

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
January 19, 2021

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Cassie Tanner at 6:30 p.m. This meeting was held in accordance with the applicable statutes of the state of Colorado, at West Metro Fire Protection District's headquarters, 433 S. Allison Parkway, Lakewood, Colorado.

### II. ROLL CALL

President Cassie Tanner	Present
Vice President Marta Murray	Present
Secretary Mike Williams	Present
Treasurer Jerry Cassel	Present
Director Bill Clayton	Present
Director Mike Feeley	Present
Director Carolyn Wolfrum	Present

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Deputy Chief Scott Rogers; Ms. Adele Reester, Esq.; Ms. Glenda Aragon; and, Ms. Jennifer Wheaton as recording secretary.

### III. MOMENT OF SILENCE

President Tanner requested a moment of silence to honor all fallen firefighters.

### IV. REVIEW OF MINUTES

**MOTION: It was moved by Jerry Cassel and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated December 1, 2020, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Michael Harvey to the Rank of Lieutenant, effective December 24, 2020, and Promote Jerry Murr to the Rank of Engineer, effective January 1, 2021 – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Marta Murray to promote Michael Harvey to the rank of lieutenant, effective December 24, 2020, and to promote Jerry Murr to the rank of engineer, effective January 1, 2021. The motion was voted upon and carried.**

### VI. OATH OF OFFICE FOR LIEUTENANT MICHAEL HARVEY AND ENGINEER JERRY MURR

## VII. PUBLIC COMMENT

None.

## VIII. REPORTS

### A. Report of the Fire Chief – Fire Chief Don Lombardi

#### 1. COVID-19 Update

Chief Lombardi reported that COVID calls continue to be steady with some days up and other days down. Reimbursement efforts have been successful thanks to the work of Chief Krapf, Ms. Aragon and the finance staff. The search for new funding opportunities continues to be a priority to assist with the ongoing expenses of the response to the pandemic.

Jefferson County Health, UCHealth, and SCL have made vaccinations accessible to the West Metro employees. To date, 70-80% of the West Metro staff have received the first dose of the vaccine, with the second dose administration beginning now. With the release of the vaccine, there is a sense of light at the end of the tunnel, however the office will remain closed, masks will continue to be worn, and social distancing and other precautionary measures will remain in place until the data shows these precautions can be lifted.

#### 2. Finance Division Update

##### a. October 2020 and November 2020 Financial Statements

Ms. Aragon reviewed the October 2020 and November 2020 financial statements which will be brought to the board for approval at the February 16, 2021 meeting.

#### 3. Accreditation Update

After finalizing the updated Strategic Plan, Chief Heintz and Captain Jensen found two steps that had been listed as accomplishments that were still active under Strategic Priority II. This was a simple correction to remove these items from the list of accomplishments, no content in the actual strategic plan was changed.

The kickoff meeting for the Annual Compliance Report (ACR) #4 occurred this week. The submission deadline for ACR #4 is July 15, 2021.

A full renewal of the accreditation process will occur in 2022. This is a lengthy process which will begin in June 2021, in preparation for a spring/summer 2022 peer team review, followed by an accreditation hearing at Fire Rescue International (FRI) in August 24-27, 2022.

4. Sale of the MFTC Property – Fire Chief Don Lombardi

West Metro has owned ¼ of the Metro Fire Training Center (MFTC) at Santa Fe and Belleview since the 1980s. Since 2008, when West Metro built its own training center, the ownership of the property was no longer necessary. South Metro has decided that they would like to keep their interest in the property. Steps have been taken by CDPHE to perform hazardous materials mitigation at the site. Ms. Reester reported that the contract to buy and sell has been accepted with incorporated changes. Later in the process, an amendment will be signed to exit the IGA. Ms. Reester is projecting to have documents on the board agenda for the month of February or March 2021.

5. Board Policies Update

A kickoff meeting was held earlier in the month to begin the process to evaluate all board policies. Once the review is complete, a redline version of the updated policies will be made available to all board members with a goal of finalizing these policies at the April or May 2021 board meeting. Chief Lombardi is proposing an annual review of these policies moving forward.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

None.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

Chief Kral noted that two new investigators have completed the Lakewood/Jeffco Police Academy and were sworn in as Jefferson County Sheriffs in preparation to replace two senior investigators projecting to retire in 2022.

Chief Kral thanked Carolyn Wolfrum for her time and contributions during a recent meeting about educational outreach for citizens with disabilities, assisting West Metro with making varying types of resources available to citizens via the website.

E. Other Matters

None.

F. Report of Legal Counsel – Adele Reester, Esq.

The new legislative session has begun. Ms. Reester will remain engaged with the legislative session and will report any legislation that affects the District to the board.

G. Report of the President – President Cassie Tanner

1. Chief Lombardi's 2020 Appraisal

Chief Lombardi agreed to waive his right to have his appraisal reviewed in executive session, released the District from liability, and holds the District harmless for anything said in the evaluation held in the public session. After a review of the comments on the appraisal, Chief Lombardi expressed his appreciation to the board for their comments and recognition of his accomplishments. He noted that the strong relationships and support from board members, the professionalism and vision of the command staff, collaboration and mutual respect with Local 1309, and the hard work from all members have contributed to his successes and success of the organization.

H. Treasurer's Report – Treasurer Jerry Cassel

None.

I. Report of the Union – Firefighter Mike Mulcahy

None.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the January 14, 2021 Civil Service Committee meeting, noting the resignation of CSC member Joan Rosenberger. The next meeting of the CSC is scheduled for February 11, 2021.

## VII. OLD BUSINESS

A. Designation of Posting Places – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Bill Clayton to approve and authorize continuation of posting public notices and agendas of the West Metro Fire Protection District's board of directors meetings on the West Metro Fire Protection District website; and, the main lobby of the administration building of West Metro Fire Protection District when the website is inoperable. The motion was voted upon and carried.**

## VIII. NEW BUSINESS

A. Request the Top Three Names for the Rank of Captain and the Top Three Names for the Rank of Lieutenant from the Civil Service Committee – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top three names for the rank of captain and the top three names for the rank of lieutenant from the Civil Service Committee.

**IX. BOARD BRIEFS**

- A. Proposed Organizational Chart Changes to the Life Safety, Support Services Facilities Maintenance, and EMS Divisions – Fire Chief Don Lombardi
- B. Purchase Fire Engine – Division Chief Bob Olme
- C. Purchase Two Medic Units – Division Chief Bob Olme
- D. Purchase Two Brush Trucks – Division Chief Bob Olme
- E. Purchase Mobile Radios – Division Chief Bob Olme

**X. OTHER MATTERS**

In response to the ongoing pandemic, Chief Lombardi proposed continuation of the virtual board meetings via Zoom through May 2021.

**XI. EXECUTIVE SESSION**

None.

**XII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Williams and seconded by Jerry Cassel to adjourn the regular meeting of the West Metro Fire Protection District board of directors. The motion was voted upon and carried.**

The meeting adjourned at 7:50 p.m.

Recording Secretary: /s/ Jennifer Wheaton  
/s/ Mike Williams