

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Wednesday, November 2, 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 Pam Feely 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:	President Pam Feely:	Present
	Vice President Mike Munden:	Present
	Secretary Manny Chavez:	Present
	Treasurer Randy McConnell:	Present
	Director James Kullhem:	Present
	Director Joseph Margotte:	Present
	Director Ted Waller:	Present

Also present were Fire Chief Don Lombardi, Deputy Chief Michael Murphy, Richard Lyons, Esq., Lieutenant/Paramedic Michael Frainier, representing IAFF Union Local #1309, Ms. Linda Gregory, Division Chief Bruce Kral, Division Chief Steve Aseltine, Division Chief Tony Wilkins, Captain Keith Dix, Captain Rod Tyus, and the Recording Secretary, Ms. Kathy Miller.

III. PLEDGE OF ALLEGIANCE:

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

IV. PUBLIC COMMENT:

President Feely stated that no one had signed up to address the board of directors at this time.

V. REVIEW OF MINUTES:

MOTION: It was moved by Director Chavez and seconded by Director Munden to approve and accept the minutes of the West Metro Fire Protection District board of directors' meeting held on October 12, 2011, as written. The motion was voted upon and adopted unanimously.

MOTION: It was moved by Director Chavez and seconded by Director Kullhem to approve and accept the minutes of the West Metro Fire Protection District board of directors' meeting held on October 18, 2011, as written. The motion was voted upon and adopted unanimously.

VI. REPORTS:

A. Updates and Reports, Fire Chief Don Lombardi:

- 1. US & R Update:** Captain Tyus provided an update on the current activities, recent changes to the administration of the task forces and procedures for filling positions on the working groups. Funding for the task forces remains with congressional committees. There is a possibility one new task force will be added in 2012.
- 2. Finance Division: Distribute September 30, 2011 Financials, Ms. Gregory**
 - a. Two notes were called and funds have been reinvested in short term discount notes.
 - b. High contractual service amounts are a timing issue from the time of billing to receipt.
 - c. Investment by Funds – a transfer to the Training Center from the General Fund.
 - d. EMS Billing has moved to new software and server which impacted the ability to write off amounts for a short time.
 - e. Lakewood, Bancroft and the Volunteer Pension funds will be funded in December.
- 3. 2012 Budget Update and Discussion:** Discussion regarding updates to the Budget books.
- 4. Muster Update:** Presentation by Div. Chief Aseltine regarding proposed changes to the Family Fire Muster. The proposed changes include:
 - a. Move the event to the Training Center.
 - b. Change the date of the Muster to the last Saturday in September.
 - c. Focus on risk areas identified in the Risk Assessment and provide, with sponsors, year-round activities and programs.
 - d. The proposed changes would provide cost savings in numerous areas.
 - e. Chief Lombardi requested a consensus from the board to proceed with the proposed changes to the Family Fire Muster.
 - f. The board provided consensus of the proposed plans and requested an update in approximately four months.

B. Operations Report, Deputy Chief Michael Murphy:

- 1. Review of Recent Activities:** DC Murphy distributed the Operations Division Update and Division Chief Kral discussed a garage fire which occurred today in Willow Springs.

- C. Other Matters:** Ms. Gregory reviewed the issues regarding ColoTrust:
1. Changes have been made by ColoTrust. There is concern that the new entity, Public Trust Advisors, will not have the resources to not “break the dollar.”
 2. Almost all of West Metro’s monies pass through ColoTrust.
 3. Chief Lombardi requested board permission to have Director Kullhem raise questions to the SDA board regarding this matter to keep the District from jeopardy.
 4. Ms. Gregory will prepare a list of concerns for Director Kullhem.
- D. Report of Legal Counsel, Richard Lyons, Esq.:**
1. Elections for West Metro will be held in May. He will be providing election training after the first of the year.
 2. Administration is working on GIS information and there may be some slight changes in the Director’s district boundary lines.
- E. Report of the President, President Feely:**
1. **Christmas Party:** President Feely announced that the Christmas party, hors d’oeuvres and wine, would be held at 240 Union at 6:00 p.m., on December 8, 2011.
- F. Treasurer’s Report, Treasurer Randy McConnell:**
MOTION: It was moved by Director Chavez and seconded by Director Kullhem to approve, accept and file for audit the financials dated September 30, 2011. The motion was voted upon and adopted unanimously.
- G. Report of the Union, Lieutenant Mike Frainier:** No report at this time.
- H. Report of Committees:**
1. **Civil Service Committee:** Director Chavez noted the next meeting will be held on November 10, 2011.
 2. **Health Trust Committee:** Director Munden reported the meeting was cancelled due to inclement weather and will be rescheduled for sometime next week.

VII. OLD BUSINESS:

- A. Approval: MOA for Red, White and Blue Fire Protection District to become a participating agency for COTF1, Captain Rod Tyus**

MOTION: It was moved by Director Chavez and seconded by Director Kullhem to approve and accept the MOA for Red, White and Blue Fire Protection District to

become a participating agency for COTF1. The motion was voted upon and adopted unanimously.

VIII. NEW BUSINESS:

A. Approval: Request sending a letter of request to the Civil Service Committee for the top three persons highest on the Engineer's List, due to the resignation of Engineer Greg Durocher, Chief Lombardi

MOTION: It was moved by Director Chavez and seconded by Director Munden to approve the request to send a letter to the Civil Service Committee requesting the top three persons highest on the Engineer's List, due to the resignation of Engineer Greg Durocher. The motion was voted upon and adopted unanimously.

B. Fee Schedule: Presentation by Division Chief Tony Wilkins and Captain Keith Dix.

1. South Metro Fire Rescue shared a recent fees study they had conducted.
2. The current fee schedule for West Metro has been in effect for approximately ten years.
3. The proposed fees would recoup the true cost to the District for plan reviews, inspections and the various services covered by Life Safety.
4. There will be a dramatic increase in costs but discussions with contractors indicate that they believe they are receiving value for their money from the Life Safety Division.
5. The fee schedule will be presented to the board for approval and will go into effect on January 2, 2012.

IX. BOARD BRIEFS: None at this time.

X. EXECUTIVE SESSION: At 8:52 p.m., it was moved by Director Kullhem and seconded by Director Munden 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 developing strategy for negotiations, and instructing negotiators pertaining to the union contract. The motion was voted upon and adopted unanimously.

MOTION: At 9:51 p.m., it was moved by Director Kullhem and seconded by Director Chavez to reconvene the November 2, 2011, meeting of the West Metro Fire Protection District board of directors meeting. The motion was voted upon and adopted unanimously.

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

