RECORD OF PROCEEDINGS

West Metro Fire Protection District
Regular Board of Directors' Meeting
Tuesday, September 7, 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 the West Metro Fire Protection District Training Center, at 3535 South Kipling Avenue, 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., Ms. Cindy Matthews, Ms. 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 at the Promotion and Recognition Ceremony. President Kullhem asked those in attendance to 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 August 17, 2010. President Kullhem noted one typographical error on page 5 – change Wynkoop Brewer to Wynkoop Brewery. The motion was voted upon and adopted.

VI. REPORTS:

A. Updates and Reports, Fire Chief Douglas McBee: Chief McBee thanked the board for attending this evenings Promotion and Recognition Ceremony.

1. Finance Division Updates:

a. Budget Update: Ms. Gregory reported that the budget process had started and she and DC Lombardi were in the process of reviewing station budgets. If the submitted budget exceeded the requested 4%, the station captain would be contacted. In the narrative section, the station captains were requested to specify if their requests were (1) critical or (2) an enhancement.

b. Pension Funding Update: Ms. Gregory stated that the Volunteer Firefighter Pension Fund was allocated yearly and the District must apply for State funds yearly.

c. Handout – Failed Cleveland TIF on Hot Seat. Informational.

d. Clarification of July Financial Questions: Ms. Gregory reported the July financials were distributed last month. Director Feely raised two questions:

1) One fund was closed and the balance was not rolled forward. This has now been done.

2) The New Equipment balance in the July statement was $22,624. This item was for two pieces of equipment.

e. Resolution 2010-05: Debt Service Fund: Ms. Gregory stated this was a cleanup item for the District. The balance in this fund is $757 and we have no more capital leases to pay. The request is to transfer funds from this account and close the fund.

Mr. Lyons said it would be more appropriate to close the fund and transfer the balance.

MOTION: It was moved and seconded to approve Resolution 2010-05 to close the Debt Service Fund and transfer the balance of Seven Hundred Fifty-Seven Dollars ($757.00) to the General Fund. The motion was voted upon and adopted.

2. US&R Update:

a. Hurricane Earl: Chief McBee noted this was not a major event and the Task Force was not activated.

b. New Task Force Position: A new position, Task Force Representative, was created by FEMA and Captain Rod Tyus was assigned to this new position by Chief McBee.

c. Captain Tyus is attempting to arrange a meeting with Robin Finegan of Region VIII. Chief McBee said there is a possibility that Region VIII training may occur at the Training Center.

3. **Boys and Girls Club – Final Update:** Chief McBee stated a final opening event will be held on October 23, 2010. The club currently has 170 kids enrolled.

4. **South Metro Fire Rescue Authority: Mutual Aid and Automatic Aid Response Agreement, dated May 2, 2000:** Chief McBee noted this was a name change only. The agreement is for EMS services.

5. **Alameda Gateway Update:** Chief McBee attended the meeting on September 1st. Mayor Murphy of Lakewood and Representative Perlmutter were speakers. Proposition 101, Amendment 60 and Amendment 61 were discussed.

6. **Citizens Fire Academy:** Chief McBee thanked Director Margotte for participating. Captain Johnston is leading this program. Chief McBee commended Ms. Matthews and the entire COD Division for implementing and managing this program.

7. **Night Training:** Chief McBee announced that night training for MCI events was occurring and asked if the Board would like to view part of the training.

   MOTION: At 7:40 p.m., it was moved and seconded to enter into a recess to view the MCI training. The motion was voted upon and adopted.

   MOTION: At 7:55 p.m., it was moved and seconded to reconvene the West Metro Fire Protection District Board of Directors' meeting. The motion was voted upon and adopted.

8. **FRI Conference:** Chief McBee reported that the conference went well, the classes were excellent and he and DC Lombardi brought back good ideas for the District.

B. Administration Report, Deputy Chief Donald Lombardi:

1. **Construction Updates:**
   a. **Station 5:** DC Lombardi reported the contract with Warner Construction Co., Inc. had been signed. Asbestos abatement had been completed and Station 5 is scheduled to be dropped on September 14th. He will email the time to all Board members.

   b. **Station 2:** DC Lombardi said the office area will be expanded and a work out area placed in part of the bay.

c. **Training Center and Station 10:** This project has been completed, Pinkard has been paid and some warranty work is being done at Station 10.

2. **Community Outreach Updates:**
   a. **Final Muster Update:** Ms. Matthews reported that 5,500 to 6,000 people attended the Muster and a complete report will be delivered at a later meeting.

   b. **Inclusion Update:** Ms. Matthews stated there are only four outstanding inclusions at Ken Caryl.

3. **Human Resources Update:**
   a. **EMS Billing Clerk and Dispatcher:** DC Lombardi reported the EMS Clerk is currently in background and the District will be advertising for a Dispatch position.

4. **Website Update:** Ms. Michelle French is the lead on this project. A draft handout of the proposed site was distributed for board review. There will be a "live chat" feature which will be covered by the front desk. Four day training will be conducted after Thanksgiving. The "go live" date is December 24, 2010.

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

1. **Review of Recent Activities:** DC Murphy provided the Operations report on recent calls for assistance.

2. **Boulder Fire Update:** DC Murphy reported that 7,120 acres have burned and 64 structures have been destroyed to date. There are 12 West Metro firefighters on this fire, including two brush trucks and Strike Team Leaders. These firefighters will be on a 14 day rotation, which could be extended up to 21 days. DC Murphy noted that with the terrain and current weather conditions, this fire could go on for some time. It is now a federal fire and West Metro will be paid for participating. The state has released $5 million dollars, which will be used up quickly. Today's weather conditions have permitted the use of aircraft.

   Mr. Lyons, who represents three fire districts around Boulder, reported that one chief (Boulder Mountain Fire District) has been very aggressive on wildland fire mitigation in the dense subdivisions under his control.

   DC Murphy said that fire districts have to struggle to get individuals to clear areas around their dwellings.

3. **Training Division Update:**
   a. **National Fire Academy Colorado Outreach (NFA) Weekend:** DC Murphy said that the National Fire Academy will again be using the

Training Center for classes. Approximately 100+ people will be attending.

D. Other Matters: None at this time.

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

F. Report of the President, President Kullhem:

a. SDA: President Kullhem announced that he has attended SDA Board meetings and will be sworn in at the annual conference.

b. Awards Ceremony: President Kullhem thanked Ms. Matthews and the COD Division on their excellent work on the Promotion & Recognition Ceremony.

G. Treasurer's Report, Treasurer Pam Feely: Treasurer Feely stated the July financials will be addressed at the next meeting.

H. Report of the Union, Lieutenant Mike Frainier:

a. 9/11 Events: Lt. Frainier reviewed the various events scheduled for 9/11 including the Red Rocks Stair Climb. Firefighter Brian Brush is the lead on this event, 700 people have already registered but 1,500 are anticipated.

b. MDA – Labor Day: $28 million was raised nationally by firefighters with close to $30,000 collected by West Metro firefighters.

c. International Firefighters Conference. Lt. Frainier attended this conference in San Diego, California. He reported the local fire department was experiencing local rolling "brown outs" which means a station is closed and crews moved.

I. Report of Committees:

1. Civil Service Committee: Director Chavez reported:

a. There was a lengthy discussion regarding the written test failure.

b. Jack Clancy Associates has been approved as the testing company for the Engineers exam. They have changed the weights on this test to: 40% written and 60% practical.

c. The budget was discussed.

2. Health Trust Committee: Director McConnell reported:

a. No new large claims were presented.

b. Expenses are 14% lower than last year.

c. The investment report stated the fund was up 2.8%, 65% are in bonds.

d. The committee is working on the 2011 budget.

e. The projected increase for 2011 is 11.6%.

3. **New Hires Pension Committee:** The next meeting will be in October.

VII. OLD BUSINESS:

A. Consensus: Training Center Business Plan, DC Lombardi

DC Lombardi requested a discussion and direction from the Board on the Training Center Business Plan. After discussion, President Kullhem recommended developing steps needed to implement the plan. DC Lombardi will keep the board informed as the plan is developed.

B. 911 ETA Agreement with B & C Electronic Engineering, Inc., DC Lombardi

MOTION: It was moved and seconded to approve West Metro Fire Protection District enter into a Proprietary Software Testing Agreement with B & C Electronic Engineering, Inc. The motion was voted upon and adopted.

VIII. NEW BUSINESS:

A. Approval: Recommendation from Fire Chief McBee for the promotion to the Rank of Lieutenant of the top candidate from the Civil Service Eligibility Register

MOTION: It was moved and seconded to approve and authorize the promotion of Chris Rhoads to the rank of lieutenant effective August 6, 2010, due to the retirement of Lieutenant Michael Hunter. The motion was voted upon and adopted.

IX. EXECUTIVE SESSION:

MOTION: At 8:55 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 developing strategy for negotiations and instructing negotiators. The motion was voted upon and adopted.

MOTION: At 9:25 p.m., it was moved and seconded to reconvene the September 7, 2010, 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.

X. 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 9:30 p.m.

Recording Secretary: /s/s Kathy Miller

/s/ Manny Chavez