In the highly summarized income statement, the property tax revenues area shows a negative \$32,000, which is correct.

3. Human Resources Update

a. Training Center Manager: Chief McBee reported a Training Center maintenance tech has been hired. DC Lombardi noted we are in the process of hiring the training center manager.

C. Operations Report, Chief McBee for Deputy Chief Michael Murphy:

1. **Review of Recent Activities:** Distributed the Operations Division Update. Chief McBee highlighted the recent incident where a tree fell on a tree trimmer.
2. **Training Center Update:**
 - a. **Recruit Update:** All recruits remain in the academy and are doing well.
 - b. **Texas A & M** and two FEMA work groups will hold meetings/trainings at the Training Center.
 - c. **ISO:** The Training Division is heavily involved in the ISO process due to the importance of the training records.

D. Other Matters:

1. SDA Report:

- a. **House Bill 1211** – employee travel bill, applicable to all local governments.
- b. **Senate Bill 234** – regarding residential real property.
- c. **Business Personal Property Tax Bill** - passed House yesterday, permanently excludes any personal property purchased in 2012 and 2013.
- d. **Retainage Bill** – Mr. Lyons stated this one needed to be opposed.
- e. **HOA Bill** – geared toward metro districts.
- f. **House Bill 1146** – regarding two acre Ag land designation.

E. Report of Legal Counsel, Richard Lyons, Esq.: No report at this time.

F. Report of the President, President McConnell:

1. Reminder – Board Planning Day is May 26, 2011.
2. Election of Officers at the first June meeting of the board. Committee assignments will be done at that time. Current committee assignments will be sent to all board members.
3. President McConnell will request an executive session tonight to discuss the Chief's contract, the Assistant Chief's policy and a personnel issue.
4. President McConnell requested that all pleasantries be removed from board minutes.
5. Minutes will be sent in draft form to all board members and any questions should be directed to the Board Secretary, Manny Chavez.

G. Treasurer's Report, Treasurer Pam Feely:

MOTION: It was moved and seconded to approve the revised December 31, 2010, financials. The motion was voted upon and unanimously adopted.

Treasurer Feely stated the January financials will be addressed at the next board meeting.

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

I. Report of Committees:

1. Civil Service Committee: Director Waller

- a. Discussion regarding how to handle the JATC matter. Chief McBee stated they still need to figure out how to handle the transition. The Training Division is working on this matter. In reply to a question by Director Chavez, Chief McBee stated current members in the apprenticeship program would be classified as a Firefighter I, II or III and would be assigned task books which are being prepared by the Training Division.

2. Health Trust Committee: President McConnell

- a. Meeting on April 6, 2011, with another pharmaceutical presentation.
- b. Pharmaceutical candidates have been reduced down to three and it is believed a decision will be made at the next meeting.
- c. General claims increased slightly in February.
- d. Proposal from Division Chief Fey regarding flu shot vaccinations being provided by on-duty staff at stations and headquarters. 400 doses will be ordered.

3. New Hires Pension Committee: Director Kullhem

- a. No report at this time.
- b. Chief McBee asked if Mr. Lyons could prepare a resolution for dissolution. Mr. Lyons will prepare this documentation for the board but not for the committee.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

IX. BOARD BRIEFS:

X. OTHER MATTERS:

XI. EXECUTIVE SESSION: At 8:15 p.m., it was moved and seconded for the Board of directors to enter into an executive session pursuant to C.R.S., Sec. 24-6-402(4)(f) personnel matter regarding the chief's contract and another personnel matter involving a possible separation and also C.R.S., Sec. 24-6-402(4)(e) for the purposes of discussing the upcoming meeting with the Assistant Chiefs to develop negotiation positions and instruct the negotiators. The motion was voted upon and adopted unanimously.

MOTION: At 9:40 p.m., it was moved and seconded to reconvene the April 19, 2011, meeting of the West Metro Fire Protection District board of directors. The motion was voted upon and adopted.

