

## RECORD OF PROCEEDINGS

---

West Metro Fire Protection District  
Board of Directors Meeting  
August 17, 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 Training Center at 3535 S. Kipling Street, Lakewood, Colorado and available for remote attendance via Zoom.

### II. ROLL CALL

President Cassie Tanner	Present
Vice President Marta Murray	Present
Secretary Mike Williams	Present Remotely via Zoom
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; Division Chief Jeremy Metz; 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. 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 Jerry Cassel and seconded by Mike Feeley to approve the minutes of the regular meeting of the board of directors dated July 20, 2021, as presented. The motion was voted upon and carried.

### V. OATH OF OFFICE FOR DEPUTY CHIEF JEREMY METZ, DEPUTY CHIEF DAN PFANNENSTIEL, DIVISION CHIEF TOM RICHARDS, DIVISION CHIEF TODD HEINL, DIVISION CHIEF JAY JACKSON – EFFECTIVE SEPTEMBER 1, 2021, FIREFIGHTER JUSTIN CASIDA (EFFECTIVE AUGUST 17, 2021), ASSISTANT CHIEF SEAN JEWELL, AND LIEUTENANT OATFIELD WHITNEY (PROMOTIONS FOR ASSISTANT CHIEF SEAN JEWELL AND LIEUTENANT OATFIELD WHITNEY OCCURED AT THE JULY 20, 2021 BOARD MEETING)

**RECESS 7:05 p.m. – 7:18 p.m.**

## VI. PUBLIC COMMENT

None.

## VII. REPORTS

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

#### 1. 2022 Budget Update

Budget makers have submitted the 2022 budgets for initial review by Chiefs Metz and Krapf and Mr. Mulaw. Individual meetings will occur with each budget author in preparation for finalizing the 2022 budget. The 2022 health insurance premiums will not increase, which is a first for West Metro to remain at the same cost for health care coverage as the year prior. Chief Lombardi is keeping an eye on any legislative changes that may affect the 2022 budget.

#### 2. US&R Update

##### a. Division Chief Bob Olme Transition

Chief Olme will begin transitioning from his role as the division chief of support services to the division chief of US&R in the coming weeks. With many activities occurring at present with US&R responses and with COVID considerations, this is an ideal time for Chief Olme to get started in his new role.

#### 3. Finance Division

##### a. June 2021 Financial Statements

Mr. Mulaw reviewed the June 2021 financial statements which will be brought to the board for approval at the September 28, 2021 meeting.

#### 4. SDA Conference Update

Reservations have been made for the SDA conference which will occur September 14-16, 2021 in Keystone, CO. Overnight accommodations have been reserved and confirmations for each attendee will be sent out soon.

#### 5. COVID-19 Update

West Metro personnel are now at 81% vaccinated. A small number of breakthrough cases have occurred with staff that were previously vaccinated. In most cases, the symptoms are reported to be mild. During Chief Lombardi's time at the Fire Rescue International (FRI) conference, other fire chiefs in attendance reported that their fire department vaccination rates were at around 50%. The current policies in place at West Metro seem to be in-line with what is needed for the response to COVID at this time.

6. Deputy Chief Mark Krapf Retirement

Chief Lombardi announced that this will be Chief Krapf's final board meeting in advance of his pending retirement. Chief Lombardi thanked Chief Krapf for elevating deputy chief of administration role, for his years of extraordinary service to West Metro, for his tremendous support, and for playing a pivotal part in the success of the organization. Chief Krapf reflected on his career, thanked the board for their support and direction over the years, and acknowledged the contributions of all uniform and civilian members of the organization. A ringing out ceremony will be held on Thursday, September 2 at 3:00 p.m. in honor of Chief Krapf's service.

B. Administration – Deputy Chief Mark Krapf

1. Administration Update

a. Next Board Meeting Location

The September 28, 2021 board meeting will be held at the West Metro Fire Administrative Headquarters in the Board Room. The technology upgrades will be complete by then and will allow for the improved capability to handle hybrid meetings that are accessible in-person and remotely.

C. Operations – Deputy Chief Scott Rogers

1. National Night Out

West Metro was scheduled to attend eight different national night out events. West Metro also made 12 unscheduled stops at other national night out gatherings for an opportunity to engage and interact with the community members during the events.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. Edgewater Code Update

The City of Edgewater is looking to update their fire code to the 2018 edition which would also align with the fire code in Jefferson County. A vote will be taken on the matter at an upcoming City of Edgewater board meeting.

3. Muster Cancellation

Due to concerns for the new COVID-19 variant, the decision was made to cancel the 2021 Family Fire Muster.

E. Other Matters

The National Fallen Firefighter Memorial is still anticipated to be held in-person October 2-3, 2021 in Emmitsburg, MD. Chief Krapf will continue to monitor announcements for this event for any cancellation notifications due to COVID-19.

The IAFF Colorado Fallen Firefighter Memorial that was scheduled for October 16, 2021 will be postponed to May 7, 2022.

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

Ms. Reester reported that the sale of the Metro Fire Training Center (MFTC) property is moving forward.

G. Report of the President – President Cassie Tanner

Plans are underway to meet with the union representatives for negotiations of the union contract.

H. Treasurer’s Report – Treasurer Jerry Cassel

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

I. Report of the Union – Lieutenant Mike Mulcahy

President Mulcahy congratulated Captain Kevin Reichenbach on his election to the Secretary/Treasurer role with the Colorado Professional Fire Fighters (CPFF). President Mulcahy also remarked that West Metro has notable representation, not only within the CPFF, but also with Lieutenant Mike Frainier, who holds the International Association of Fire Fighters (IAFF) 9<sup>th</sup> district vice president role.

J. Report of Civil Service Committee – Secretary Mike Williams

Mr. Williams reported that the August 2021 meeting of the Civil Service Committee was postponed to August 18, 2021 to accommodate Committee Business.

## VIII. OLD BUSINESS

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

**MOTION: It was moved by Bill Clayton and seconded by Jerry Cassel to approve the contract between T-Mobile and the West Metro Fire Protection District to place cellular equipment on Station 10 and authorize Chief Lombardi or his designee to execute all documents associated with this agreement. The motion was voted upon and carried.**

## **IX. NEW BUSINESS**

- A. Request the Top Four 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 four 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.

## **X. BOARD BRIEFS**

- A. Station 15 Generator Replacement – Division Chief Bob Olme

## **XI. OTHER MATTERS**

Mike Feeley brought to the attention of the board members the topic of Initiative 27 that could make its way to the ballot in November. The initiative could reduce property tax rates and possibly impact property tax revenues if the initiative is successful.

## **XII. EXECUTIVE SESSION**

**MOTION: At approximately 7:54 p.m. it was moved by Bill Clayton and seconded by Jerry Cassel to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of a litigation update on the Axtell and Bourne matters. The motion was voted upon and carried.**

**MOTION: At approximately 8:14 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.

## **XIII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved Mike Feeley 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 8:15 p.m.

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

### **CERTIFICATION OF EXECUTIVE SESSION**

On August 17, 2021, it was duly moved and seconded that the West Metro Fire Protection District Board of Directors enter into an executive session pursuant to § 24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice for litigation updates on the Axtell and Bourne lawsuits from the Board's legal counsel, Adele L. Reester, such advice constituting privileged attorney-client communications in the opinion of Ms. Reester. The motion carried unanimously and the Board entered into an executive session from 8:02 p.m. until 8:14 p.m.

### **CERTIFICATION BY REGISTERED ATTORNEY**

I, Adele L. Reester, Reg. No. 28549, hereby certify that the executive session was devoted to providing specific legal advice to the Board of Directors regarding the litigation update and that all such communications for that portion were privileged under applicable Colorado law and Supreme Court rules.



Adele L. Reester