



SOUTH METRO/CUNNINGHAM FIRE RESCUE AUTHORITY
Regular Board of Directors' Meetings
January 6, 2020
9195 East Mineral Avenue, Centennial, CO

REGULAR BOARD MEETING — 6:00 PM – Meeting Rooms 1 & 2

I. MEETING CALLED TO ORDER

A. ROLL CALL

B. PUBLIC COMMENT

Public Conduct at Meetings. Comments by members of the public shall be made only during the “Public Comment” portion of the meeting or a specified “Public Hearing,” and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).

C. CONSENT AGENDA

Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board’s review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.

1. December 2, 2019 Regular South Metro/Cunningham Fire Rescue Authority Board of Directors’ Meeting Minutes
2. SMFRA Resolution No. 2020-01 Authorizing Online Notice of Public Meetings

D. ACTION ITEM

1. SMFRA Resolution No. 2020-02 Adopt the 2020 Meeting Schedule – Dell’Orfano

E. NEXT MEETING

Regular Board of Directors’ Meetings to be held on the first Monday of each month through April at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Special Board of Directors’ Meetings to be held on the third Monday of each month through April at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

F. ADJOURNMENT

South Metro/Cunningham Fire Rescue Authority
Regular Board of Directors' Meeting Minutes
December 2, 2019

Present:	Laura Simon, Chair	Bob Baker, Fire Chief
	William Shriver, Vice Chair	Mike Dell'Orfano, Assistant Chief
	Hank Eng, Vice Chair (via phone)	Vince Turner, Assistant Chief
	Rich Sokol, Treasurer	Jon Adams, Assistant Chief
	Jim Albee, Secretary	Kevin Milan, Assistant Chief
	Danny Gaddy	Jerry Rhodes, Assistant Chief
	Patricia Shaver (absent)	Dillon Miskimins, Chief Financial Officer
	Ken Jensen	Isela Nejbauer, Chief Human Resources Officer
	Ronda Scholting (absent)	Kristin Eckmann, Communications Director
	David Jackson	Troy Jackson, Assistant to the Fire Chief (absent)
	Renee Anderson	Bob Cole, Legal Counsel

Others Present: SMFR Personnel, CFPD Advisory Board, Guests

MEETING CALL TO ORDER

Chair Simon called the regular meeting of the South Metro Fire Rescue Authority to order at 7:00 p.m. and welcomed Littleton City Council Member Patrick Driscoll and everyone to the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the South Metro Fire Rescue Fire Protection District meeting.

ROLL CALL

Ronda Scholting is out of the country and Patricia Shaver is out of the state, both of their absences are excused. All of the other Board Members were present.

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Oath of Office – Chief Dell'Orfano welcomed Councilman Patrick Driscoll, who will be taking the place of former Littleton Mayor Brinkman as the representative for the City of Littleton.

Assistant to the Fire Chief Barb Andrews administered the Oath of Office for the South Metro/Cunningham Fire Rescue Authority.

CONSENT AGENDA

November 4, 2019 South Metro/Cunningham Fire Rescue Authority Board of Directors' Regular Meeting Minutes

Director Sokol requested the meeting minutes on page 2 regarding the mill levy reduction be adjusted, and after discussion, it was recommended to read: and stated this is the right time for a small mill levy reduction.

A motion was made by Rich Sokol and seconded by William Shriver to approve the November 4, 2019 South Metro/Cunningham Fire Rescue Authority Board of Directors' Regular Meeting Minutes as amended. Patrick Driscoll abstained. All the remaining Board members were in favor and the motion carried.

Chair Simon requested a moment to reflect on the significance of the following action item and expressed her respect and admiration for the level of service CFPD provided its citizens for all those years and deep gratitude for Chief Rhodes

for his trust in this organization, for the Line, Staff and the Association and everybody who was willing to take this on. Much gratitude also to Mark Lampert for lots of discussion of options and for bringing this along to fruition. The Board concurred that a big thank you is owed to everyone and it's wonderful that we are one as of January 1, 2020.

SMFRA Resolution No. 2019-09 Joint Resolution Concerning the Consolidation of South Metro Fire Rescue Fire Protection District and Cunningham Fire Protection District

A motion was made by Muriel Williams-Thompson and seconded by Rich Sokol to approve SMFRA Resolution No. 2019-09 Joint Resolution Concerning the Consolidation of South Metro Fire Rescue Protection District and Cunningham Fire Protection District. Patrick Driscoll abstained. All were in favor and the motion carried.

ACTION ITEMS

SMFRA Resolution No. 2019-10 Extending the Temporary Property Tax Rebate for Installation of Residential Sprinkler Systems Through December 31, 2020 – Chief Dell'Orfano provided a brief history of the program. Since 2013, SMFR and the previous Authority have offered a tax rebate to homeowners that protect their home or townhouse with a fire sprinkler system. Through 2015, the program included a \$300 rebate and did not distinguish between voluntary and mandatory installations. A total of 79 rebates were issued under that program, out of 190 offers sent by SMFR. Starting in 2016, the program was changed to a \$1,000 rebate but only for voluntary installations in order to support the "sprinkler option" requirement adopted by three cities. So far, no rebates have been issued. Staff has prepared this resolution to extend the tax rebate program for the voluntary installation of a sprinkler system in a home or townhouse, along with some educational material that is provided to each homebuyer. If approved, we will give one more shot at the rebate which will continue to be \$1,000 and apply from January 1, 2020 through December 31, 2020 and will be applicable to all areas within all portions of the South Metro/Cunningham Fire Rescue Authority or included into the South Metro Fire Rescue Fire Protection District. We anticipate a large planned development, the Canyons Development, which has been approved for 5,000 homes on the east side of I-25 in Castle Pines and the builder, Shea Homes, seems to be a little bit more open to the idea so we would like a little more time to see if we can make some headway, and if not we would just let it fade away. We will provide the board with an update at the end of next year.

A motion was made by Danny Gaddy and seconded by Muriel Williams-Thompson to approve SMFRA Resolution No. 2019-10 Extending the Temporary Property Tax Rebate for Installation of Residential Sprinkler Systems through December 31, 2020 as presented. Patrick Driscoll abstained. All were in favor and the motion carried.

October 2019 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting that the fund balance decreased by \$7.5 million over September activity to a total of \$75 million; 98.20% of all budgeted Property and Specific Ownership taxes have been collected for 2019 as compared to 98.25% collected in October of 2018; the District received \$0.8 million from taxes in October with no property taxes diverted due to TIF; as of October 31, 2019, the Authority has expended \$96 million in the General Fund, which is 0.16% over the YTD budget; and through October, the Authority has expended 24% or \$2.2 million of our total budgeted expenditures in the Capital Fund. CFO Miskimins added that the final refund for the four years of erroneous Medicare tax collections for employees hired before 1984 was received.

A motion was made by Rich Sokol and seconded by William Shriver to accept the October 2019 Financial Statements as presented. Patrick Driscoll abstained. All were in favor and the motion carried.

DISCUSSION ITEMS

2020 Board Meeting Layout – Chief Dell'Orfano as previewed at the last board meeting, last month talked about seriously considering our future financial needs, can we afford a mill levy reduction, what to do about Gallagher and things of that nature that is too much to cover in regular meetings or an off-site session, so Staff has decided to revisit our model of a few years ago and recommended having two board meetings a month - the first and third Monday of the month, along with some longer planning sessions in the summer. Chair Simon recommended seriously considering the value of the off-site session, at least once a year. Staff will bring back the first and third meeting schedule for consideration and discussion when setting the meeting schedule in January.

INFORMATION ITEMS

Board Committee Updates:

- Fire Chief Performance Committee: Director Shriver reported that a second meeting was conducted just prior to this meeting and the committee is making a lot of progress in finding an overall protocol approach to get feedback from the various outside entities within the district. The cycle for 2019 is pretty late but will try to squeeze that into some key areas and then solidify the approach for 2020 and try to get feedback in the fall.
- Salary & Benefits Committee: No update.
- Bylaws/Boardsmanship Committee: Director Williams-Thompson reported the committee met on November 18th and scheduled a follow up meeting for December 9th and had several suggestions for technical changes to the bylaws as far as meeting procedures, attendance and procedures on posting those meetings should have a final recommendation in January/February. A committee charter was provided to the board.
- Community Outreach Committee: Director Anderson reported that they have not had an official meeting but did work on the chartering verbiage and Chief Dell'Orfano reviewed the recommendation to try Sign Up Genius to provide information to the Board members, which includes importance, district, how many board members recommended to attend, etc. A committee charter was provided to the board.

Chair Simon recommended that the committees try to have their charters completed by February.

In response to Director Albee's request, Chief Dell'Orfano provided an update on overall response assistance provided and received through the West Metro Fire Rescue Automatic Aid Agreement and how staff is working with WMFR to address CAD and call processing delays specifically to the Meadowbrook-Fairview community.

Hank Eng left the meeting at 7:36 p.m.

Director Lampert stated that on behalf of the Cunningham Board members, thanked the Board members and Staff of SMFR who have been working together for the last two years for such a smooth transition and welcoming everyone. It has been a great honor to work with all of you.

Correspondence items in the Board's packet are summarized below as well as other information items that were communicated:

- Chief Baker informed the board of several upcoming events they might want to attend:
 - Friday, December 6th Recruit Academy Graduation
 - Wednesday, December 11th at 2:00 p.m. is a Staff Meeting that will be the same information that has been presented during the recent station visits.
 - Monday, December 16th is the MFTC ceremony dedicating the center to Chief Troy Jackson
 - Friday, December 20th at 4:00 p.m. is Chief Jackson's Last Shift Ceremony here at Mineral and a party is scheduled at LoDo's in Highlands Ranch immediately following.
- A copy of the November MetCom and OUCH Newsletters were included in the Board packet.
- Year to Date Responses for third quarter for CFPD, HRMD, LFPD, Littleton and SMFRA were provided in the Board packet.
- A letter from the Mount Vernon Country Club Metropolitan District, which included a resolution adopted by their Board of Directors, was received thanking the members of the organization for their response to the Bald Mountain Wildfire in Jefferson County on September 20th. The fire burned adjacent to the Country Club land and threatened homes and club facilities.
- A thank you letter from MDA was received thanking SMFR for their continued support and participation in the Fill the Boot program, and noted the countless hours invested by Pierce Jacoway and Nick McKibbon to drive and improve the program.
- A thank you note from Castle Rock Fire Rescue Fire Chief Norris Croom for SMFR providing coverage while they had units out of service for one of their member's wife.
- A thank you note was received by Chief Rhodes for speaking at the funeral service for Don Martin, a former Castlewood Interim Fire Chief.

- A thank you note was received from a Wolhurst mobile home community resident for the kindness and perfect care received by the crews from Tower 18 and Medic 18.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next regular South Metro Fire Rescue Authority Board of Directors' Meeting is to be held on January 6, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

A motion was made by Renee Anderson and seconded by Danny Gaddy to adjourn the meeting at 7:52 p.m. All were in favor and the motion carried.

Attested by: _____ Date: _____

SOUTH METRO/CUNNINGHAM FIRE RESCUE AUTHORITY

BOARD AGENDA

MEETING DATE: 1/6/2020

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: A RESOLUTION AUTHORIZING ONLINE NOTICE OF PUBLIC MEETINGS

BACKGROUND: Per House Bill 19-1087, the organization can now post meeting notices and agendas online and 24 hours in advance. Previously, they needed to be posted in several physical locations, meeting notices needed to be posted 72 hours in advance, and agendas 24 hours in advance. This new method streamlines posting, allows for quicker turnaround to schedule meetings (such as committees), and directs citizens toward our web site which is more common for finding meeting information.

RECOMMENDATION: Staff recommends approval of the resolution

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

SOUTH METRO/CUNNINGHAM FIRE RESCUE AUTHORITY

RESOLUTION NO. 2020-01

**A RESOLUTION AUTHORIZING
ONLINE NOTICE OF PUBLIC MEETINGS**

WHEREAS, the South Metro/Cunningham Fire Rescue Authority (the “Authority”) is a separate governmental entity established pursuant to Section 29-1-203, C.R.S. and by the South Metro/Cunningham Fire Rescue Authority Creation and Pre-Unification Agreement (“Agreement”) between Cunningham Fire Protection District and South Metro Fire Rescue Fire Protection District; and

WHEREAS, Section I.A. of the Agreement calls for the Authority to observe and comply with the provisions of Part 4 of Article 6, Title 24, C.R.S.; and

WHEREAS, pursuant to House Bill 19-1087, codified in Section 24-6-402, C.R.S., as of August 2, 2019, the Authority is authorized to post full and timely notice of its meetings no less than twenty-four hours prior to the holding of the meeting on the public website of the Authority;

WHEREAS, the Authority’s website is accessible at no charge to the public, and the Authority has provided the website address to the Department of Local Affairs for inclusion in the inventory maintained pursuant to Section 24-32-116, C.R.S.; and

WHEREAS, the Authority will retain one physical location within the Authority boundaries designated for posting notice no less than twenty-four hours prior to a meeting if the Authority is unable to post a notice online in the exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online; and

WHEREAS, the Board of Directors (“Board”) of the Authority hereby finds and determines that transitioning from posting physical notice of public meetings in physical locations to posting notices on a website, social media account, or other official online presence of the Authority has been encouraged by the Colorado General Assembly and is appropriate, beneficial, and in the best interests of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro/Cunningham Fire Rescue Authority as follows:

1. Designated Posting Location. As of the effective date of this Resolution, and pursuant to Section 24-6-402, C.R.S., the Authority’s designated posting location for notices of public meetings (regular, special, and study sessions) shall be on the Authority’s webpage, accessible online at the following address:

<http://www.southmetro.org/>

2. Designated Physical Posting Location. In the event of exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the online designated posting location or prevents the Authority from posting a notice at the online designated posting location, the Authority will post notice of public meetings at least twenty-four hours prior to the meeting at the following physical location within the Authority:

South Metro/Cunningham Fire Rescue Authority
9195 E. Mineral Avenue
Centennial, CO 80112

Nothing herein shall preclude the Authority from posting at such physical location, in addition to posting on the Authority's website designated above.

3. Implementation of Resolution. The Board directs the Fire Chief and/or his designee to update and submit a revised Transparency Notice in accordance with this Resolution to the appropriate entities, notify the Department of Local Affairs, or take any other action consistent with or required for implementing this Resolution.

4. Repealer. All provisions of the Authority Bylaws, Rules and Regulations, or previously adopted resolutions of the Board of Directors designating a different method or location for posting of notices are hereby repealed by this Resolution.

5. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity will not affect the validity of the remaining provisions.

6. Effective Date. This Resolution will take effect and be enforced immediately upon its approval by the Authority Board.

Signature page follows

ADOPTED this 6th day of January, 2020.

SOUTH METRO/CUNNINGHAM FIRE
RESCUE AUTHORITY

By _____
Laura Simon, Chair

Attest:

Jim Albee, Secretary

SOUTH METRO/CUNNINGHAM FIRE RESCUE AUTHORITY

BOARD AGENDA

MEETING DATE: 1/6/2020

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: 2020 Board Meeting Date/Time/Location Schedule

BACKGROUND: Attached is the 2020 Board Meeting schedule, based on the 2019 schedule that the Regular Board meeting schedule be held on the first Monday of each month, and Special Meetings scheduled on the third Monday of each month February through April, at the South Metro Fire Rescue Mineral Headquarters beginning at 6:00 p.m. This is just a placeholder and open for discussion.

RECOMMENDATION: Staff recommends approval of the resolution.

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

SOUTH METRO/CUNNINGHAM FIRE RESCUE AUTHORITY

RESOLUTION NO. 2020-02

RESOLUTION ADOPTING 2020 REGULAR BOARD MEETING SCHEDULE

WHEREAS, the Board of Directors (“Board”) of the South Metro/Cunningham Fire Rescue Authority wishes to adopt its 2020 Regular Meeting Schedule; and

WHEREAS, dates and times of all meetings are subject to cancellation or change as permitted by law;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AUTHORITY AS FOLLOWS:

1. **2020 Regular Board Meeting Schedule.** For 2020, the Board of Directors of the South Metro/Cunningham Fire Rescue Authority shall meet at 6:00 p.m. mst on the FIRST MONDAY January through April and Special Meetings on the THIRD MONDAY February through April at 9195 E. Mineral Avenue, Centennial, Colorado 80112.

SCHEDULE OF REGULAR MEETING DATES:

January 6, 2020
February 3, 2020
March 2, 2020
April 6, 2020

SCHEDULE OF SPECIAL MEETING DATES:

February 16, 2020
March 16, 2020
April 20, 2020

Adopted this 6th day of January, 2020.

**SOUTH METRO/CUNNINGHAM FIRE
RESCUE AUTHORITY**

By: _____
 Laura Simon, Chair

Attest:

Jim Albee, Secretary