

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
May 18, 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.; Mr. Bruk Mulaw; 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 Jerry Cassel and seconded by Carolyn Wolfrum to approve the minutes of the regular meeting of the board of directors dated April 20, 2021, as presented. The motion was voted upon and carried.**

### V. PUBLIC COMMENT

None.

### VI. REPORTS

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

1. COVID-19 Update

Cases continue to decline in the area. Restrictions in the area Jefferson and Douglas Counties have loosened drastically. Fully vaccinated staff members can operate mask-free in West Metro facilities and apparatus, unvaccinated staff will continue to wear masks in these circumstances. The staff will follow all state and local guidance for masks when in public. COVID-19 updates will now be coming out monthly instead of weekly.

2. US&R Update

a. Interviews for Team Openings

Captain Tyus has had considerable response for various openings within the task force and will be filling vacancies very soon.

3. Finance Division Update

a. March 2021 Financial Statements

Mr. Mulaw reviewed the March 2021 financial statements which will be brought to the board for approval at the June 15, 2021 meeting.

Mr. Mulaw introduced new Senior Accountant Dawn DiLeo.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

a. Update on Board Room Technology Upgrades

Chief Krapf updated the board members on the audio and visual upgrades coming to the board room. The changes will include individual monitor displays at each member station, TV screens to replace projector screens, improved camera, microphone, and speaker functionality, and also enhanced capabilities to integrate in-person board meetings with Zoom or Teams to allow for better quality remote attendance for the public to attend. The installation of the new equipment will occur throughout the month of June and may displace the June board meeting. At this time, preparations are being made to hold the June 15, 2021 board meeting at the West Metro Fire Rescue Training Center.

C. Operations – Deputy Chief Scott Rogers

1. Operations Update

None.

D. Life Safety – Deputy Chief Bruce Kral

1. Comprehensive Project Report – Electronic Report

E. Other Matters

a. West Metro Fire Rescue Recruit Academy Graduation

The recruit graduation occurred on May 7, 2021 with 13 new West Metro firefighters ready for placement in the fire stations later this month.

b. Metropolitan Fire Chief Association President

Chief Lombardi announced that he was recently elected for a one-year term as the president of the Metropolitan Fire Chiefs Association.

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

The service process for the Axtel litigation has begun.

Ms. Reester is following HB 21-1051 pertaining to a single finalist in the selection process for positions such as university president, school superintendent, etc. The bill has passed and on the way to the governor for signature. Mr. Clayton offered an update to HB 21-1251 which addresses ketamine use in the prehospital setting. After considerable discussion with representatives and sponsors, the bill was amended before being passed in the house and is on the way to the senate.

G. Report of the President – President Cassie Tanner

Election of board officers and liaison positions will occur at the June 15, 2021 board meeting.

H. Treasurer's Report – Treasurer Jerry Cassel

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the February 2021 financial statements as presented. The motion was voted upon and carried.**

I. Report of the Union – Lieutenant Mike Mulcahy

None.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported on the May 13, 2021 Civil Service Committee meeting. The next meeting of the CSC is scheduled for June 10, 2021.

**VIII. NEW BUSINESS – This agenda item was moved by approval of the board**

- A. Leave of Absence – Victoria DiGiannantonio – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Jerry Cassel to approve the request for a leave of absence by Victoria DiGiannantonio, beginning June 17, 2021 for a period of one year. The motion was voted upon and carried.**

**VII. OLD BUSINESS**

- A. Board Policies and District Bylaws – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to approve the revisions to the West Metro Fire Protection Board Policies and District Bylaws as presented. The motion was voted upon and carried.**

- B. Organizational Chart Changes to Include the Special Operations Division – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Carolyn Wolfrum to approve the update to the District’s organizational chart to include the Special Operations Division as presented. The motion was voted upon and carried.**

- C. Douglas County Emergency Operations Plan – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Mike Feeley to approve the 2021 update to the Douglas County Emergency Operations Plan and to authorize Chief Lombardi, upon finalization, to sign the plan as presented. The motion was voted upon and carried.**

**VIII. NEW BUSINESS**

- B. Request the Top Three Names from the Eligibility Registers for the Rank of Assistant Chief, the Top Four Names for the Rank of Captain, the Top Four Names for the Rank of Lieutenant, and the Top Three Names for the Rank of Engineer from the Civil Service Committee – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top three names from the eligibility registers for the rank of assistant chief, the top four names for the rank of captain, the top four names for the rank of lieutenant, and the top three names for the rank of engineer.

C. Succession Planning Discussion – Fire Chief Don Lombardi

1. Chief of Staff

With the upcoming retirements of Deputy Chief Bruce Kral and Deputy Chief Mark Krapf, along with other anticipated retirements and separations throughout the summer, Chief Lombardi outlined a complete succession plan that will result in significant organizational change.

Looking to the future, Deputy Chief Scott Rogers will be retiring in late 2022. Chief Lombardi is proposing to create a temporary chief of staff position to help mentor and guide the newly promoted assistant chiefs and deputy chiefs to support them in the early days of their promoted positions. Chief Lombardi would like to take advantage of the knowledge and expertise that Chief Rogers offers during the time remaining before his retirement. Chief Lombardi described Chief Rogers as uniquely qualified to fulfill this temporary role, and an excellent candidate to ensure the success of the newly promoted leaders of West Metro Fire Rescue. Board approval for this change will be requested at the June 15, 2021 board meeting.

2. CO-TF1 Program Manager

With the anticipated 2022 retirement of CO-TF1 Program Manager Captain Rod Tyus, Chief Lombardi is recommending the future CO-TF1 program manager position to be one that is held by a division chief rather than captain. Chief Lombardi has identified Division Chief Olme as the ideal candidate for this role and is proposing to begin the transition of leadership early due to the complexity and nuances that come with the position. Board approval for this change will be requested at the June 15, 2021 board meeting.

**IX. BOARD BRIEFS**

None.

**X. OTHER MATTERS**

The Special Districts Association will host a hybrid style convention in 2021, allowing for both in-person attendance and virtual attendance. The event will be held September 14-16, 2021. Board members interested in attending should notify Ms. Wheaton for registration.

**XI. EXECUTIVE SESSION**

None.

## **XII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Feeley and seconded by Mike Williams 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 7:45 p.m.

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