

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
March 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 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; Ms. Adele Reester, Esq.; Ms. Glenda Aragon; Lieutenant 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 Mike Williams and seconded by Jerry Cassel to approve the minutes of the regular meeting of the board of directors dated February 16, 2021, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Shawn Duncan to the Rank of Captain, Effective March 6, 2021 and Promote Michael Mulcahy to the Rank of Lieutenant, Effective March 6, 2021 – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Carolyn Wolfrum to promote Shawn Duncan to the rank of captain, effective March 6, 2021, and to promote Michael Mulcahy to the rank of lieutenant, effective March 6, 2021. The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR CAPTAIN SHAWN DUNCAN AND  
LIEUTENANT MICHAEL MULCAHY**

**VII. PUBLIC COMMENT**

None.

**VIII. REPORTS**

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

1. COVID-19

Nearly 72% of the West Metro staff have been fully vaccinated. Beginning April 1, 2021, Chief Lombardi will be relaxing the mask requirement in stations, at administration, and at fleet for employees who have been vaccinated. Mask wearing in the West Metro buildings will continue to be a requirement for employees who have not received the vaccine, and all employees will still be required to wear masks in public places. Leaves will revert to those prior to the pandemic. COVID leave will be made available for vaccinated individuals who contract COVID-19. West Metro offices will remain closed until more herd immunity in the community has been achieved. Chief Lombardi will aim to hold the May 18, 2021 Board Meeting in-person for board members and staff, with Zoom access for public attendance.

2. Finance Division Update

a. January 2021 Financial Statements

Ms. Aragon reviewed the January 2021 financial statements which will be brought to the board for approval at the April 20, 2021 meeting.

Chief Lombardi announced that this will be Ms. Aragon's final board meeting, as she will be departing West Metro to pursue other opportunities. Senior Accountant Bruk Mulaw has accepted the finance director position and is currently transitioning into the role while the senior accountant position is filled.

3. Board Policies Update

Progress continues on the revision and updates to the West Metro board policies. A review of the changes will be presented to the full board at the April 20, 2021 board meeting.

4. Accreditation Update

a. 2021 Excellence Conference

The Excellence conference was held virtually in 2021. Overall, it went well. Highlights included seeing Castle Rock's fire chief, Norris Croom, receive the Ronny Jack Colman Leadership Legacy Award.

b. Annual Compliance Report (ACR) #4

Progress continues on the ACR #4 with individual reports due to the accreditation manager at the end of March. Final work on the ACR will occur in the weeks ahead with a plan for early submission to CPSE in advance of the July 15, 2021 deadline.

5. Lakewood City Council Meeting Update on the Bear Creek Fire

Chiefs Lombardi and Rogers attended the March 1, 2021 Lakewood City Council meeting to review the Bear Creek Fire that occurred in February 2021.

6. Chief Lombardi reported that he had the honor of attending the swearing in ceremony of West Metro's own Lieutenant Mike Frainier as the 9<sup>th</sup> District Vice President for the International Association of Firefighters. In this new role, Lieutenant Frainier will be one of the top labor leaders in the fire service, and he will have an opportunity to affect great change on a national level.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

None.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

Chief Lombardi reported that the weekend went very well with over 100 calls throughout the District during the snow event. The staff members made advanced preparations and developed creative solutions to the challenges created by the storm. Chief Lombardi expressed his pride in the organization for the feedback he has received for the actions crew members took that were above and beyond the call of duty.

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 reported that her staff has been following the legislative session, including the bills moving forward that could affect the District. One bill addresses moving forward with remote meetings following the pandemic. House Bill 1025 is a Colorado open meetings bill clarifying what types of emails by and among board members trigger an electronic meeting. Senate Bill 54 extends modification limits on debt collectors due to COVID-19. This bill may affect the District's ability to collect on EMS debt from individuals impacted by COVID-19.

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 Preliminary December 2020 financial statements as presented. The motion was voted upon and carried.**

I. Report of the Union – Lieutenant Mike Mulcahy

Lieutenant Mulcahy shared messages he received over the weekend from community members, thanking West Metro for their response during the weekend snowstorm. Lieutenant Mulcahy added that he was proud to see crew members going out of their way to assist citizens in need during the snow event, and noted that he observes these extraordinary acts of service to the community by the West Metro members on a daily basis.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the March 11, 2021 Civil Service Committee meeting. The next meeting of the CSC is scheduled for April 8, 2021.

**IX. OLD BUSINESS**

A. Sale of Metro Fire Training Center (MFTC) – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve the request to sell the 25% interest in the MFTC property, authorizing Chief Lombardi, or his designee to execute the Contract to Buy and Sell Real Estate, Amendment to the 1981 Agreement, and all necessary closing documentation, including a quit claim deed, to complete the sale. The motion was voted upon and carried.**

**X. NEW BUSINESS**

None.

**XI. BOARD BRIEFS**

- A. T-Mobile Cellular Tower Contract – Deputy Chief Mark Krapf
- B. Red Rocks Community College Articulation Agreement – Fire Chief Don Lombardi

**XII. OTHER MATTERS**

None.

**XIII. EXECUTIVE SESSION**

**MOTION: At approximately 7:44 p.m. it was moved by Mike Feeley and seconded by Marta Murray to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of legal advice pertaining to the Axtel litigation. The motion was voted upon and carried.**

**MOTION: At approximately 8:08 p.m. it was moved by Mike Feeley and seconded by Bill Clayton 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 Mike Williams 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 8:10 p.m.

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