RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, February 15, 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 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:	Present

Also present were Fire Chief Douglas McBee, Deputy Chief Donald Lombardi, Deputy Chief Michael Murphy, Richard Lyons, Esq., Lieutenant/Paramedic Michael Frainier, representing IAFF union Local #1309, 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 February 1, 2011, as written. The motion was voted upon and unanimously adopted.

VI. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee:

1. **US & R Update:** Chief McBee reported there is no federal budget yet but that the FEMA monies look solid and he does not anticipate any problems. FEMA is aware that our Training Center is available for their work group meetings and we are actively pursuing that possibility.

   Director Feely offered to contact our state representatives regarding continuation of grant funding.

2. **Fox 31 Report:** The Board viewed the Fox 31 Report on Auto Aid-Mutual Aid. After discussion of a wide variety of scenarios, the board approved the current philosophy of responding via Mutual Aid requests.

3. **Board Planning Date:** The Board Planning date has been confirmed as May 26, 2011, from 8:00 a.m. to noon.

4. **Hard Hats & High Heels:** Board members were asked to contact Ms. Miller or Ms. Adams if they will be attending this event.

B. Administration Report, Deputy Chief Donald Lombardi:

1. **Construction Updates:**
   a. **Station 5:** DC Lombardi reported that some time had been lost due to the recent storms and currently the site is very muddy. However, the structural block and steel are up and he is pleased with the quality of work so far.

2. **Finance Division Update:**
   a. **Auditor Committee Update:** This committee consists of Director Munden, Director Feely, Ms. Gregory and DC Lombardi.

      DC Lombardi explained that West Metro has been audited for the last 13 years by Bondi and Associates and it was felt it was time to open the bid process to other companies. The process previously used for the construction bidding will be followed. Once the initial replies have been received, the list will be reviewed and pared down to approximately six firms. Bondi will be allowed to bid.

      DC Lombardi explained that West Metro Fire Rescue was a very complex organization since we are a fire district, a special district, and have the Health Fund, US & R, etc. He anticipates a proposal will be submitted to the board in June. The District will offer a five year contract to the audit firm.

   b. **Budget Update:** DC Lombardi and Ms. Gregory continue working on the budget for 2012.

c. **GASB Update:** DC Lombardi reported there are new rules which tell the District what reserves are needed. A report will be submitted to the board in April.

d. **GASB 45:** GASB 45 pertains to retiree health. Information has been received from Buck and Associates. The work group will be meeting later this month to craft a proposal which will be submitted to the chief, the retirees, the Health Trust Committee and the board.

e. **Spread Sheets:** DC Lombardi reported that Ms. Gregory is working on pulling information from Fundware and if this is not possible, the spread sheets will be manually done.

3. **Community Outreach Updates, Ms. Cindy Matthews**

a. **Firefighter Applications On-Line Report:** DC Lombardi reported the process went live today and so far 180+ applicants have applied and paid the fees on-line. Practice times will be established with Sylvan and the written exam will be held on May 21, 2011. DC Lombardi thanked the Community Outreach and Human Resources Divisions for their work on this complicated process.

b. **Election Update:** Ms. Matthews reported the Inclusion Election had been held with 30 eligible voters who unanimously voted for inclusion into West Metro Fire Protection District.

Ms. Matthews reported that a citizen in the area of Wadsworth and Quincy has contacted the District for inclusion into West Metro Fire Protection District. This individual contacted the Littleton Fire Prevention Chief and after review by the District Manager, the end result was that it was permissible to exclude from Littleton Fire Protection District and include into West Metro Fire Protection District. DC Lombardi will discuss how to proceed on this matter with Mr. Lyons.

d. **Family Fire Muster:** The Muster will be held on June 11, 2011, at Red Rocks Community College. Ms. Matthews distributed a handout on the Business Expo Package. Ms. Matthews said that having to reschedule the Muster last year depleted their reserves and new fundraising opportunities are being investigated. Companies who elect to participate in the Business Expo will be allowed to set up tents on the perimeter of the Muster to showcase their products. Sale of items will not be allowed except for food/drink tents which would reimburse West Metro at a predetermined amount.

C. **Operations Report, Deputy Chief Michael Murphy:**

1. **Review of Recent Activities:** DC Murphy distributed the Operations Division Update and a letter received on-line from the father of one of the boys who were

involved in the recent ice rescue. He also noted that Station 13 responded to 24 water pipe breaks in a 24-hour period. However, Capt. Russell of Colorado Springs reported his investigators responded to 110 water pipe breaks in a ten hour period.

2. **Video on Recent Incident (Car-in-Building):** The board viewed a news clip regarding the recent car-in-building event.

3. **EOC Exercise:** DC Murphy reported he had participated in the EOC exercise at Lakewood Police Department today regarding severe winter storm scenarios. Over 100 people participated from a wide variety of agencies within Jefferson County.

D. Other Matters: None at this time.

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

1. **House Bill 1131:** The election mail ballot issue has been laid over which effectively kills this bill. The county clerk and recorders withdrew their support.

2. **House Bill 1115:** This bill, regarding retainage from 10% to 5%, passed out of committee. This would not be good for special district construction projects since we use that retainage as leverage to ensure proper completion of projects. The SDA opposes this bill.

3. **Senate Bill 97:** This bill, regarding posting notices on the website, had a hearing last week.

4. **Tax on Business Personal Property –** This bill comes up every year and would have a detrimental impact on District revenues.

5. **House Bill 1059:** This bill limits fees for responses. West Metro Fire Protection District would not be affected since no fees are charged.

6. Mr. Lyons reported on a possible referendum next year that would make it harder to change the Constitution.

Director Feely reported she will be attending a title hearing on five separate tax bills on Thursday, February 17, 2011.

F. Report of the President, President Kullhem:

1. **Chief's Performance Evaluation:** President Kullhem said he would ask for an Executive Session to discuss this matter.

2. **Calendar Dates:** President Kullhem asked the board to note the following dates: May 26th, for the Board Planning Session, May 7th, for the Colorado

Fallen Firefighters Memorial Ceremony; and June 11th, for the Family Fire Muster.

3. **I 9s and W2s:** President Kullhem reminded board members to provide Finance with the completed forms and required identification.

G. **Treasurer's Report, Treasurer Pam Feely:** No report at this time.

H. **Report of the Union, Lieutenant Mike Frainier:** Lt. Frainier updated the board on the recent Foundation event which raised approximately $10,000 for the fire station museum. He stated that although it was a snowy night, over 100 people attended and Captain Dean Wahl did a great job organizing this event.

I. **Report of Committees:**

1. **Civil Service Committee:** Director Waller reported the Reading List for lieutenants had been posted, there is some confusion regarding dissolving the JATC committee and 48 applicants had applied for the Training Center maintenance position. DC Lombardi said this position will have a name change to maintenance technician.

2. **Health Trust Committee:** Chief McBee stated the Committee discussed finances, the pharmacy bid and noted the November and December finance numbers were on target.

3. **New Hires Pension Committee:** DC Murphy reported as of March 1, 2011, the New Hires Pension will be officially with the FPPA. A meeting will need to be called to dissolve the New Hires Pension Committee. Mr. Lyons noted that since the board created the New Hires Pension Committee, they will also need to approve dissolving the Committee. DC Murphy will prepare a Board Communication on this matter. A final audit and tax return will need to be prepared.

VII. OLD BUSINESS:

A. **Approval: Recommendation from Fire Chief McBee for the promotion to Lieutenant of the top two candidates from the Civil Service Committee Eligibility Register.**

MOTION: It was moved and seconded to approve the promotion of Sean O'Hara and Chris McCullen to the rank of lieutenant, to accommodate the staffing at the Training Center. The motion was voted upon and unanimously adopted.

VIII. NEW BUSINESS:

IX. BOARD BRIEFS:

X. OTHER MATTERS:

A. Boys & Girls Club Update: Chief McBee distributed a JeffCo Club Update dated February 10, 2011, to the board.

XI. EXECUTIVE SESSION:

MOTION: At 8:35 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)(e) for purposes of discussing the chief's contract and C.R.S., Section 24-6-402(4)(f) for purposes of discussing a personnel matter. The motion was voted upon and unanimously adopted.

MOTION: At 9:52 p.m., it was moved and seconded to reconvene the February 15, 2011, meeting of the West Metro Fire Protection District board of directors. The motion was voted upon and unanimously adopted.

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

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 9:52 p.m.

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