

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
February 16, 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 remotely via Zoom in accordance with the applicable statutes of the state of 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; Firefighter Mike Mulcahy representing IAFF Local #1309; 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 Marta Murray to approve the minutes of the regular meeting of the board of directors dated January 19, 2021, as presented. The motion was voted upon and carried.

V. PROMOTIONS

A. Promote Shane Erosky to the Rank of Captain, effective December 24, 2020, and Promote Anthony DiTullio to the Rank of Lieutenant, effective January 1, 2021 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Williams and seconded by Carolyn Wolfrum to promote Shane Erosky to the rank of captain, effective December 24, 2020, and to promote Anthony DiTullio to the rank of lieutenant, effective January 1, 2021. The motion was voted upon and carried.

VI. OATH OF OFFICE FOR CAPTAIN SHANE EROSKY AND LIEUTENANT ANTHONY DiTULLIO

VII. PUBLIC COMMENT

None.

VIII. REPORTS

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

1. COVID-19 Update

Approximately 63% of employees at West Metro have received both doses of the coronavirus vaccine. Chief Lombardi anticipates this percentage to increase with additional employees awaiting their second vaccine dose. Mask wearing and social distancing in the stations will continue. Further evaluation of policies will be considered in the future after the remaining employees awaiting their second vaccine have been fully vaccinated.

FEMA is the next avenue for potential COVID funding; opportunities with Jefferson County are still an option.

2. US&R Update

FEMA is looking to the 28 US&R teams along with the U.S. military to assist the states with logistics and execution of vaccine delivery.

3. Finance Division Update

a. Preliminary December 2020 Financial Statements

Ms. Aragon reviewed the preliminary December 2020 financial statements which will be brought to the board for approval at the March 16, 2021 meeting.

Chief Lombardi commented on revenue shortages showing 1% below what was projected for property tax revenue in 2020. West Metro normally budgets conservatively for less than the projected revenue. 2020 property tax revenues are down by approximately \$1M, likely due to the current financial climate surrounding the response to COVID.

4. WMFR Chaplaincy Program – Firefighter/Paramedic Steve Modugno and Firefighter/Paramedic Nick Zeman

The Wellness SPT has added a new peer-based chaplaincy program to compliment the wellness support structure and fulfill an underserved need for spiritual wellness within the organization. Firefighter/Paramedics Steve Modugno and Nick Zeman presented on the inception and evolution of the firefighter chaplaincy program, the training received, and the pending policy to outline the program services.

The program is designed to offer spiritual support and wellness, both on and off-duty, to employees through spiritual counseling, peer support, resource referrals, crisis intervention and stress management. The chaplains are also available to assist with on-duty death notifications, funeral services, public blessings and prayers, and even assist as community liaison representatives for on-scene comfort, prayer, and spiritual support to citizens requesting the service.

5. Board Policies Update

The review process of board policies and the District Bylaws is progressing each week with a plan to present the changes to the full board at a meeting in the coming months.

6. Succession Planning

Chief Lombardi reported that he has begun preparing for future vacancies within the organization due to three members of command staff planning retirements. Early conversations have begun with command staff to plan for successful transitions. Chief Lombardi will prepare a proposal for succession planning to the board at the March 16, 2021 meeting.

7. Chief Fire Officer Designation Awarded to Division Chief Doug Hutchinson

Chief Lombardi congratulated Division Chief Doug Hutchinson on receiving the Chief Fire Officer Designation from the Center for Public Safety Excellence.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

Chief Krapf thanked the board for their support to invest in the infrastructure at West Metro, and to reinvest in the buildings needing maintenance and upgrades when necessary.

a. Construction Project Update – Division Chief Bob Olme

The Station 16 construction project is complete. Five bedrooms, two poles, a workout area, new HVAC, and laundry area were added to the station.

The administrative building construction is ongoing with three new offices on the first floor, hardening of the reception area, and adding shower facilities to the wellness area. The work is projected for completion by the first week in March.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

a. NREL Hazmat Incident

Chief Rogers described a recent and unique fire at NREL due to a small chemical spill.

b. Bear Creek Vegetation Fire

West Metro responded to a 535-acre fire in the middle of the district at Bear Creek Lake Park and Fox Hollow Golf Course. High winds and dry conditions quickly drove the fire through the area. No injuries or structure loss occurred during the incident. Chief Rogers noted that assistance was received by Lakewood park rangers, Lakewood Police, Denver Fire, Aurora Fire, Evergreen Fire, Elk Creek Fire, and South Metro Fire. A comprehensive lessons-learned and after-action report is in progress.

c. Due to the extreme cold temperatures over the weekend, followed by a warming trend in recent days, the District received a number of water leak calls for thawing pipes that had been frozen since the start of the arctic weather.

d. The Lakewood city manager requested Chief Lombardi and Chief Rogers to present during a planning session at the March 1st, 2021 city council meeting.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

E. Other Matters

None.

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

Ms. Reester updated the board members on the progress of the sale of the Metro Fire Training Center (MFTC) property.

The legislature is back in session. One of the bills proposed relates to public entities selecting a single finalist versus multiple candidates as finalists when searching for a manager, superintendent, or fire chief. Ms. Reester will update the board when additional information is available.

G. Report of the President – President Cassie Tanner

None.

H. Treasurer’s Report – Treasurer Jerry Cassel

MOTION: It was moved by Jerry Cassel and seconded by Marta Murray to approve the October 2020 and November 2020 financial statements as presented. The motion was voted upon and carried.

I. Report of the Union – Firefighter Mike Mulcahy

Firefighter Mulcahy thanked the board for their continued support during the COVID response and also thanked the board for their support of the West Metro strategic planning teams.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the February 11, 2021 Civil Service Committee meeting. The next meeting of the CSC is scheduled for March 11, 2021.

IX. OLD BUSINESS

A. Proposed Organizational Chart Changes to the Life Safety, Support Services Facilities Maintenance, and EMS Divisions – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Carolyn Wolfrum to adopt the changes to the organizational chart for the Life Safety, Support Services, and EMS divisions. The motion was voted upon and carried.

B. Purchase Fire Engine – Division Chief Bob Olme

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the purchase of a fire engine from Pierce Manufacturing in the amount of \$785,295.00 and authorize Chief Lombardi or his designee to execute all documents needed to complete this project pending legal review. The motion was voted upon and carried.

C. Purchase Two Medic Units – Division Chief Bob Olme

MOTION: It was moved by Jerry Cassel and seconded by Mike Williams to approve the purchase of two medic units from Lifeline Ambulance in the amount of \$490,550.00 and authorize Chief Lombardi or his designee to execute all documents needed to complete this project pending legal review. The motion was voted upon and carried.

D. Purchase Two Brush Trucks – Division Chief Bob Olme

MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to approve the purchase of two brush trucks from Skeeter Brush Trucks in the amount of \$431,969.00 and authorize Chief Lombardi or his designee to execute all documents needed to complete this project pending legal review. The motion was voted upon and carried.

- E. Purchase Mobile Radios – Division Chief Bob Olme

MOTION: It was moved by Mike Williams and seconded by Jerry Cassel to approve the purchase of 50 mobile radios from Harris Radio in the amount of \$169,830.00 and authorize Chief Lombardi or his designee to execute all documents needed to complete this project pending legal review. The motion was voted upon and carried.

X. NEW BUSINESS

- A. Request the Top Three Names from the Eligibility Registers for the Rank of Captain and the Rank of Lieutenant – Fire Chief Don Lombardi

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

XI. BOARD BRIEFS

None.

XII. OTHER MATTERS

None.

XIII. EXECUTIVE SESSION

MOTION: At approximately 8:17 p.m. it was moved by Mike Williams and seconded by Bill Clayton to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of legal advice regarding a litigation update for the Axtell matter. The motion was voted upon and carried.

MOTION: At approximately 8:45 p.m. it was moved by Jerry Cassel and seconded by Mike Feeley to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.

President Tanner announced that no motions were made nor were any votes taken.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Bill Clayton and seconded by Marta Murray 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 8:48 p.m.

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