

## RECORD OF PROCEEDINGS

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West Metro Fire Protection District  
Board of Directors Meeting  
April 22, 2019

### I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District board of directors was called to order by President Pam Feely at 7:00 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.

### II. ROLL CALL

President Pam Feely	Present
Vice President Marta Murray	Present
Secretary Wendy Volmer	Absent
Treasurer Cassie Tanner	Absent
Director Jerry Cassel	Present
Director Mike Feeley	Present
Director Kristina Moeder	Absent

Also present were Fire Chief Don Lombardi; Deputy Chief Bruce Kral; Deputy Chief Mark Krapf; Division Chief Bob Olme; Ms. Cathy Tallerico, Esq.; Firefighter Mike Mulcahy, representing IAFF Local #1309; Ms. Glenda Aragon; and, Ms. Brandi Miller as recording secretary.

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

Merik Berry led the Pledge of Allegiance and President Pam Feely requested a moment of silence to honor all fallen firefighters.

### IV. REVIEW OF MINUTES

**MOTION:** It was moved by Marta Murray and seconded by Jerry Cassel to approve the minutes of the regular meeting of the board of directors dated March 19, 2019, as presented. The motion was voted upon and carried.

## V. PROMOTIONS

- A. Promote Patrick Berry to the Rank of Lieutenant – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to promote Patrick Berry to the rank of lieutenant effective March 16, 2019. The motion was voted upon and carried.**

## VI. OATH OF OFFICE FOR LIEUTENANT PATRICK BERRY

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## VII. PUBLIC COMMENT

None.

## VIII. REPORTS

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

1. Award for Excellence

Chief Lombardi is proud to announce that West Metro Fire Rescue has received GFOA's Award for Excellence in Government Finance for our fund balance guidelines for the general fund. Very few government agencies receive this award, and West Metro will be show cased at the national GFOA conference in Los Angeles.

2. Finance Division Update

Ms. Aragon distributed and reviewed the February 2019 financial statements, which will be brought to the board for approval at the May meeting.

- B. Administration – Deputy Chief Mark Krapf

None.

- C. Operations – Division Chief Bob Olme

Last week there was a fire at 1429 Allison. The Station 2 crew was able to enter through the window and make a successful rescue. Unfortunately, the patient later succumbed to her injuries, and the trailer was a total loss. It was outstanding work by the crew.

D. Life Safety – Deputy Chief Bruce Kral  
Comprehensive Project Report - Electronic Report

E. Other Matters

In the next several weeks, Chief Lombardi will be traveling and will keep the board informed.

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

None.

G. Report of the President – President Pam Feely

President Feely asked for and received consensus to move the May meeting to May 28 at 6:30.

The Colorado Fallen Firefighter Memorial will be held May 11, at 10:00 a.m. Our own Engineer Aaron Lybarger will be added to the memorial this year.

H. Treasurer’s Report – Vice President Marta Murray.

1. January 2019 Financial Statements

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to approve the January 2019 financial statements as presented. The motion was voted upon and carried.**

I. Report of the Union – Firefighter Mike Mulcahy

1. Muscular Dystrophy Association

Local 1309 recently attended the Muscular Dystrophy Association’s annual boot camp last week and was recognized as the top earner for the state, raising just over \$106,000 for MDA last year. Marc Jordan was also recognized by MDA as the District’s coordinator. Last year MDA lost several of their employees at the beginning of the annual Fill the Boot drive, and Marc took on the role of coordinator helping the regional coordinator, and some of the smaller departments in the area. Marc will continue in this capacity, and has a goal of raising \$115,000 for this year, and hopes to remain the number contributor for MDA.

J. Report of Civil Service Committee – Secretary Wendy Volmer

Chief Lombardi reported on the April 11 meeting. The next CSC meeting is scheduled for May 9, 2019.

## VII. OLD BUSINESS

- A. Cellular Tower Leases Extensions – Chief Bob Olme and Mr. Steve Kabelis

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to approve the lease extension agreements between Tower Sites Holding and West Metro Fire Protection District as presented and authorize Chief Lombardi or his designee to execute all necessary documents. The motion was voted upon and carried.**

- B. IAFC WMFR Fellowship Agreement – Fire Chief Don Lombardi

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to approve the Memorandum of Understanding between the International Association of Fire Chiefs and West Metro Fire Rescue for West Metro Fire Rescue to become the host department for the Professional Training Program with Saudi Aramco. The motion was voted upon and carried.**

- C. SOC SPT Recommendations Presentation – Chief Doug Hutchinson

Chief Hutchinson gave a presentation on the recommendations of the Standard of Cover Strategic Planning Team to make additional organizational chart changes and to increase minimum staffing:

Recommendation 1: Add an additional medic unit to be located at Station 3.

Recommendation 2: Add an additional firefighter to the SaM 1 apparatus based at Station 1.

These recommendations will add three new positions, increasing the daily minimum staffing from 92 to 95.

**MOTION: It was moved by Marta Murray and seconded by Jerry Cassel to increase the minimum per shift operational staffing from 92 to 95, to facilitate an additional medic unit, and increase SaM 1 from one person per shift to two people per shift. The motion was voted upon and carried.**

## VIII. NEW BUSINESS

- A. Request the Top Three Names for the Rank of Lieutenant from the Civil Service Committee – Fire Chief Don Lombardi

Chief Lombardi requested and received consensus to request the top three names for the rank of lieutenant from the Civil Service Committee.

## **IX. BOARD BRIEFS**

### **A. Adoption of the 2018 Fire Code – Deputy Chief Bruce Kral**

Chief Kral reviewed the proposed 2018 International Fire Code amendments, which will be brought to the board for approval at the May meeting.

### **B. Surplus Vehicles – Chief Bob Olme**

Chief Olme reviewed the recommendation to surplus three vehicles, which will be brought to the board for approval at the May meeting.

### **C. Station 16 Phase 1 Capital Construction Project – Chief Bob Olme**

Chief Olme reviewed the bids for the phase 1 capital construction project at Station 16, which will be brought to the board for approval at the May meeting.

## **X. OTHER MATTERS**

None.

## **XI. EXECUTIVE SESSION**

**MOTION: At approximately 8:50 p.m., it was moved by Marta Murray and seconded by Jerry Cassel to enter into an executive session pursuant to § 24-6-402(4)(b) CRS for purposes of receiving legal advice regarding pending litigation. The motion was voted upon and carried.**

**MOTION: At approximately 9:15 p.m., it was moved by Marta Murray and seconded by Jerry Cassel to resume the regular board meeting of the West Metro Fire Protection District. The motion was voted upon and carried.**

President Feely announced that no motions were made nor were any votes taken.

## **XII. ADJOURNMENT**

**MOTION: There being no further business to be presented it was moved by Marta Murray 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 9:16 p.m.

Recording Secretary: /s/ Kim Brewer  
/s/ Wendy Volmer