

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
July 20, 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 Training Center, 3535 S. Kipling Street, Lakewood, Colorado and made available via Zoom for remote public attendance.

### 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 Mike Kirkpatrick; Deputy Chief Mark Krapf (arrived at 7:30 p.m.); Deputy Chief Scott Rogers; Ms. Cathy Tallerico, Esq.; Mr. Bruk Mulaw; and, Ms. Jennifer Wheaton as recording secretary.

### III. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

President Tanner led the Pledge of Allegiance and requested a moment of silence to honor all fallen firefighters.

### IV. REVIEW OF MINUTES

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated June 15, 2021, as presented. The motion was voted upon and carried.**

### V. PROMOTIONS

A. Promote Michael Kirkpatrick to the Rank of Deputy Chief, Effective July 6, 2021, Promote Steve Kornegay to the Rank of Assistant Chief, Effective July 6, 2021, Promote Sean Jewell to the Rank of Assistant Chief, Effective July 16, 2021, Promote David Harms to the Rank of Captain, Effective July 6, 2021, Promote Chris Rhoads to the Rank of Captain, Effective July 16, 2021, Promote Matthew Sulentic to the Rank of Lieutenant, Effective July 1, 2021, Promote Oatfield Whitney to the Rank of Lieutenant, Effective July 6, 2021, Promote Daniel Hoff to the Rank of Lieutenant, Effective July 16, 2021 – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Mike Feeley to promote Michael Kirkpatrick to the Rank of Deputy Chief, Effective July 6, 2021, Promote Steve Kornegay to the Rank of Assistant Chief, Effective July 6, 2021, Promote Sean Jewell to the Rank of Assistant Chief, Effective July 16, 2021, Promote David Harms to the Rank of Captain, Effective July 6, 2021, Promote Chris Rhoads to the Rank of Captain, Effective July 16, 2021, Promote Matthew Sulentich to the Rank of Lieutenant, Effective July 1, 2021, Promote Oatfield Whitney to the Rank of Lieutenant, Effective July 6, 2021, Promote Daniel Hoff to the Rank of Lieutenant, Effective July 16, 2021 The motion was voted upon and carried.**

**VI. OATH OF OFFICE FOR DEPUTY CHIEF MIKE KIRKPATRICK, ASSISTANT CHIEF STEVE KORNEGAY, CAPTAIN DAVID HARMS, CAPTAIN CHRIS RHOADS, LIEUTENANT MATTHEW SULENTIC, LIEUTENANT DANIEL HOFF (OATH OF OFFICE FOR ASSISTANT CHIEF SEAN JEWELL AND LIEUTENANT OATFIELD WHITNEY WILL OCCUR AT THE AUGUST 17, 2021 BOARD MEETING)**

**RECESS 7:00 p.m. – 7:15 p.m.**

**VII. PUBLIC COMMENT**

None.

**VIII. REPORTS**

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

**1. COVID-19 Update**

- a. Terminate Resolution 2020-02 - Extending the Declaration of a Local Disaster Emergency, Effective July 31, 2021**

**MOTION: It was moved by Bill Clayton and seconded by Jerry Cassel to terminate Resolution 2020-02 – Extending the Declaration of a Local Disaster Emergency, effective July 31, 2021. The motion was voted upon and carried.**

**2. US&R Update**

- a. Surfside Building Collapse**

The CO-TF1 sent one member to Florida to assist the incident support team with communications. Five Type-1 task forces assisted the Florida Task Force in the recovery efforts. Peer support has been on-scene throughout the response to assist responders in managing the stress of this incident response.

3. Finance Division Update

a. May 2021 Financial Statements

Mr. Mulaw reviewed the May 2021 financial statements which will be brought to the board for approval at the August 17, 2021 meeting.

b. 2020 CAFR Viewpoints Audit Presentation – Chris Daues and Max Haberkorn, RubenBrown

Mr. Chris Daues, Engagement Partner, and Mr. Max Haberkorn, Engagement Manager at RubinBrown, LLC distributed and reviewed the Report to Governance for the year ended December 31, 2020.

4. Accreditation Update – Division Chief Steve Aseltine

a. ACR #4

Division Chief Steve Aseltine reviewed the Annual Compliance Report #4, reviewing the year 2020, which was sent to the Center for Public Safety Excellence (CPSE) review committee on July 15, 2021.

b. Accreditation Process 2022-2026

Division Chief Steve Aseltine outlined the steps for the upcoming accreditation renewal process. A renewal in accreditation requires the District to go through the entire accreditation process every five years. This enormous undertaking requires contribution and involvement from every area of the organization. Preparations will begin in August 2021 with a kickoff meeting for author assignments and to establish a timeline for delivery of documents and deadlines in preparation for an August 2022 hearing before the Commission on Fire Accreditation International (CFAI).

5. 2022 Budget

Budget authors are working through individual budget assignments for the 2022 budget with a due date of August 6, 2021.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

C. Operations – Deputy Chief Scott Rogers

1. July 4<sup>th</sup> Update

Chief Rogers reported that the July 4<sup>th</sup> holiday weekend was uneventful.

2. Roxborough House Fire

Chief Rogers updated the board on the recent house fire in the Roxborough neighborhood that began from a propane tank explosion. No injuries were reported, although the home is a total loss. The damp vegetation up close to the home and area homes helped firefighters contain the fire and prevent spread to other homes in the neighborhood.

3. Upcoming Academy Update

Twenty West Metro recruits are set to begin the 21-02 academy on August 2, 2021. One recruit is a recent graduate of the Aurora Fire Academy which offers a similar academy to West Metro's. An evaluation of this recruit's skills will take place for determination if the full academy will be needed, or if an abbreviated academy can be offered to align with West Metro's approach. If successful, this recruit could be accelerated to a line-duty position very quickly.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

E. Other Matters

1. Bruce Kral Day in Lakewood – July 6, 2021

Retired Deputy Chief Bruce Kral was honored on July 6, 2021 by the City of Lakewood for “Bruce Kral Day” to honor his contributions to the City of Lakewood during his career at West Metro.

F. Report of Legal Counsel – Cathy Tallerico, Esq.

None.

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 April 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 July 8, 2021 Civil Service Committee meeting. The next meeting of the CSC is scheduled for August 18, 2021.

**IX. OLD BUSINESS**

A. Surplus of District Property – Division Chief Bob Olme

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the request to surplus vehicles following the District’s surplus property disposal policy and direct Chief Lombardi or his designee to execute any and all documents to complete this. The motion was voted upon and carried.**

B. Architecture Proposals for Remodel Projects at Station 1, 2, 12, 13, 17 – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to approve the request for approval of the contract between the District and D2C architect in the amount of \$214,615.00 and authorize Chief Lombardi or his designee to execute any and all documents needed to complete this project. The motion was voted upon and carried.**

C. Sale of Metro Fire Training Center (MFTC) Property – Contract to Buy and Sell Real Estate Amendment – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the Resolution for Approval of the Amendment to Contract to Buy and Sell Real Estate Regarding the Metro Fire Training Center Property and Authorization to Execute Final Affidavit and Indemnity for Closing and authorize Chief Lombardi (where appropriate) or his designee to execute the Amendment to Contract to Buy and Sell Real Estate, final Affidavit of Indemnity, and all necessary closing documentation, including a quit claim deed, to complete the sale. The motion was voted upon and carried.**

D. Wildland Coordinator Position – Fire Chief Don Lombardi

**MOTION: It was moved by Bill Clayton and seconded by Mike Williams to approve the position of a full-time Wildland Coordinator as a day-captain position to the organizational chart. The motion was voted upon and carried.**

E. Information Technology Proposed Organizational Chart Change – Fire Chief Don Lombardi

**MOTION: It was moved by Mike Williams and seconded by Marta Murray to approve the job title changes within the IT Division organizational chart. The motion was voted upon and carried.**

**X. NEW BUSINESS**

- A. Approval of Hazard Mitigation Plan Update and Assignment to Jefferson County Hazard Mitigation Committee – Fire Chief Don Lombardi

**MOTION: It was moved by Carolyn Wolfrum and seconded by Jerry Cassel to authorize Chief Lombardi to approve and sign the 2021 update of the Jefferson County Emergency Operations Plan and to nominate Clint Fey and Brendan Finnegan to the Jefferson County All-Hazard Mitigation Advisory Committee. The motion was voted upon and carried.**

**XI. BOARD BRIEFS**

- A. T-Mobile Cellular Tower at Station 10 – Division Chief Bob Olme

**XII. OTHER MATTERS**

**XIII. EXECUTIVE SESSION**

**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 8:58 p.m.

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