

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Board of Directors Meeting
December 7, 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 headquarters, 433 S. Allison Parkway, Lakewood, Colorado and also made available remotely via Zoom.

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 Jeremy Metz; Deputy Chief Dan Pfannenstiel; Deputy Chief Scott Rogers; Ms. Adele Reester (Attended remotely via Zoom), 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. PUBLIC HEARING ON THE 2022 BUDGET - CONTINUATION FROM THE NOVEMBER 16, 2021 PUBLIC HEARING

President Tanner opened the continuation of the public hearing on the 2022 budget. As no one signed up to speak in the public hearing, President Tanner closed the public hearing on the 2022 budget.

V. REVIEW OF MINUTES

MOTION: It was moved by Jerry Cassel and seconded by Mike Williams to approve the minutes of the regular meeting of the board of directors dated November 16, 2021, as presented. The motion was voted upon and carried.

VI. CITIZEN AWARD

- A. Presentation of Citizen Award to Lucas Todd – Fire Chief Don Lombardi
- B. Presentation of Citizen Award to Colorado Irwin and Adrian Jimenez – Fire Chief Don Lombardi

RECESS 6:40 p.m. – 6:50 p.m.

VII. PUBLIC COMMENT

None.

VIII. REPORTS

1. Covid-19 Update

Response efforts continue with the evolving guidance and direction from the federal and local governments for vaccine mandates and mask wearing. The process for weekly PCR testing and test submissions for employees who have received an exemption from the vaccine is currently being finalized.

2. Finance Division Update

- a. The October 2021 and November 2021 Financial Statements to be Presented at the January 2022 Meeting

3. Accreditation Update

- a. Strategic Plan SPT Update – Division Chief Todd Heintl and Captain Andy Jensen (Strategic Planning Team Co-Chairs)

Since the most recent update to the Strategic Plan in early 2021, much of the work accomplished by the Strategic Plan SPT has been reflective to assess what works about the plan, and to identify areas where there is room for improvement. One goal to aid in improvement, is to shift the platform to track progress made on the Strategic Plan from the current folder system to a system in SharePoint. The SharePoint site will allow multiple users to simultaneously, access and update the progress on the plan. The new SharePoint site is in the final development phases. Chief Lombardi is selecting a variety of owners to oversee and track the progress of the various objectives within the plan. Finally, the Strategic Plan SPT is integrating SMART goals into each strategic priority within the plan in order to provide framework for progress. SMART goals refer to goals that are Specific, Measurable, Achievable, Relevant and Time-Bound.

B. Administration – Deputy Chief Jeremy Metz

- 1. Administration Update

Work is underway on an updated WMFR Director District Map in preparation for the upcoming 2022 Board of Director Election. The map will be complete in early January 2022 and brought to the board for approval at the January board meeting. Due to growth within the District, and in an effort to effectively balance the number of electors in the director districts, 255 electors will be moved from Director District two to Director District four; and 2,648 electors will be moved from Director District 3 to Director District 7.

Also for the 2022 election, the board will be asked to vote on a resolution at the January board meeting to designate Ms. Wheaton as the designated election official (DEO).

The Colorado Medicaid Supplemental Cost Report was submitted last week for cost recovery associated with Medicaid covered transports. The Division of Fire Prevention and Control - Safety Grant will be submitted next week to assist with funding for wildland PPE.

C. Operations – Deputy Chief Dan Pfannenstiel

1. Operations Update

Earlier today, Chief Sean Jewell and Chief Steve Kornegay graduated from the DU Public Safety Leadership Program. All new chiefs are scheduled to attend this program.

The recruit academy 21-02 is graduating on Friday, December 10 at 4:30 p.m. at Dakota Ridge High School. A live Facebook feed will be available for remote attendance.

The cooperative instructional agreement West Metro has with Red Rocks Community College to host the Red Rocks Fire Academy terminates in July 2022 and will not be renewed. The partnership between West Metro and Red Rocks has been in place since 2011. Discontinuing this program will allow for a shift in the focus to internal stakeholders.

West Metro provided support to a 12-acre fire, west of the Ken Caryl valley area on Sunday afternoon. While outside of the District's border, several resources were sent to the fire for initial attack, support at the command post, and provided presence in the Ken Caryl valley in case the fire traveled in the direction of the District boundary.

D. Life Safety – Deputy Chief Mike Kirkpatrick

1. Comprehensive Project Report – Electronic Report

2. An RFP has been sent out to local contractors to contract work for plan review services.

E. Other Matters

Command Staff is looking at some organizational opportunities and reviewing proposals and that could potentially impact the 2022 budget. Chief Lombardi will update the board as more information becomes available.

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

DEO training will be held on January 12, 2022.

The District was successful in the motion to dismiss the lawsuit by Firefighter Paramedic Nickalus Bourne.

Following the board's decision in November to uphold Chief Lombardi's command order of discipline (appealed by Firefighter Paramedic Nickalus Bourne), Firefighter Paramedic Bourne has timely appealed the board's decision to the District's Civil Service Committee. Dick Lyons is advising the Civil Service Committee throughout the process.

G. Report of the President – President Cassie Tanner

The Board and Civil Service Committee Holiday Party has been postponed due to the rise in cases of Covid.

President Tanner reminded the board members to complete Chief Lombardi's 2021 appraisal by December 22, 2021.

H. Treasurer's Report – Treasurer Jerry Cassel

MOTION: It was moved by Jerry Cassel and seconded by Mike Feeley to approve the September 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

The next meeting of the CSC is scheduled for December 9, 2021.

IX. OLD BUSINESS

A. Resolution 2021-01 – A Resolution to Adopt the Budget for 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Bill Clayton and seconded by Mike Williams to adopt Resolution 2021-01 – A Resolution to Adopt the Budget for 2022. A roll call was taken and the motion carried unanimously.

- B. Resolution 2021-02 – A Resolution to Appropriate Sums of Money For 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Williams and seconded by Mike Feeley to adopt Resolution 2021-02 – A Resolution to Appropriate Sums of Money for 2022. A roll call vote was taken and the motion carried unanimously.

- C. Resolution 2021-03 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2022 – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Marta Murray to adopt Resolution 2021-03 – A Resolution to Appropriate the District’s Comprehensive Fund Balance Reserve for 2022. A roll call vote was taken and the motion carried unanimously.

- D. Resolution 2021-04 – A Resolution Levying General Property Taxes for the Year 2021 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2022 Budget Year – Fire Chief Don Lombardi

MOTION: It was moved by Carolyn Wolfrum and seconded by Marta Murray to adopt Resolution 2021-04 - A Resolution Levying General Property Taxes for the Year 2021 to Help Defray the Costs of Government for the West Metro Fire Protection District, for the 2022 Budget Year. A roll call vote was taken and the motion carried unanimously.

- E. \$2,000,000 1st Bank Line of Credit Renewal – Fire Chief Don Lombardi

MOTION: It was moved by Mike Feeley and seconded by Mike Williams to approve the terms/conditions stated in the debt modification agreement from 1st Bank for the term loan January 1, 2022 to December 31, 2022, as a \$2,000,000 revolving line of credit. The motion was voted upon and carried.

X. NEW BUSINESS

None.

XI. BOARD BRIEFS

None.

XII. OTHER MATTERS

Mr. Cassel thanked the chief for sending a West Metro engine to the funeral services of a local citizen who was an honorary firefighter and had volunteered his time with the Wheat Ridge Fire department in the years past.

West Metro will be participating in several upcoming community events by assisting Santa Claus with fire engine transportation to and from the events.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

MOTION: There being no further business to be presented it was moved Mike Williams and seconded by Mike Feeley 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 7:18 p.m.

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