SOUTHERN METRO FIRE RESCUE
Regular Board of Directors' Meeting
January 6, 2020
9195 East Mineral Avenue, Centennial, CO

I. REGULAR BOARD MEETING – 6:00 P.M. – Meeting Rooms 1 & 2

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. 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).

E. 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 South Metro Fire Rescue Board of Directors’ Regular Meeting Minutes
2. SMFR Resolution No. 2020-01 Authorizing Online Notice of Public Meetings

F. ACTION ITEMS
1. SMFR Resolution No. 2020-02 Adopting the 2020 Meeting Schedule – Dell’Orfano
3. Station 20 Sanitary Sewer Easement Agreement with Douglas County Schools – Turner
4. SMFR Resolution No. 2020-03 Amending a Fee Schedule – Valdez
5. SMFR Resolution No. 2020-04 Appointing a Committee for Conflicted Matters – Cole

G. DISCUSSION ITEMS
1. 2020 Restated Bylaws Draft – Committee Members

H. INFORMATION ITEMS
1. New Board Web Sites – Dell’Orfano
2. Board Committee Updates
   • Fire Chief Performance
   • Salary & Benefits
• Community Outreach
  3. CFPD exclusion/inclusion/dissolution status – Cole

I. EXECUTIVE SESSION (upon motion)
  1. Consult with Legal Counsel Pursuant to §24-6-402(4)(b), C.R.S., for the purposes of receiving legal advice regarding appointing a Conflicted Matters Review Committee.

J. NEXT MEETING
   Regular Board of Directors’ Meeting to be held on February 4, 2020, 6:00 p.m. at 9195 E. Mineral Avenue, Centennial, CO.

K. ADJOURNMENT
South Metro Fire Rescue Fire Protection District
Regular Board of Directors’ Meeting Minutes
December 2, 2019

Present: Ronda Scholting, Chair (absent)  Bob Baker, Fire Chief
William Shriver, Vice Chair  Mike Dell’Orfano, Assistant Chief
Rich Sokol, Treasurer  Jon Adams, Assistant Chief
Danny Gaddy, Secretary  Kevin Milan, Assistant Chief
Hank Eng (via phone)  Jerry Rhodes, Assistant Chief
Laura Simon  Vince Turner, Assistant Chief
David Jackson  Dillon Miskimins, Chief Financial Officer

Isela Nejbauer, Chief Human Resources Officer
Kristin Eckmann, Chief Communications Officer
Troy Jackson, Assistant to the Fire Chief (absent)
Bob Cole, Legal Counsel

Others Present: SMFR Personnel, Guests

MEETING CALL TO ORDER
Vice Chair Shriver called the regular meeting of the South Metro Fire Rescue Fire Protection District to order at 6:05 p.m. and welcomed everyone to the South Metro Fire Rescue District Meeting.

PLEDGE OF ALLEGIANCE
Vice Chair Shriver led the Pledge of Allegiance.

ROLL CALL
Ronda Scholting is out the country and her absence was excused. All of the other Board Members were present.

PUBLIC COMMENT
There was no public comment.

CONSENT AGENDA
November 4, 2019 South Metro Fire Rescue Board of Directors’ Regular Meeting Minutes
SMFR Resolution No. 2019-08 Authorizing Conveyance and Acquisition of Real Property
SMFR Resolution No. 2019-09 Joint Resolution Concerning the Consolidation of South Metro Fire Rescue Fire Protection District and Cunningham Fire Protection District
SMFR Resolution No. 2019-10 Joint Resolution Terminating the South Metro/Cunningham Fire Rescue Authority
SMFR Resolution No. 2019-11 Adopting by Reference Various Legislative and Administrative Enactments of the South Metro/Cunningham Fire Rescue Authority
SMFR Resolution No. 2019-12 Setting the Boundaries of Director Districts and Setting the Initial Terms of Office of Each Director District
SMFR Resolution No. 2019-13 Calling for the 2020 Regular District Election and Appointing a Designated Election Official

Director Sokol asked that a sentence be added to the November 4, 2019 South Metro Rescue Board of Directors’ Meeting Minutes on page 2 for SMFR Resolution No. 2019-07 introduction that reads: due to redistricting, several current board members will not have the opportunity to run for a seat on the board in 2020.

A motion was made by Laura Simon and seconded by William Shriver to approve the November 4, 2019 South Metro Fire Rescue Board of Directors’ Meeting Minutes as amended.

A motion was made by Laura Simon and seconded by Danny Gaddy to approve consent agenda items SMFR Resolution Nos. 2019-08, 2019-09, 2019-10, 2019-11, 2019-12 and 2019-13 as presented. All were in favor and the motion carried.
ACTION ITEMS
SMFR Resolution No. 2019-14 Adoption of 2020 Budget and Appropriate Sums – CFO Miskimins explained that this resolution summarizes the expenditures and revenues for each fund and adopts the budget and appropriate sums of money for the South Metro Fire Rescue Fire Protection District for the year 2020.

CFO Miskimins added that each year the dollar amount on the resolution can be confusing when they are compared to the budget figures that has been discussed over the past several months along with the ten-year plan and provided a reconciliation overview explaining what is included in the dollar amounts in the resolution that has been presented for approval. Final assessed valuations were received today and the resolution has been updated to reflect a .23% decrease across the district which equates to just over $350,000 in General Fund revenue and two changes in the Capital Project Fund includes a carryover from 2019 into 2020 for a Type 6 Brush Truck for about $190,000 and SMFR was approved for a Regional Collapse Unit Grant for about $350,000.

A motion was made by Rich Sokol and seconded by Hank Eng to approve SMFR Resolution No. 2019-14 Adoption of 2020 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

Working Agreement Between IAFF Local 2086 and the South Metro Fire Rescue Fire Protection District, January 1, 2020 – December 31, 2020 – CHRO Nejbauer informed that this action item is to agree to and sign the working agreement between Local 2086 and SMFR for 2020. Although this document is mostly an extension of the current agreement that is due to expire on December 31, 2019, the new agreement contains a change to increase the Firefighter I top grade pay and to the Line vacation accruals that are stair-stepped based on years of service. Chief Baker added that the additional vacation accruals will be very flexible and dependent upon the potential new shift schedule.

CHRO Nejbauer reported that there were a couple of additional changes. A change in ARTICLE 15, Grievance and Arbitration Procedures STEP 4, which provides that within 10 days (formerly 30 calendar days) after receiving a notice that the Association wants to proceed to Binding Arbitration, the arbitration panel will be appointed. And the language was changed to clarify that the District will be the entity to appoint the panel.

A motion was made by Laura Simon and seconded by Danny Gaddy to approve the Working Agreement Between IAFF Local 2086 and the South Metro Fire Rescue Fire Protection District, January 1, 2020 to December 31, 2020 as presented. All were in favor and the motion carried.

INFORMATION ITEMS
Vice Chair Shriver reminded that the Holiday Gifts for the Stations and Administration are available for the Board to take with them for distribution.

DISCUSSION ITEMS
N/A

EXECUTIVE SESSION (UPON MOTION)
There was no motion to convene to Executive Session.

NEXT MEETING
The next regular South Metro Fire Rescue District 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 Laura Simon and seconded by Rich Sokol to adjourn the meeting at 6:36 p.m. All were in favor and the motion carried.

Vice Chair Shriver reopened the meeting at 6:53 p.m.
Director Sokol requested the Board revisit the approval of SMFR Resolution No. 2019-14 and recommended two separate resolutions; one to approve the budget and appropriate sums and one to set the mill levy and abatements.

A motion was made by Laura Simon and seconded by Rich Sokol to approve SMFR Resolution No. 2019-14 Adoption of 2020 Budget and Appropriate Sums with language that is consistent with the earlier motion and exclusion of the mill levy and abatement language. All were in favor and the motion carried.

A motion was made by Laura Simon and seconded by Danny Gaddy to approve SMFR Resolution No. 2019-15 Resolution to Set the Mill Levy and Abatements with language that was consistent with the earlier motion. The mill levy will be set at 9.25 mills and abatements will be $0. Directors Simon, Shriver, Gaddy, Eng were in favor. Directors Sokol and Jackson were opposed. The motion carried.

A motion was made by Laura Simon and seconded by Hank Eng to adjourn the meeting at 7:00 p.m. All were in favor and the motion carried.

Attested by: ________________________ Date:____________________________
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 FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-01

A RESOLUTION AUTHORIZING ONLINE NOTICE OF PUBLIC MEETINGS

WHEREAS, the South Metro Fire Rescue Fire Protection District ("District") is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, pursuant to House Bill 19-1087, codified in Section 24-6-402, C.R.S., as of August 2, 2019, the District 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 District;

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

WHEREAS, the District will retain one physical location within the District boundaries designated for posting notice no less than twenty-four hours prior to a meeting if the District 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 District 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 District has been encouraged by the Colorado General Assembly and is appropriate, beneficial, and in the best interests of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District as follows:

1. Designated Posting Location. As of the effective date of this Resolution, and pursuant to Section 24-6-401, C.R.S., the District’s designated posting location for notices of public meetings (regular, special, and study sessions) shall be on the District’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 District from posting a notice at the online designated posting location, the District will post notice of public meetings at least twenty-four hours prior to the meeting at the following physical location within the District:

South Metro Fire Rescue Fire Protection District
9195 E. Mineral Avenue
Centennial, Colorado 80112

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 District 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 District Board.

ADOPTED this 6th day of January, 2020.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

By
Ronda Scholting, Chair

Attest:

Danny Gaddy, Secretary
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 be held on the first Monday of each month, and a Special Meeting to be held on the third Monday of each month February through October, 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 the September regular meeting be moved to the second Monday, September 14th, to avoid conflict with the Labor Day Holiday, and adjusting any other dates as recommended by the Board.

SUBMITTED BY: Mike Dell’Orfano

APPROVED BY: Bob Baker
SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-02

RESOLUTION ADOPTING 2020 REGULAR BOARD MEETING SCHEDULE

WHEREAS, the Board of Directors (“Board”) of the South Metro Fire Rescue Fire Protection District 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 DISTRICT AS FOLLOWS:

1. **2020 Regular Board Meeting Schedule.** For 2020, the Board of Directors of the South Metro Fire Rescue Fire Protection District shall meet at 6:00 p.m. mst on the FIRST MONDAY of each month and Special Meetings will be held on the THIRD MONDAY of each month February through October (*denotes date change due to avoid conflict with national holiday) at 9195 E. Mineral Avenue, Centennial, Colorado 80112.

<table>
<thead>
<tr>
<th>SCHEDULE OF REGULAR MEETING DATES:</th>
<th>SCHEDULE OF SPECIAL MEETING DATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6, 2020</td>
<td>February 16, 2020</td>
</tr>
<tr>
<td>February 3, 2020</td>
<td>March 16, 2020</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>April 6, 2020</td>
<td>May 18, 2020</td>
</tr>
<tr>
<td>May 4, 2020</td>
<td>June 15, 2020</td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>July 20, 2020</td>
</tr>
<tr>
<td>July 7, 2020</td>
<td>August 17, 2020</td>
</tr>
<tr>
<td>August 3, 2020</td>
<td>September 21, 2020</td>
</tr>
<tr>
<td>September 14, 2020*</td>
<td>October 19, 2020</td>
</tr>
<tr>
<td>October 5, 2020</td>
<td></td>
</tr>
<tr>
<td>November 2, 2020</td>
<td></td>
</tr>
<tr>
<td>December 7, 2020</td>
<td></td>
</tr>
</tbody>
</table>
Adopted this 6th day of January, 2020.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

By: ______________________________

______Ronda Scholting, Chair

Attest:

______________________________

____Danny Gaddy, Secretary
South Metro Fire Rescue

Monthly Financial Reports

For the Eleven Months Ending
November 30, 2019
November 2019 Financial Update
Executive Summary

1. Fund balance decreased by $12.3 million over October activity to a total of $62.9 million.

2. 99.34% of all budgeted taxes (Property and Specific Ownership) have been collected for 2019 as compared to 99.31% collected in November of 2018. The District received $1.2 million from taxes in November, with $1,546 of property taxes diverted to TIF.

3. As of November 30th, 2019, the Authority has expended $110.8 million in the General Fund related to operations, which is 0.5% over the YTD budget not including Capital Projects transfers.

4. Through November, the Authority has expended 25.7% or $2.4 million of our total budgeted expenditures in the Capital Fund. The schedule of expenditures from the capital projects fund is included on page 11. The capital expenditures are well below budget due to the delayed start of Station 20.

5. In December, it is expected that the Authority’s General Fund will need to loan the Self-insured Medical Fund another $500,000 to pay claims and operational costs. This brings the total amount loaned between the funds to $1 million.

6. Included at the end of the financial reports:
   a. Schedule of taxes collected by month
   b. Schedule of capital outlay expenditures
   c. Definitions to the columns used in the financial reports
South Metro Fire Rescue  
Balance Sheet  
November 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Capital Projects</th>
<th>Building Rental</th>
<th>SRF - SMFR</th>
<th>SRF - CFPD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking</td>
<td>$ 2,372,160</td>
<td>$ -</td>
<td>$ 148,958</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,521,118</td>
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<tr>
<td>Money market</td>
<td>103,013</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>103,013</td>
</tr>
<tr>
<td>Colotrust</td>
<td>23,914,416</td>
<td>1,037</td>
<td>2,301,159</td>
<td>150,000</td>
<td>150,000</td>
<td>26,516,612</td>
</tr>
<tr>
<td>Investments</td>
<td>30,370,062</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>30,370,062</td>
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<tr>
<td>Accounts receivable</td>
<td>5,202,846</td>
<td>2,092</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,204,938</td>
</tr>
<tr>
<td>Interest receivable</td>
<td>152,385</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>152,385</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500,000</td>
</tr>
<tr>
<td>Prepaids</td>
<td>1,060,950</td>
<td>60,098</td>
<td>5,683</td>
<td>-</td>
<td>-</td>
<td>1,126,731</td>
</tr>
<tr>
<td>Inventory</td>
<td>1,300,056</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,300,056</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>64,975,888</td>
<td>63,227</td>
<td>2,455,800</td>
<td>150,000</td>
<td>150,000</td>
<td>67,794,915</td>
</tr>
</tbody>
</table>

| **Liabilities** |         |                  |                 |            |            |           |
| Accounts payable - general | 976,108   | 63,227           | 16,320          | -          | -          | 1,055,655 |
| Accounts payable - payroll and benefits | 3,854,077 | -                | -               | -          | -          | 3,854,077 |
| Deferred revenue | 9,677    | -                | -               | -          | -          | 9,677     |
| **Total Liabilities** | 4,839,862 | 63,227           | 16,320          | -          | -          | 4,919,409 |

| **Fund Balances** | $ 60,136,026 | $ -              | $ 2,439,480     | $ 150,000  | $ 150,000  | $ 62,875,506 |

3
<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>% Received</th>
<th>PY Actual YTD</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance transport services</td>
<td>11,504,444</td>
<td>10,233,652</td>
<td>1,270,792</td>
<td>11,163,985</td>
<td>340,459</td>
<td>103.05%</td>
<td>5,594,899</td>
<td>5,904,899</td>
</tr>
<tr>
<td>Contracted services</td>
<td>9,070,786</td>
<td>9,070,414</td>
<td>372</td>
<td>9,076,425</td>
<td>(5,639)</td>
<td>99.94%</td>
<td>9,070,786</td>
<td>9,070,786</td>
</tr>
<tr>
<td>Net investment earnings</td>
<td>1,738,288</td>
<td>265,837</td>
<td>1,472,451</td>
<td>290,000</td>
<td>1,448,288</td>
<td>599.41%</td>
<td>605,247</td>
<td>1,133,041</td>
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<tr>
<td>Rental income</td>
<td>158,823</td>
<td>147,080</td>
<td>11,743</td>
<td>160,453</td>
<td>(1,630)</td>
<td>98.98%</td>
<td>138,399</td>
<td>20,424</td>
</tr>
<tr>
<td>Permit / Plan review</td>
<td>2,350,195</td>
<td>2,108,337</td>
<td>241,858</td>
<td>2,300,000</td>
<td>50,195</td>
<td>102.18%</td>
<td>1,540,310</td>
<td>809,885</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>607,699</td>
<td>1,045,733</td>
<td>(438,034)</td>
<td>1,068,646</td>
<td>(606,947)</td>
<td>56.87%</td>
<td>1,455,305</td>
<td>(847,606)</td>
</tr>
<tr>
<td>Dispatch fees</td>
<td>106,494</td>
<td>106,494</td>
<td>-</td>
<td>106,494</td>
<td>-</td>
<td>100.00%</td>
<td>1,035,219</td>
<td>(928,725)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>582,735</td>
<td>636,938</td>
<td>(54,203)</td>
<td>797,500</td>
<td>(214,765)</td>
<td>73.07%</td>
<td>431,787</td>
<td>150,948</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>26,119,464</td>
<td>23,614,485</td>
<td>2,504,979</td>
<td>24,963,503</td>
<td>1,155,961</td>
<td>104.63%</td>
<td>10,805,812</td>
<td>15,313,652</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>63,331,039</td>
<td>64,601,713</td>
<td>1,270,674</td>
<td>69,870,786</td>
<td>5,393,747</td>
<td>90.64%</td>
<td>41,753,837</td>
<td>(21,577,202)</td>
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<tr>
<td>Overtime - minimum staffing</td>
<td>4,301,243</td>
<td>3,189,750</td>
<td>(1,111,493)</td>
<td>2,803,356</td>
<td>246,320</td>
<td>91.21%</td>
<td>2,286,003</td>
<td>(271,033)</td>
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<tr>
<td>Overtime - other</td>
<td>2,557,036</td>
<td>2,616,997</td>
<td>59,961</td>
<td>2,803,356</td>
<td>200,389</td>
<td>91.21%</td>
<td>2,286,003</td>
<td>(271,033)</td>
</tr>
<tr>
<td>Benefits</td>
<td>24,398,149</td>
<td>24,812,649</td>
<td>614,500</td>
<td>26,301,253</td>
<td>2,703,104</td>
<td>89.95%</td>
<td>15,650,727</td>
<td>(8,547,422)</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,844,295</td>
<td>2,097,378</td>
<td>253,083</td>
<td>2,248,024</td>
<td>403,729</td>
<td>82.04%</td>
<td>1,167,446</td>
<td>(676,849)</td>
</tr>
<tr>
<td>Equipment</td>
<td>2,377,375</td>
<td>1,305,812</td>
<td>(1,041,563)</td>
<td>730,062</td>
<td>50,195</td>
<td>102.18%</td>
<td>1,540,310</td>
<td>(809,885)</td>
</tr>
<tr>
<td>Books and publications</td>
<td>237,375</td>
<td>51,554</td>
<td>18,321</td>
<td>203,664</td>
<td>51,380</td>
<td>74.77%</td>
<td>101,513</td>
<td>(50,771)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>110,759,625</td>
<td>110,254,418</td>
<td>(505,207)</td>
<td>126,589,732</td>
<td>15,830,107</td>
<td>87.49%</td>
<td>75,253,308</td>
<td>(20,192,665)</td>
</tr>
<tr>
<td>Excess of Revenues Over (Under) Expenditures</td>
<td>(84,640,161)</td>
<td>(86,639,913)</td>
<td>1,999,772</td>
<td>(101,626,229)</td>
<td>16,986,068</td>
<td>(20,192,665)</td>
<td>(20,192,665)</td>
<td></td>
</tr>
</tbody>
</table>
### South Metro Fire Rescue FPD
#### Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
##### General Fund

For the period ending November 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>PY Actual YTD</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Financing Sources (Uses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sale of Assets</td>
<td>156,046</td>
<td>1,472,337</td>
<td>(1,316,291)</td>
<td>1,488,000</td>
<td>(1,331,954)</td>
<td>10.49%</td>
<td>437,553</td>
</tr>
<tr>
<td>Transfers from other funds</td>
<td>103,006,482</td>
<td>102,380,424</td>
<td>626,058</td>
<td>103,987,085</td>
<td>(980,603)</td>
<td>99.06%</td>
<td>75,362,840</td>
</tr>
<tr>
<td>Transfers to other funds</td>
<td>(1,938,596)</td>
<td>(7,816,318)</td>
<td>5,877,722</td>
<td>(8,911,685)</td>
<td>6,973,089</td>
<td>21.75%</td>
<td>(12,136,016)</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
<td>101,223,932</td>
<td>96,036,443</td>
<td>5,187,489</td>
<td>96,563,400</td>
<td>4,660,532</td>
<td></td>
<td>63,664,377</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balances</strong></td>
<td>16,583,771</td>
<td>9,396,510</td>
<td>7,187,261</td>
<td>(5,062,829)</td>
<td>21,646,600</td>
<td></td>
<td>(783,119)</td>
</tr>
<tr>
<td><strong>Fund Balances - Beginning of Year, Restated</strong></td>
<td>43,552,255</td>
<td>35,257,052</td>
<td>8,295,203</td>
<td>35,257,052</td>
<td>8,295,203</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Balances - End of Year</strong></td>
<td>$ 60,136,026</td>
<td>$ 44,653,562</td>
<td>$ 15,482,464</td>
<td>$ 30,194,223</td>
<td>$ 29,941,803</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
South Metro Fire Rescue  
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual  
Capital Projects Fund  
For the period ending November 30, 2019

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>% Received PY Actual YTD</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net investment earnings</td>
<td>$9,919</td>
<td>$9,163</td>
<td>$756</td>
<td>$10,000</td>
<td>$(81)</td>
<td>99.19%</td>
<td>$21,199</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>9,919</td>
<td>9,163</td>
<td>756</td>
<td>10,000</td>
<td>(81)</td>
<td>99.19%</td>
<td>21,199</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>% Used</th>
<th>Expenditures</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings and grounds</td>
<td>7.46%</td>
<td>539,417</td>
<td>6,697,231</td>
</tr>
<tr>
<td>Vehicles and apparatus</td>
<td>86.47%</td>
<td>1,805,657</td>
<td>1,527,981</td>
</tr>
<tr>
<td>Equipment</td>
<td>99.71%</td>
<td>66,631</td>
<td>61,259</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>25.70%</td>
<td>2,411,705</td>
<td>8,286,471</td>
</tr>
<tr>
<td>Excess of Revenues Over (Under) Expenditures</td>
<td>(12,906,542)</td>
<td>(10,504,756)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Financing Sources (Uses)</th>
<th></th>
<th>Other Financing Sources (Uses)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from other funds</td>
<td>12,593,421</td>
<td>(10,191,635)</td>
<td></td>
</tr>
<tr>
<td>Total Other Financing Sources (Uses)</td>
<td>2401,786</td>
<td>8,277,308</td>
<td>(5,875,522)</td>
</tr>
</tbody>
</table>

| Net Change in Fund Balances | - | - | - | - | - | - | (313,121) | 313,121 |

| Fund Balances - Beginning of Year | - | - | - | - | - | - | - | - |
| Fund Balances - End of Year | - | - | - | - | - | - | - | - |
# South Metro Fire Rescue

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual**  
**Building Rental Fund**  
**For the period ending November 30, 2019**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>% Received</th>
<th>PY Actual YTD</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental income</td>
<td>$719,100</td>
<td>$641,685</td>
<td>$77,415</td>
<td>$688,488</td>
<td>$30,612</td>
<td>104.45%</td>
<td>$752,337</td>
<td>$(33,237)</td>
</tr>
<tr>
<td>Net investment earnings</td>
<td>47,338</td>
<td>45,837</td>
<td>1,501</td>
<td>50,000</td>
<td>(2,662)</td>
<td>94.68%</td>
<td>46,272</td>
<td>1,066</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>766,438</td>
<td>687,522</td>
<td>78,916</td>
<td>738,488</td>
<td>27,950</td>
<td>103.78%</td>
<td>798,609</td>
<td>(32,171)</td>
</tr>
</tbody>
</table>

| Expenditures                                   |         |            |              |               |                 | % Used     |               |                  |
| Supplies                                       | 28,371  | 25,053     | (3,318)      | 27,075        | (1,296)         | 104.79%    | 21,647        | (6,724)          |
| Utilities                                      | 214,928 | 227,426    | 12,498       | 247,025       | 32,097          | 87.01%     | 228,152       | 13,224           |
| Professional services                          | 14,768  | 19,250     | 4,482        | 21,000        | 6,232           | 70.32%     | 19,250        | 4,482            |
| Routine maintenance                            | 143,178 | 160,397    | 17,219       | 163,901       | 20,723          | 87.36%     | 103,143       | (40,035)         |
| Outside services                               | 83,135  | 78,408     | (4,727)      | 85,536        | 2,401           | 97.19%     | 66,105        | (17,030)         |
| Outside repairs                                | 109,446 | 159,850    | 50,404       | 160,850       | 51,404          | 68.04%     | 64,471        | (44,975)         |
| Equipment                                      | -       | 5,635      | 5,635        | 5,635         | 5,635           | 0.00%      | -             | -                |
| **Total Expenditures**                         | 600,583 | 711,124    | 110,541      | 746,127       | 145,544         | 80.49%     | 1,216,594     | 616,011          |

| Net Change in Fund Balances                    | 165,855 | (23,602)   | 189,457      | (7,639)       | 173,494         | (417,985)  | 583,840       |

| Fund Balances - Beginning of Year              | 2,273,625| 2,254,563  | 19,062       | 2,254,563     | 19,062          |
| Fund Balances - End of Year                    | 2,439,480| 2,230,961  | 208,519      | 2,246,924     | 192,556         |
## South Metro Fire Rescue
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

**SMFR - Special Revenue Fund**

For the period ending November 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>% Received</th>
<th>PY Actual YTD</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property tax</td>
<td>$85,707,793</td>
<td>$85,441,002</td>
<td>$266,791</td>
<td>$85,994,741</td>
<td>$(286,948)</td>
<td>99.67%</td>
<td>$60,360,030</td>
<td>25,347,763</td>
</tr>
<tr>
<td>Specific ownership tax</td>
<td>$7,080,734</td>
<td>$6,700,419</td>
<td>$380,315</td>
<td>$7,309,553</td>
<td>$(228,819)</td>
<td>96.87%</td>
<td>$4,895,733</td>
<td>2,185,001</td>
</tr>
<tr>
<td>Net investment earnings</td>
<td>$55,444</td>
<td>$45,837</td>
<td>$9,607</td>
<td>$50,000</td>
<td>$5,444</td>
<td>110.89%</td>
<td>$51,675</td>
<td>3,769</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(298,403)</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$92,843,971</td>
<td>$92,187,258</td>
<td>$656,713</td>
<td>$93,652,697</td>
<td>$(808,726)</td>
<td>99.67%</td>
<td>$65,307,438</td>
<td>27,536,533</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurers fees</td>
<td>$1,286,652</td>
<td>$1,281,615</td>
<td>$(5,037)</td>
<td>$1,289,921</td>
<td>$3,269</td>
<td>99.75%</td>
<td>$906,249</td>
<td>$(380,403)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$150,000</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$1,286,652</td>
<td>$1,281,615</td>
<td>$(5,037)</td>
<td>$1,439,921</td>
<td>$153,269</td>
<td>89.36%</td>
<td>$906,249</td>
<td>$(380,403)</td>
</tr>
<tr>
<td>Excess of Revenues Over (Under) Expenditures</td>
<td>$91,557,319</td>
<td>$90,905,643</td>
<td>$651,676</td>
<td>$92,212,776</td>
<td>$(655,457)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Financing Sources (Uses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers to other funds</td>
<td>(91,557,319)</td>
<td>(90,905,643)</td>
<td>(651,676)</td>
<td>(92,362,776)</td>
<td>$805,457</td>
<td>99.13%</td>
<td>(64,251,189)</td>
<td>(27,306,130)</td>
</tr>
<tr>
<td>Total Other Financing Sources (Uses)</td>
<td>(91,557,319)</td>
<td>(90,905,643)</td>
<td>(651,676)</td>
<td>(92,362,776)</td>
<td>$805,457</td>
<td></td>
<td>(64,251,189)</td>
<td>(27,306,130)</td>
</tr>
<tr>
<td>Net Change in Fund Balances</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(150,000)</td>
<td></td>
<td>150,000</td>
<td>(150,000)</td>
</tr>
<tr>
<td>Fund Balances - Beginning of Year</td>
<td>150,000</td>
<td>150,000</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances - End of Year</td>
<td>$150,000</td>
<td>$150,000</td>
<td>-</td>
<td>-</td>
<td>$150,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### South Metro Fire Rescue

#### Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual

**CFPD - Special Revenue Fund**

For the period ending November 30, 2019

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
<th>Annual Budget</th>
<th>Annual Variance</th>
<th>% Received</th>
<th>PY YTD Actual</th>
<th>Variance CY to PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property tax</td>
<td>$10,798,174</td>
<td>$10,756,455</td>
<td>$41,719</td>
<td>$10,826,476</td>
<td>$(28,302)</td>
<td>99.74%</td>
<td>$10,672,767</td>
<td>125,407</td>
</tr>
<tr>
<td>Property tax - capital</td>
<td>463,190</td>
<td>460,990</td>
<td>2,200</td>
<td>463,992</td>
<td>(802)</td>
<td>99.83%</td>
<td>457,405</td>
<td>5,785</td>
</tr>
<tr>
<td>Specific ownership tax</td>
<td>811,228</td>
<td>879,714</td>
<td>(68,486)</td>
<td>959,690</td>
<td>(148,462)</td>
<td>84.53%</td>
<td>745,962</td>
<td>65,266</td>
</tr>
<tr>
<td>Net investment earnings</td>
<td>8,834</td>
<td>6,875</td>
<td>1,939</td>
<td>7,500</td>
<td>1,314</td>
<td>117.52%</td>
<td>10,025</td>
<td>(1,211)</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$12,081,406</td>
<td>$12,104,034</td>
<td>(22,628)</td>
<td>$12,257,658</td>
<td>(176,152)</td>
<td>99.74%</td>
<td>$11,886,159</td>
<td>195,247</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurers fees</td>
<td>$169,053</td>
<td>168,263</td>
<td>(790)</td>
<td>169,357</td>
<td>304</td>
<td>99.82%</td>
<td>167,103</td>
<td>(1,950)</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
<td>150,000</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$169,053</td>
<td>168,263</td>
<td>(790)</td>
<td>319,357</td>
<td>150,304</td>
<td>52.94%</td>
<td>167,103</td>
<td>(1,950)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess of Revenues Over (Under) Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,912,353</td>
<td>$11,935,771</td>
<td>(23,418)</td>
<td>$11,938,301</td>
<td>(25,948)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Financing Sources (Uses)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to other funds</td>
<td>(11,912,353)</td>
<td>(11,935,771)</td>
<td>23,418</td>
<td>(12,088,301)</td>
<td>175,948</td>
<td>98.54%</td>
<td>(11,569,056)</td>
<td>(343,297)</td>
</tr>
<tr>
<td>Total Other Financing Sources (Uses)</td>
<td>(11,912,353)</td>
<td>(11,935,771)</td>
<td>23,418</td>
<td>(12,088,301)</td>
<td>175,948</td>
<td></td>
<td>(11,569,056)</td>
<td>(343,297)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Change in Fund Balances</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(150,000)</td>
<td>150,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balances - Beginning of Year</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>150,000</td>
<td>150,000</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balances - End of Year</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150,000</td>
<td>$150,000</td>
<td>-</td>
<td>$150,000</td>
<td>-</td>
<td></td>
<td></td>
<td>$150,000</td>
</tr>
</tbody>
</table>
### South Metro Fire Rescue
#### Schedule of Property Tax Collections
**Arapahoe, Douglas, and Jefferson Counties**

#### 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Current Year</th>
<th>Capital</th>
<th>PV Adj</th>
<th>TIF</th>
<th>Interest</th>
<th>Specific Ownership</th>
<th>Treasurer’s Fee</th>
<th>2019 Total</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1,588,276</td>
<td>3,200</td>
<td>(20,228)</td>
<td>(24,720)</td>
<td>(4,299)</td>
<td>686,105</td>
<td>(23,156)</td>
<td>2,205,178</td>
<td>2.12%</td>
</tr>
<tr>
<td>February</td>
<td>34,139,664</td>
<td>167,125</td>
<td>(28,343)</td>
<td>(226,641)</td>
<td>(3,209)</td>
<td>753,048</td>
<td>(510,775)</td>
<td>34,290,868</td>
<td>35.04%</td>
</tr>
<tr>
<td>March</td>
<td>6,739,674</td>
<td>32,741</td>
<td>(50,787)</td>
<td>(15,720)</td>
<td>(12,151)</td>
<td>602,133</td>
<td>(100,425)</td>
<td>7,195,465</td>
<td>41.95%</td>
</tr>
<tr>
<td>April</td>
<td>17,488,273</td>
<td>55,967</td>
<td>(24,650)</td>
<td>(67,389)</td>
<td>(634)</td>
<td>651,768</td>
<td>(261,791)</td>
<td>17,841,544</td>
<td>59.08%</td>
</tr>
<tr>
<td>May</td>
<td>8,537,034</td>
<td>30,761</td>
<td>(4,809)</td>
<td>(24,142)</td>
<td>7,690</td>
<td>690,584</td>
<td>(128,199)</td>
<td>9,108,920</td>
<td>67.83%</td>
</tr>
<tr>
<td>June</td>
<td>26,838,642</td>
<td>163,372</td>
<td>(9,235)</td>
<td>(194,047)</td>
<td>6,114</td>
<td>698,266</td>
<td>(402,101)</td>
<td>27,101,010</td>
<td>93.85%</td>
</tr>
<tr>
<td>July</td>
<td>941,889</td>
<td>5,685</td>
<td>(30,842)</td>
<td>(5,965)</td>
<td>18,748</td>
<td>777,340</td>
<td>(13,996)</td>
<td>1,692,860</td>
<td>95.47%</td>
</tr>
<tr>
<td>August</td>
<td>378,451</td>
<td>1,682</td>
<td>(4,485)</td>
<td>(5,835)</td>
<td>13,369</td>
<td>766,541</td>
<td>(5,749)</td>
<td>1,143,973</td>
<td>96.77%</td>
</tr>
<tr>
<td>September</td>
<td>99,161</td>
<td>349</td>
<td>(779)</td>
<td>(1,707)</td>
<td>4,158</td>
<td>748,959</td>
<td>(1,518)</td>
<td>848,623</td>
<td>97.38%</td>
</tr>
<tr>
<td>October</td>
<td>79,458</td>
<td>216</td>
<td>(3,559)</td>
<td>(541)</td>
<td>3,843</td>
<td>766,906</td>
<td>(1,192)</td>
<td>845,132</td>
<td>98.20%</td>
</tr>
<tr>
<td>November</td>
<td>380,919</td>
<td>2,092</td>
<td>40,497</td>
<td>(1,546)</td>
<td>30,627</td>
<td>750,311</td>
<td>(6,802)</td>
<td>1,196,099</td>
<td>99.34%</td>
</tr>
<tr>
<td>December</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>97,211,440</td>
<td>463,190</td>
<td>(137,220)</td>
<td>(568,252)</td>
<td>64,258</td>
<td>7,891,962</td>
<td>(1,455,705)</td>
<td>103,469,672</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Sum of all Property Tax sub categories =** 96,969,158

<table>
<thead>
<tr>
<th>Month</th>
<th>2018 Collections</th>
<th>Percent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4,454,251</td>
<td>5.60%</td>
</tr>
<tr>
<td>February</td>
<td>24,117,662</td>
<td>35.92%</td>
</tr>
<tr>
<td>March</td>
<td>6,417,133</td>
<td>43.99%</td>
</tr>
<tr>
<td>April</td>
<td>12,544,392</td>
<td>59.76%</td>
</tr>
<tr>
<td>May</td>
<td>8,470,414</td>
<td>70.41%</td>
</tr>
<tr>
<td>June</td>
<td>18,572,894</td>
<td>93.76%</td>
</tr>
<tr>
<td>July</td>
<td>1,429,634</td>
<td>95.56%</td>
</tr>
<tr>
<td>August</td>
<td>1,067,157</td>
<td>96.90%</td>
</tr>
<tr>
<td>September</td>
<td>470,368</td>
<td>97.49%</td>
</tr>
<tr>
<td>October</td>
<td>599,072</td>
<td>98.25%</td>
</tr>
<tr>
<td>November</td>
<td>841,616</td>
<td>99.31%</td>
</tr>
<tr>
<td>December</td>
<td>551,980</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total</td>
<td>79,536,574</td>
<td></td>
</tr>
</tbody>
</table>

### South Metro Fire Rescue
#### Schedule of TIF Diverted By County

**2019**

<table>
<thead>
<tr>
<th>Month</th>
<th>Arapahoe County</th>
<th>Douglas County</th>
<th>2019 Total TIF</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>(5,149)</td>
<td>(19,571)</td>
<td>(24,720)</td>
</tr>
<tr>
<td>February</td>
<td>(143,964)</td>
<td>(82,677)</td>
<td>(226,641)</td>
</tr>
<tr>
<td>March</td>
<td>(5,150)</td>
<td>(10,570)</td>
<td>(15,720)</td>
</tr>
<tr>
<td>April</td>
<td>(23,841)</td>
<td>(43,549)</td>
<td>(67,389)</td>
</tr>
<tr>
<td>May</td>
<td>(2,145)</td>
<td>(21,997)</td>
<td>(24,142)</td>
</tr>
<tr>
<td>June</td>
<td>(135,546)</td>
<td>(58,502)</td>
<td>(194,047)</td>
</tr>
<tr>
<td>July</td>
<td>(187)</td>
<td>(5,778)</td>
<td>(5,965)</td>
</tr>
<tr>
<td>August</td>
<td>(2,938)</td>
<td>(2,896)</td>
<td>(5,835)</td>
</tr>
<tr>
<td>September</td>
<td>(1,147)</td>
<td>(560)</td>
<td>(1,707)</td>
</tr>
<tr>
<td>October</td>
<td>-</td>
<td>(541)</td>
<td>(541)</td>
</tr>
<tr>
<td>November</td>
<td>(6)</td>
<td>(1,539)</td>
<td>(1,546)</td>
</tr>
<tr>
<td>December</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>(320,073)</td>
<td>(248,180)</td>
<td>(568,252)</td>
</tr>
</tbody>
</table>
**South Metro Fire Rescue**

**Capital Details**

11/30/2019

**Buildings and Grounds - General Fund**

<table>
<thead>
<tr>
<th>Station</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 16</td>
<td>23,711</td>
</tr>
<tr>
<td>Station 18</td>
<td>10,275</td>
</tr>
<tr>
<td>Station 31</td>
<td>2,080</td>
</tr>
<tr>
<td>Station 33</td>
<td>6,075</td>
</tr>
<tr>
<td>Station 34</td>
<td>18,724</td>
</tr>
<tr>
<td>Station 36</td>
<td>1,889</td>
</tr>
<tr>
<td>Station 37</td>
<td>2,855</td>
</tr>
<tr>
<td>Station 40</td>
<td>7,235</td>
</tr>
<tr>
<td>Station 42</td>
<td>11,000</td>
</tr>
<tr>
<td>Facilities</td>
<td>14,813</td>
</tr>
<tr>
<td>JSF</td>
<td>13,497</td>
</tr>
<tr>
<td>Reservoir</td>
<td>2,595</td>
</tr>
</tbody>
</table>

Total Equipment: 114,749

**Building and Grounds - Capital Projects Fund**

<table>
<thead>
<tr>
<th>Station</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 12</td>
<td>76,051</td>
</tr>
<tr>
<td>Station 13</td>
<td>35,710</td>
</tr>
<tr>
<td>Station 20</td>
<td>342,256</td>
</tr>
<tr>
<td>Station 32</td>
<td>25,608</td>
</tr>
<tr>
<td>Station 33</td>
<td>22,593</td>
</tr>
<tr>
<td>Station 42</td>
<td>18,110</td>
</tr>
<tr>
<td>Mineral HQ</td>
<td>16,896</td>
</tr>
<tr>
<td>MFTC</td>
<td>1,445</td>
</tr>
<tr>
<td>JSF</td>
<td>750</td>
</tr>
</tbody>
</table>

Total Building and Grounds: 539,418

**Vehicle and Apparatus - Capital Projects Fund**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 BC/DC truck mod</td>
<td>62,240</td>
</tr>
<tr>
<td>2019 St. 19 fire truck</td>
<td>733,356</td>
</tr>
<tr>
<td>2019 St. 44 fire truck</td>
<td>744,251</td>
</tr>
<tr>
<td>2019 T-6 brush truck</td>
<td>93,468</td>
</tr>
<tr>
<td>2018 Fleet service truck</td>
<td>37,838</td>
</tr>
<tr>
<td>2018 T-6 brush truck</td>
<td>128,759</td>
</tr>
<tr>
<td>New engine 20</td>
<td>5,744</td>
</tr>
</tbody>
</table>

Total Vehicle and Apparatus: 1,805,657

**Building and Grounds - Building Rental Fund**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral HQ - parking garage repairs</td>
<td>6,756</td>
</tr>
</tbody>
</table>

Total Building and Grounds: 6,756

**Total Capital Purchases**

$ 2,466,580
### Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget to Actual (Page 4 – 9)

**Column Definitions:**

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Year to Date (YTD) actuals amounts as of the date on the statement.</td>
</tr>
<tr>
<td>YTD Budget</td>
<td>Column which displays the budgeted amounts through the date on the statement.</td>
</tr>
<tr>
<td>YTD Variance</td>
<td>Actual column subtracted by the YTD Budget column. This compares actual expenditures with their budgeted amounts through the date on the statement rather than the entire fiscal year.</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>Budgeted amounts for the entire fiscal year.</td>
</tr>
<tr>
<td>Annual Variance</td>
<td>Actual column subtracted by Annual Budget column. This shows how much budget remains to be received or used in the fiscal year.</td>
</tr>
<tr>
<td>% Received/Used</td>
<td>Actual column divided by Annual Budget column. This shows what percent of budgeted annual revenues or expenses have been received or used for the fiscal year.</td>
</tr>
<tr>
<td>Prior Year (PY) Actual YTD</td>
<td>This column displays the prior year (2018) year to date actual amounts for SMFR FPD only (Cunningham amounts are not included)</td>
</tr>
<tr>
<td>Variance Current Year (CY) to Prior Year (PY)</td>
<td>Actual column subtracted by the PY Actual YTD column. This compares the increase or decrease in current year values with those of the prior year.</td>
</tr>
</tbody>
</table>
SOUTH METRO FIRE RESCUE
BOARD AGENDA

MEETING DATE: 1/6/2020

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: Station 20 Sanitary Sewer Easement Agreement with Douglas County Schools.

BACKGROUND: The sanitary sewer connection point for Station 20 is located south of Wildcat Reserve Pkwy on property owned by the Douglas County School District. An easement for the construction and maintenance of this connection point is required for construction permitting.

The Douglas County School Board will hear this request at their January meeting. School District staff and council drafted this agreement and it has been approved by Allison Ulmer (Collins-Cockrel & Cole).

RECOMMENDATION: Board approval.

SUBMITTED BY: Vince Turner, Assistant Chief
APPROVED BY: Bob Baker, Fire Chief
SEWER EASEMENT

THIS SEWER EASEMENT ("Easement") is made this ____ day of ________, 2020, by and between the BOARD OF EDUCATION OF THE DOUGLAS COUNTY SCHOOL DISTRICT RE-1, a political subdivision of the State of Colorado (hereinafter "Grantor"), whose address is 620 Wilcox Street, Castle Rock, Colorado 80104, and SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, a quasi-municipal corporation of the State of Colorado (hereinafter "District"), whose address is 9195 E. Mineral Avenue, Centennial, Colorado 80112. Grantor and District are referred to collectively herein as the "Parties" and singularly as a "Party."

WITNESSETH:

WHEREAS, Grantor is the owner of real property commonly known as Mountain Vista High School which is located at 10585 Mountain Vista Ridge, Highlands Ranch, Colorado 80126 ("Grantor Property"); and

WHEREAS, District is the owner of real property located at the northwest corner of Wildcat Reserve Parkway and Summit View Parkway in Highlands Ranch, Colorado ("District Property") on which it proposes to construct South Metro Fire Rescue – Station No. 20 ("Station No. 20"); and

WHEREAS, District desires an easement on, over, and across a portion of the Grantor Property as more particularly described on Exhibit A, attached hereto and incorporated herein (the "Easement Area") to construct, install, remove, replace, add to, maintain, repair, operate, change or alter underground sewer lines and appurtenances, together with any and all sewer lines and manholes situate therein (collectively, the "Sewer Improvements"); and

WHEREAS, Grantor is willing to grant to District a perpetual and nonexclusive easement for such purposes on, over, and across the Easement Area subject to the terms and conditions of this Easement.

NOW THEREFORE, in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration paid by District to Grantor, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing Recitals are incorporated herein by reference.

2. Grant of Perpetual and Non-Exclusive Easement. Grantor hereby grants and conveys to District and its agents, employees, and contractors a perpetual and non-exclusive easement on, over, and across the Easement Area to construct, install, remove, replace, add to, maintain, repair, operate, change or alter the Sewer Improvements,
together with the right of ingress to and egress from the Easement Area by means of existing roads located on or adjacent to the Grantor Property.

3. **Use by Grantor.** Grantor retains the right to use the surface of the Easement Area for any purpose which does not unreasonably interfere with the District's use of the Easement Area.

4. **Maintenance.** District, at District expense, shall construct, install, remove, replace, add to, maintain, repair, operate, change or alter the Sewer Improvements in a good and workmanlike manner.

5. **Mutual Use.** The Parties agree to use reasonable efforts to minimize any interference with any of the activities of the other Party, its employees, authorized agents and contractors on the Easement Area, and shall not undertake any actions regarding its use of the Easement Area that would endanger the health, safety or welfare of either Party or their employees, agents or contractors, or damage its equipment, materials or property.

6. **No Additional Uses.** Use of the Easement Area by District, its employees, authorized agents and contractors shall be for the sole and exclusive purposes contained herein, and this Easement shall not be construed as a dedication of the Easement Area or a grant of uses beyond those contemplated herein.

7. **Notice.** District shall notify Grantor a minimum of twenty-four (24) hours prior to entering the Easement Area to commence construction of the Sewer Improvements or to perform any construction, installation, removal, replacement, addition; maintenance, repair, operation, change or alteration activities, except in the event of an emergency, in which case notice shall be provided as soon as practicable.

8. **Repair and Restoration.** Upon the completion of any work authorized by this Easement, District, at District expense, shall restore the surface of the Easement Area, and any areas disturbed by District, as nearly as reasonably possible to its original grade and condition. District, at District expense, shall revegetate any disturbed native vegetation within and adjacent to the Easement Area with the seed mixture currently approved by the Douglas County Department of Public Works Engineering.

9. **Removal of Equipment.** Upon completion of any work authorized by this Easement, District shall promptly remove all materials, debris and equipment utilized to perform the work from the Easement Area, including construction equipment and materials staged and/or stored within the Easement Area, if any.

10. **Fencing.** If any permanent fencing located within and/or adjacent to the Easement Area is impacted by District's activities, District shall reset or replace the disturbed permanent fencing with like kind materials along the boundary of the Easement Area, or at a location to be mutually determined between the Parties. Grantor shall be
prohibited from placing or constructing any fencing or structures within the Easement Area, unless specific written permission is obtained from District.

11. **Release.** District, for itself and those claiming through District, hereby releases Grantor, its beneficiaries, and its respective officers, directors, partners, employees, agents, mortgagees, licensees, contractors, guests, and invitees from any and all liability, loss, claims, demands, damages, penalties, fines, interest, costs, and expenses for damage that may arise from operations on, or use of, the Easement Area by District and its agents or contractors.

12. **Insurance.** District will secure and maintain commercial general liability insurance sufficient to cover any liability for the actions of the District, its agents, employees, and contractors in the Easement Area, in an amount determined in the reasonable discretion of District and, upon request of Grantor, District shall provide Grantor with evidence of such insurance.

13. **Environmental.** District shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Easement Area by District, its agents, employees or contractors, except those customarily used with regard to the equipment required to perform the cleaning, maintenance and repair of the Sewer Improvements. Without limiting the foregoing, if the presence of any Hazardous Material on the Easement Area caused or permitted by District results in any contamination of the Easement Area, District shall promptly take all actions, at no expense to Grantor, as are necessary to return the Easement Area to the condition existing prior to the introduction of any such Hazardous Material to the Easement Area, provided that Grantor's approval of such actions shall first be obtained, which approval shall not be unreasonably withheld so long as such actions would not potentially have any material adverse effect on the Easement Area. As used in this Easement, the term "Hazardous Material" means any hazardous or toxic substance, material or waste that is or becomes regulated by any local governmental authority, the State of Colorado or the United States.

14. **Mechanic's and Materialmen's Liens.** District covenants and agrees not to suffer or permit any lien of mechanics or materialmen or others to be placed against the Easement Area or on Grantor's property with respect to work or services claimed to have been performed for, or materials claimed to have been furnished to, District or its agents pursuant to this Easement.

15. **Compliance with Laws.** District shall cause all activities and work on the Easement Area to be performed in compliance with all applicable laws, rules, regulations, orders and other governmental requirements.

16. **Warranties and Disclaimers.** Grantor makes no warranties or representations with respect to the Easement Area, including, without limitation, the condition and state of repair of the Easement Area, the suitability of the Easement Area
for District's intended use, or with respect to any rights which other parties may have, or
claim to have, to enter upon the Easement Area by reason of access easements granted by
Grantor or otherwise.

17. Appropriations. Any financial obligations of the Parties shall extend only
to monies duly and lawfully appropriated and budgeted by each Party and encumbered
for the purpose of this Easement, pursuant to § 29-1-110, C.R.S., as amended.

18. No Waiver of Governmental Immunity. The Parties, and their respective
commissioners, officials, officers, directors, agents and employees, are relying on, and do
not waive or intend to waive by any provision of this Easement, the monetary limitations
or any other rights, immunities and protections provided by the Colorado Governmental
Immunity Act, §§ 24-10-101 to 120, C.R.S., as amended.

19. Controlling Law. The interpretation and performance of this Easement
shall be governed by the laws of the State of Colorado.

20. Recording. Upon full execution hereof, District shall record this Easement
in the real property records of Douglas County, Colorado.

21. No Third-Party Beneficiaries. Nothing in this Easement shall be construed
to give any rights or benefits to anyone other than the Parties.

22. Severability. In the event any of the provisions of this Easement are held to
be unenforceable or invalid by any court of competent jurisdiction, the validity of the
remaining provisions shall not be affected. Should either Party fail to enforce a specific
term of this Easement, it shall not be a waiver of a subsequent right of enforcement, nor
shall it be deemed a modification or alteration of the terms and conditions contained
herein.

23. Entire Agreement. This Easement sets forth the entire agreement of the
Parties with respect to the Easement and supersedes all prior discussions, negotiations,
understandings or agreements relating to the Easement, all of which are merged herein.

24. Amendment. Any amendment shall be in writing and signed by both
Parties.

25. Venue. Venue for any action hereunder shall be in the District Court of the
County of Douglas, State of Colorado.

26. Counterparts. This Easement may be executed in two (2) or more
counterparts, each of which shall be deemed an original, all of which together shall
constitute one and the same instrument.
27. **Successors and Assigns.** This Easement shall extend to and be binding upon the heirs, successors and assigns of the Parties hereto and shall run with the land.

   **IN WITNESS WHEREOF,** the Parties have executed this Easement on the date set forth above.

   **GRANTOR:**

   DOUGLAS COUNTY SCHOOL DISTRICT RE-1

   By: __________________________
   Name: _________________________
   Title: __________________________

Attest:

______________________________
Secretary

STATE OF COLORADO )
) ss.
COUNTY OF DOUGLAS )

The foregoing instrument was acknowledged before me this______day of ________, 2020 by __________________ as __________________ of the Douglas County School District RE-1 and____________________as the Board Secretary.

Witness my hand and official seal.

My commission expires: __________________

______________________________
Notary Public
DISTRICT:

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

By ____________________________
Laura Simon, Chair

Attest:

__________________________
Ronda Scholting, Secretary

STATE OF COLORADO )
) ss.
COUNTY OF____________________ )

The foregoing instrument was acknowledged before me this _____ day of
__________, 2020 by Laura Simon, as Chair, and Ronda Scholting, as Secretary, of the
South Metro Fire Rescue Fire Protection District.

Witness my hand and official seal.

My commission expires: ______________________

____________________________________
Notary Public
EXHIBIT A

[Legal Description and Depiction Attached]
PARCEL DESCRIPTION

A PORTION OF DOUGLAS COUNTY SCHOOL DISTRICT RE-1 PARCEL NUMBER ZZZ9·231-00-006
LOCATED IN THE SE 1/4 SECTION 14, T6S, R68W, 6TH P.M.
HIGHLANDS RANCH, COUNTY OF DOUGLAS, STATE OF COLORADO

A SANITARY SEWER EASEMENT BEING THAT PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 6 SOUTH, RANGE 68 WEST OF THE 6TH P.M.,
HIGHLANDS RANCH, COUNTY OF DOUGLAS, STATE OF COLORADO, ALSO BEING PART OF DOUGLAS COUNTY SCHOOL DISTRICT RE-1 PARCEL NUMBER
2229-231-00-006, DOUGLAS COUNTY RECORDS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARINGS: BEARINGS ARE BASED UPON THE EAST LINE OF SECTION 14 BEING MONUMENTED AT THE NORTHEAST CORNER BY A PIN & CAP STAMPED "PLS 29027" AND AT THE SOUTHEAST CORNER BY A FOUND REBAR (No CAP), BEING ASSUMED TO BEAR SOUTH 00'04'12" WEST, WITH ALL BEARINGS HEREIN RELATIVE THEREO;

COMMENCING AT THE SAID SOUTHEAST CORNER OF SECTION 14;

THENCE NORTH 51'36'48" WEST A DISTANCE OF 1543.58 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF EAST WILDCAT RESERVE PARKWAY FOR THE POINT OF BEGINNING;

THENCE DEPARTING SAID RIGHT-OF-WAY LINE, SOUTH 19'13'20" WEST A DISTANCE OF 1628 FEET;

THENCE NORTH 70'46'40" WEST A DISTANCE OF 15.00 FEET;

THENCE NORTH 67'31'25" WEST A DISTANCE OF 260.79 FEET;

THENCE NORTH 26'54'32" EAST A DISTANCE OF 24.67 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF EAST WILDCAT RESERVE PARKWAY ALSO BEING THE BEGINNING OF A CURVE TO THE LEFT;

THENCE ALONG THE SOUTH RIGHT-OF-WAY LINE OF SAID WILDCAT RESERVE PARKWAY ALONG SAID CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 07'37'43",
A RADIUS OF 2049.00 FEET, AN ARC LENGTH OF 272.81 FEET, WHOSE CHORD BEARS SOUTH 67'10'24" EAST, A CHORD DISTANCE OF 272.61 FEET TO THE POINT OF
BEGINNING.

CONTAINING 7,099 SQUARE FEET OR 0.162 ACRES MORE OR LESS.

I, SHAWN D. Ciarke, a registered professional land surveyor in the state of Colorado, do hereby state that this legal description and exhibit was prepared under my direct supervision and is true and accurate, to the best of my knowledge and belief.

SHAWN D. CIARKE, PLS
COLORADO REG NO. 38061
sclarke@bowmanconsulting.com
FOR AND BEHALF OF
BOWMAN CONSULTING GROUP, LTD.

NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE (3) YEARS AFTER
YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN (10) YEARS FROM
THE DATE OF THE CERTIFICATE SHOW HEREON.
EXHIBIT TO ACCOMPANY PARCEL DESCRIPTION
A PORTION OF DOUGLAS COUNTY SCHOOL DISTRICT RE-1 PARCEL NUMBER 2229-231-00-006
LOCATED IN THE SE 1/4 SECTION 14, T6S, R68W, 6TH P.M.
HIGHLANDS RANCH, COUNTY OF DOUGLAS, STATE OF COLORADO

NOTE: THIS DRAWING IS MEANT TO DEPICT THE ATTACHED PARCEL DESCRIPTION AND IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT REPRESENT A MONUMENTED LAND SURVEY. PARCEL CONTAINS A TOTAL 7,099 SQ. FT OR 0.162 ACRES MORE OR LESS.

LINE DATA

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<tbody>
<tr>
<td>L1</td>
<td>S19'13''20'' W</td>
<td>116.28'</td>
</tr>
<tr>
<td>L2</td>
<td>N70'46''40'' W</td>
<td>15.00'</td>
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<tr>
<td>L3</td>
<td>N19'13''20''E</td>
<td>94.16'</td>
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<tr>
<td>L4</td>
<td>N67'31''25'' W</td>
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CURVE DATA

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<th>CHORD LENGTH</th>
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<tr>
<td>C1</td>
<td>272.81'</td>
<td>2049.00'</td>
<td>7'37''43''</td>
<td>S67''10''24''E</td>
<td>272.61'</td>
</tr>
</tbody>
</table>

NOTE: 1'' = 150'

SEC 14, T6S, R68W DOUGLAS COUNTY COLORADO

SANITARY SEWER EASEMENT

BY: DJM CHK: SOC DATE: 10/28/2019
BCG PROJECT NO: 090483

1526 Cole Blvd., Suite 100, Lakewood, Colorado 80401
Phone: (303) 801-2900
www.bowmanconsulting.com
MEETING DATE: 1/6/2020

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: RESOLUTION AMENDING A FEE SCHEDULE

BACKGROUND: Staff is recommending an amendment to the existing fee schedule for plan reviews, permits and inspections related to special events, tents and mobile food trucks. The existing fee schedule applied a full cost-recovery model to these fees which often resulted in high costs to the event organizers and several complaints. These new fees are just based on the salary and benefits of the staff providing the service without additional costs for overhead, software, vehicles, etc. This new approach should be more reasonable for event organizers, non-profits, and government entities, along with streamlined regulatory processes that are being implemented now. Staff performed external stakeholder outreach to several individual special event coordinators and city officials with strong support of the proposed fee schedule and other business process improvements. For those conducting fireworks displays, however, it should be noted that staff is recommending staying with the full cost-recovery methodology. Fireworks fees and the remainder of the existing fee schedule are anticipated to be updated in February with more discussion with the board.

RECOMMENDATION: Staff recommends approval of the resolution.

SUBMITTED BY: Anthony Valdez
APPROVED BY: Bob Baker
SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-03

RESOLUTION AMENDING A FEE SCHEDULE

WHEREAS, Sections 32-1-1002 (d) and (e), C.R.S., authorize fire protection districts to adopt and enforce fire codes and to fix from time to time and increase or decrease fees and charges for fire code inspections; and

WHEREAS, by Resolution No. 2019-11 the District adopted by reference the fee schedule previously adopted by the South Metro/Cunningham Fire Rescue Authority by Resolution No. 2018-14 (the “Fee Schedule”); and

WHEREAS, the South Metro Fire Rescue Fire Protection District (“District”) has determined that the amendment of the Fee Schedule is necessary to help offset the costs incurred by the District for inspections and plan reviews conducted pursuant to the IFC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT AS FOLLOWS:

1. **Adoption of Amendments to Fee Schedule.** The Board hereby adopts the amendment to the Fee Schedule attached hereto as Exhibit A.

2. **Payment Processing Fees.** The Board hereby authorizes the Fire Chief to approve the collection of fees associated with the processing of credit card transactions and/or checks, provided that such fees do not exceed 4.5% of each transaction.

3. **Fire Chief to Annually Adjust Fees.** The Fire Chief shall adjust the Fee Schedule annually without further Board action, in accordance with the compensation model adopted by the District’s Human Resources Department.

4. **Fire Marshal Authorized to Reduce or Waive Fees.** The Fire Marshal shall be authorized to reduce or waive the fees in the Fee Schedule based upon the circumstances of specific projects which are determined, in his or her sole discretion, to result in reduced or nominal costs to the District for the services provided.

5. **Waiver for Governmental Entities.** The Fire Chief shall be authorized to reduce or waive the fees in the Fee Schedule, except punitive fees, for governmental entities, including, but not limited to counties, municipalities, schools and special districts, when determined by the Fire Chief in his sole discretion that either (i) the governmental entity provides reciprocal services or benefits to be of approximately equal benefit to the District, or (ii) the governmental entity’s project or special event will result
in reduced or nominal costs to the District for the services provided. Punitive fees include re-inspection, after-hours inspection, and re-submittals after the first re-submittal.

6. **Remainder of Fee Schedule Unchanged.** Except as specifically amended by Exhibit A, the Fee Schedule remains in full force and effect as adopted by Resolution No. 2019-11.

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

8. **Effective Date.** This Resolution shall take effect and be enforced as of January 1, 2020.

   Adopted this 6th day of January, 2020.

   SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

   By: _______________________________
   Ronda Scholting, Chair

Attest:

______________________________
Danny Gaddy, Secretary
**Seasonal Events (same setup multiple times within the calendar year) is equal to the "Total Permit Fee" above for the appropriate threshold, plus one (1) additional hour of inspection time.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Total Plan Review Fee</th>
<th>Total Inspection Fee</th>
<th>Total Permit Fee</th>
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</thead>
<tbody>
<tr>
<td>Event Permit - ≤500 on site at one time</td>
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<td>$60.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Event Permit - &gt;500 but ≤1,000 on site at one time</td>
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<td>$90.00</td>
<td>$195.00</td>
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<tr>
<td>Event Permit - &gt;1,000 on site at one time</td>
<td>$140.00</td>
<td>$120.00</td>
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</tr>
<tr>
<td>Tent Permit (absent a special event)</td>
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<td>$60.00</td>
<td>$130.00</td>
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<tr>
<td>Mobile Food Preparation Vehicle Permit</td>
<td>$35.00</td>
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<td>$95.00</td>
</tr>
<tr>
<td>Additional Inspection Fee</td>
<td></td>
<td>$60.00</td>
<td></td>
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</tbody>
</table>
MEETING DATE: 1/6/2020

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: RESOLUTION APPOINTING A COMMITTEE FOR CONFLICTED MATTERS

BACKGROUND: In matters where the Fire Chief has a conflict of interest when carrying out the duties authorized by the Board of Directors, and it is not appropriate to delegate those duties, it is recommended that this standing committee be established in order to address those matters.

RECOMMENDATION: Staff recommends approval of the resolution.

SUBMITTED BY: Mike Dell’Orfano/Bob Cole

APPROVED BY: Bob Baker
WHEREAS, the South Metro Fire Rescue Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), (i), (m), and (n), C.R.S., the Board of Directors, for and on behalf of the District is authorized to have the management, control, and supervision of all the business and affairs of the District; to appoint, hire, and retain employees; to adopt, amend, and enforce bylaws and rules and regulations not in conflict with law for carrying on the business, objects, and affairs of the Board and the District; and to have and exercise all rights and powers necessary or incidental to or implied from the specific powers granted to the District; and

WHEREAS, the Board has hired the Fire Chief and delegated to the position of Fire Chief the responsibility of serving as the chief administrative officer of the district and with all duties as designated by law for a fire chief under Section 32-1-1002, C.R.S., including the overseeing and managing all business and affairs of the District including the operation, maintenance, management, administration, and provision of all facilities, improvements, equipment, services and personnel; and

WHEREAS, from time to time matters within the responsibility of the Fire Chief may arise with which he or she may have a conflict of interest; some matters may be appropriate to delegate to subordinate personnel, but some matters will not be appropriate for delegation, in which case, the Board of Directors wishes to appoint a standing committee to act on behalf of the Board to address such matters in the place of the Fire Chief;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District that:
1. **Appointment of Conflicted Matters Committee.** The Board Chair and Vice Chair are appointed as the standing Conflicted Matters Committee (“Committee”) to consider matters within the responsibility of the Fire Chief but which involve a conflict of interest for the Fire Chief and which are not appropriate for the Fire Chief to delegate to subordinate personnel of the District, and matters regarding the Board’s supervision of the Fire Chief (“Conflicted Matters”).

2. **Role of the Committee.** In the event of a Conflicted Matter, the Committee shall address the matter with all the authority of the Fire Chief, but for the conflict of interest, and all the authority of the Board as the supervisor of the Fire Chief. The Committee may in its discretion, or shall at the direction of the Board, bring any Conflicted Matter to the full Board for consideration, determination, or other action.

3. **Fire Chief Responsibility to Report Conflicted Matters.** It is the Fire Chief’s responsibility to report any Conflicted Matter to the Chair, Vice Chair, or legal counsel for the District as soon as he or she becomes aware of it so the involvement of the Committee contemplated herein can occur in a timely manner.

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

5. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors.

Adopted this 6th day of January, 2020.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

By: __________________________

Ronda Scholting, Chair

Attest:

______________________________

Danny Gaddy, Secretary
BACKGROUND: The Board Bylaws & Policy Committee has developed recommendations for amendments to the bylaws. A draft is included for discussion to help prepare a final draft for the 2/4 board meeting. Committee members and staff will provide a brief overview of the changes and answer any questions.
SECTION 1.  AUTHORITY.  South Metro Fire Rescue Fire Protection District (the “District”) is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 et seq., C.R.S.  The District was created by court order and is located in Douglas, Arapahoe and Jefferson Counties.

SECTION 2.  PURPOSE.  It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3.  POLICIES OF THE BOARD.  It shall be the policy of the Board of Directors (“Board”) of the District, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District Service Plan or by law.

SECTION 4.  BOARD OF DIRECTORS.  Unless otherwise delegated by the Board, all powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws.  The Board may delegate to officers, employees, and agents of the District any or all administrative, ministerial, and operational powers.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

a.  To appoint, hire, supervise, terminate, remove or suspend the Fire Chief.  The Board hereby confers upon the Fire Chief the power to appoint, hire, supervise, terminate, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.

b.  To delegate by resolution to the Fire Chief and other management personnel who may make purchases of real and personal property, goods and services, and who may sign receipts, endorsements, checks, contracts, releases and other official documents on behalf of District.
c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee’s functions and obligations.

d. To prepare or cause to be prepared financial reports covering each year’s fiscal activities; and such reports shall be available for inspection by the public, as required by law.

SECTION 5. OFFICE.

a. Business Office. The principal business office of the District shall be at 9195 East Mineral Avenue, Centennial, Colorado 80112, until otherwise designated by the Board.

b. Establishing Other Offices and Relocation. The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

SECTION 6. MEETINGS.

a. Regular Meetings. Regular meetings of the Board shall be conducted at the dates and times designated by Resolution of the Board at its first regular meeting of each year. When necessary and in its discretion, the Board may by motion change the time and date of regular Board meetings.

b. Special Meetings. Special meetings of the Board may be called by the Chair or any two (2) Directors.

c. Meeting Public. All meetings of the Board, other than executive sessions, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board (4 is a quorum if a full Board is in office) or three (3) or more Directors, whichever is less, are expected to be in attendance for discussion of District business, either in person, telephonically, or electronically. Social gatherings at which no business of the District will be discussed are not considered meetings of the Board that are open to the public or for which notice is required.

d. Board Member Notice. Section 6.a. and the annual Resolution designating regular meeting dates and times shall constitute formal notice of regular meetings to Directors, and no other notice shall be required to be given to the Board. Notice of special meetings shall be provided to Directors by email, telephone, or United States Postal Service (USPS) not less than twenty-four (24) hours in advance. Notice delivered by USPS shall be deemed delivered at 5:00 p.m. on the third (3rd) day following the
day on which it was deposited, postage prepaid. Attendance by a director at a regular or special meeting shall be deemed a waiver by the Director of the notice requirements of this subsection d.

e. **Public Notice.** Public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The District’s webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S.

f. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

1. **Calling the Executive Session.** The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum in attendance shall be required to go into executive session.

2. **Conducting the Executive Session.** No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic recording of the actual contents of the discussion in the executive session shall be kept. No electronic recording or other record is necessary to be kept for any portions of the discussion which the District’s attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

3. **Records of Executive Sessions.** The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

g. **Adjournment and Continuance of Meetings.** When a regular or special meeting is for any reason continued to another time and place, notice need
not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

h. **Emergency Meetings.** Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the Chair, Vice Chair or any two (2) Directors in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health, safety, welfare or property of the owners, residents and visitors of the District. If possible, notice of such emergency meeting shall be given to the Directors by telephone, email, or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare or property of the owners, residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this subsection h. is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the Chair, Vice Chair, or any two (2) Directors of the Board.

i. **Email Meetings.** Section 24-6-402, C.R.S., requires that certain email correspondence between three (3) Directors (or, when two (2) Directors constitute a quorum, two (2) Directors), if said email correspondence discusses pending resolutions or other District business shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.

j. **Attendance at Meetings.** It is the Board’s expectation that Directors will attend in person not less than seventy five percent (75%) of Board meetings. Section 24-6-402(1)(b), C.R.S. defines a meeting as “Any kind of gathering to discuss public business, in person, by telephone, electronically, or by other means of communication.” Although electronic participation in Board meetings as a frequent or regular course is not
acceptable, Directors may periodically attend meetings by telephone (or other electronic means), so long as they are able to reasonably receive the comments from the audience and any comments and discussion among other Directors and staff, and they are able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

a. **Board Meeting Rules of Procedure.** Meeting of the Board of Directors shall comply with the South Metro Fire Rescue Fire Protection District Board Meeting Rules of Procedure attached hereto as Exhibit A.

b. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors are in attendance in person, telephonically, or electronically, except as provided in Section 6.h. above.

c. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting at a meeting properly called and at which a quorum is in attendance, except that to convene an executive session of the Board, a two-thirds (2/3) affirmative vote is required.

d. **Electronic Signatures.** In the event the signature(s) of one (1) or more Directors or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or email signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District’s consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

e. **Setting Meeting Agendas.** Agendas for Board meetings will be set by the Fire Chief or his/her designee in consultation with the Board Chair. The Board Chair or any two (2) Directors may require a matter be placed on a meeting agenda by written request provided to the Secretary and the Fire Chief. Agenda items added with little advanced notice to staff shall be tabled, if necessary, to allow a reasonable time to provide necessary support or briefing for the Board.
f. **Order of Business.** The business of all regular meetings of the Board shall be transacted generally in the following order, and as approved by the Board from time to time, and the agenda for such meetings shall describe in as much detail as is possible the topics within each category:

1. Meeting Call to Order;
2. Pledge of Allegiance;
3. Roll Call and Approval of any Excused Absences;
4. Approve the Agenda;
5. Public Comment;
6. Consent Agenda;
7. Action Items (Action Items are intended for matters for which Board action is proposed.);
8. Discussion Items (Discussion Items are intended for matters which need Board and staff discussion, obtain direction for future action or inaction, or to develop the Discussion Item for future consideration as an Action Item. No action can be taken on a Discussion Item, other than to schedule it again as a Discussion Item or as an Information Item or an Action Item for a future meeting. A properly posted Discussion Item could become an Action Item by approval of a Motion to Reconsider approval of the Agenda to add the matter as an Action Item and return to that portion of the Agenda, see Section 7.a. and Exhibit A.)
9. Information Items (Information Items are limited to short briefings by staff or Directors on matters with little or no discussion. No action can be taken on an Information Item, other than to schedule it again as an Information Item or as a Discussion Item or an Action Item for a future meeting.);
10. Executive Session (as needed);
11. Next Meeting; and

g. **Meeting Packets.** The Fire Chief shall be responsible for seeing that packets for regular Board meetings are generally provided or available to
Board members on Wednesday before a regular Monday meeting, and similarly in advance of other meetings held on other days.

h. **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. Public comments shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, topic or agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will assist in keeping peace and conducting public business. 9-1-1 will be called at any time that the Board or staff feels threatened or endangered.

i. **Minutes.** Within a reasonable time after approval, all resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be transmitted electronically and kept for that purpose, and shall be attested by the Recording Secretary. Minutes of regular and special meetings shall be available for public review as soon as practicable following approval by the Board. Upon approval by the Board, such records shall be the official record of the Board meetings. Executive sessions shall be electronically recorded on audio tape or other electronic media, and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions as described in Section 6.e of these Bylaws and shall not be open to the public except as required by law. Draft minutes are considered work product under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting or otherwise made public.

**SECTION 8. POLICIES OF THE BOARD.**

a. **Compliance with District Policies.** Directors shall comply with District Policies that are specifically applicable to the Board and its Directors, and
also those that apply to District personnel to the extent the subject matter also extends to matters applicable to District Directors. Such policies include, but are not limited to, policies associated with conflicts of interest, sexual harassment, and use of technology and computing devices. District Directors shall participate in training and educational sessions called for in any such policies. The Fire Chief or his or her designee shall be responsible for coordinating with the Board for the scheduling of any such training or educational sessions, though it is the responsibility of individual Directors to attend such sessions.

b. **Use of District Technology Systems.** To allow compliance with requirements under the Colorado Open Records Act and the Open Meetings Law, Directors shall only use District technology systems for electronic communications that discuss District matters.

c. **Board Member Standards of Conduct.** In carrying out their responsibilities and representing the District Board members shall comply with the Standards and Guidelines for Board Member Conduct attached hereto as Exhibit B.

**SECTION 9. DIRECTORS, OFFICERS AND PERSONNEL.**

a. **Director Qualifications and Terms.** Directors shall be eligible electors of the Director district for which they are elected or appointed. The term of each Director shall be determined by relevant statutory provisions with regular elections held in even numbered years through 2022, and thereafter odd numbered years beginning in 2023, and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S.

b. **Faithful Performance Bonds.** Each Director shall furnish, at the expense of the District, an individual, schedule or blanket surety bond or crime insurance in the sum of not less than one thousand dollars ($1,000) each, conditioned on the faithful performance of the duties of his/her office. In addition, the Treasurer shall furnish, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than five thousand dollars ($5,000), conditioned upon the faithful performance of the duties of his/her office.

c. **Director’s Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner which the Director reasonably believes to be in the best interests of District, and with such care as an ordinarily prudent person in a
like position would use under similar circumstances. In performing the Director’s duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted, and does not disclose such knowledge in a manner to call into question the information otherwise being relied upon. A person who in good faith performs the Director’s duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely upon are:

1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;

2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons’ professional knowledge or expertise; and

3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of the Bylaws, as to matters within the committee’s designated authority, which committee the Director reasonably believes to merit confidence.

d. **Oath of Office.** Each Director, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law.

e. **Election of Officers.** The Board shall elect from its membership a Chair/President, Vice Chair/Vice President, Secretary, and Treasurer. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of the officers shall be conducted annually at the first regular meeting of the Board following each regular special district election, and at such times as deemed appropriate by the Board. Each officer so elected shall serve for a term of office until the first regular meeting of the Board following the next regular special district election, or as otherwise directed by the Board. Any officer may be removed by the Board, with or without cause, whenever in its judgment the best interests of the District will be served thereby. Under any circumstance, the term of a Board Officer shall continue until the election of his/her successor.
f. **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next regular special district election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election. A Board member’s office is vacant upon:

1. Failure to meet qualifications;
2. Failure to satisfy oath and bond requirements;
3. Written resignation;
4. Failure to remain qualified for office;
5. Conviction of a felony;
6. Removal from office or voidance of election by court;
7. Failure to attend four (4) consecutive, regular Board meetings where the absences have been entered into the meeting minutes as unexcused. Absences shall be excused for temporary mental or physical disability or illness; or
8. Death.

**g. Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

**h. Chair and President.** The Chair shall preside at all meetings. The Chair shall also be the President of the District. The President is authorized to sign all legal instruments on behalf of the District.

**i. Vice Chair and Vice President.** The Vice Chair shall be a member of the Board of Directors and, in the absence of the Chair or in the event of his or her inability or refusal to act, shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all restrictions upon the Chair.

**j. Secretary.** The Secretary need not be a member of the Board of Directors and shall maintain or cause to be maintained the official records of the District, including the by-laws, rules and regulations established by the Board of Directors, minutes of the meetings of the Board of Directors, and
a register of the names and addresses of the Directors and officers, and shall issue notice of meetings, and attest and affix the corporate seal to all official documents of the District. A separate Recording Secretary and records custodian may be appointed by the Board under the supervision of the Secretary and the Fire Chief to assist with carrying out the duties of the office of Secretary.

k. **Treasurer.** The Treasurer shall be a member of the Board of Directors, and shall be chair of the Audit Committee. The Treasurer shall keep or cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the District. The accounting function shall be provided by District personnel or independent contractor under the supervision of the Fire Chief and Treasurer, and shall be reviewed at least quarterly by the Board of Directors. The Treasurer shall have such other financial duties and authorities as specified by the Board.

l. **Recording Secretary.** The Board shall have the authority to appoint a Recording Secretary who need not be a member of the Board of Directors. The Recording Secretary shall be responsible for assisting with carrying out the duties of the office of Secretary, under the supervision of the Fire Chief and the secretary. The Board hereby appoints the Executive Assistant as the Recording Secretary.

m. **Designated Election Official.** Unless otherwise designated by resolution calling for an election, the Executive Assistant is hereby appointed the designated election official for all District elections.

n. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board.

o. **Fire Chief.** The Fire Chief shall be an employee of the District. Subject to the appointment, employment, termination and supervision of the Board of Directors, the Fire Chief shall have all powers and authorities provided for a fire chief under §32-1-1002, C.R.S., and any other applicable state or federal law, and shall oversee and manage all business and affairs of the District, including the operation, maintenance, management, administration, and provision of all facilities, improvements, equipment, services and personnel, in the manner typically associated with a fire and emergency rescue agency for which the fire chief has been delegated authority by the governing body to manage all aspects of the agency, including the authority associated with a chief executive, administrative, and operational officer.
p. **Personnel Selection.** The selection of employees, volunteers, engineers, accountants, agents, contractors, special consultants and attorneys of the District will be based upon the relative qualifications and capabilities of the applicants and shall not be based upon political services or affiliations.

SECTION 10. **FINANCIAL ADMINISTRATION.**

a. **Fiscal Year.** The fiscal year of the District shall commence on January 1 of each year and end on December 31.

b. **Budget.** On or before October 15th of each year, the Chief Financial Officer shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

c. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be posted or published in substantial compliance with law, a notice that the proposed budget is open for inspection by the public at the District’s business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.

d. **Adoption of Budget.** On the day set for consideration of the proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease expenditures and revenues as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall adopt a budget by resolution, either immediately following the budget hearing or at a later date. The budget shall set forth the expenditures to be made in the ensuing fiscal year and shall provide for sufficient revenues.

e. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall approve by resolution and cause to be certified to the Board of County Commissioners of Douglas, Arapahoe and Jefferson Counties the
mill levy rate established for the ensuing fiscal year, in order that, at the
time and in the manner required by law for the levying of taxes, such
Commissioners shall levy such tax upon the assessed valuation of all
taxable property within District. The mill levy rate shall not be increased
above that for the prior year, except for Board approved levies for
abatements and refunds, without prior voter approval, and as set forth in
applicable constitutional and statutory provision.

f. **Filing of Budget.** On or before January 30th of each year, the Board shall
cause a certified copy of such budget to be filed with the Division of Local
Government in the Colorado Department of Local Affairs.

g. **Appropriating Resolution.**

1. At the time of adoption of the budget, the Board shall, within the
same or separate resolution, appropriate funds for expenditure in the
ensuing fiscal year. The amounts appropriated shall not exceed the
expenditures fixed in the adopted budget.

2. The income of the District, as estimated in the budget and as
provided for in the resolution setting the District’s property tax mill
levy rate, shall be allocated in the amounts and according to the
funds specified in the budget for the purpose of meeting the
expenditures authorized by the appropriation resolution.

h. **No Contract to Exceed Appropriation.** The District shall have no
authority to enter into any contract, or otherwise bind or obligate the
District to any liability for payment of money for any purposes, for which
provision is not made in an appropriation resolution, including any legally
authorized amendment thereto, in excess of the amounts of such
appropriation for that fiscal year. Any contract, verbal or written, contrary
to the terms of this Section shall be void ab initio, and no District funds
shall be expended in payment of such contracts.

i. **Contingencies.**

1. In cases of emergency which could not reasonably have been
foreseen at the time of the adoption of the budget, the Board may
authorize the expenditure of funds in excess of appropriations, by
resolution duly adopted by a majority vote of the Board. Such
resolution shall set forth in full the facts concerning the emergency
and shall be included in the minutes of such meeting.
2. A copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

j. Payment of Contingencies.
   1. If there is unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditure is to be paid.

   2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money as set forth in Section 29-1-112, C.R.S. or through any other lawful and approved method.

k. Annual Audit.
   1. The Board shall cause an annual audit to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year. The audit report shall be submitted to the Board within six (6) months of the close of the fiscal year or as otherwise provided by law. The audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public accountant, who has not maintained the books, records and accounts of District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including financial statements that are representations of the District for each fund and activity and a comparison of actual figures with budgeted figures upon which the audit is based, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law.

   2. There shall be a permanent Audit Committee composed of the Treasurer and Board Chair or such other Director appointed by the Board Chair. The Audit Committee shall be responsible for the appointment, compensation, recommendation (to be approved by the Board), retention, and oversight of the work of an independent certified public accountant engaged to prepare the audit report or perform other audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District’s financial
reporting processes, internal controls and independent auditors. All auditors thus engaged shall report directly to the Audit Committee.

3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.

4. A copy of the audit report shall be forwarded to the State Auditor within thirty days after the Board receives it.

SECTION 11. CORPORATE SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Recording Secretary shall keep, or cause to be kept, the seal and shall be responsible for its safekeeping and care.

SECTION 12. DISCLOSURE OF CONFLICT OF INTEREST. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3)(b) and 18-8-308, C.R.S.

SECTION 13. COMPENSATION. Each Director shall receive the maximum compensation authorized by statute, unless otherwise determined by the Board. No Director shall receive compensation as an employee of the District. Directors shall also be reimbursed for their actual and reasonable expenses incurred on behalf of the District, as approved by the Board.

SECTION 14. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. The District shall defend, hold harmless and indemnify any Director, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, 24-10-101, et seq., C.R.S.

SECTION 15. BIDDING AND CONTRACTING PROCEDURES. The District shall adopt, maintain and comply with policies as reasonable for the conduct of local government contracting and necessary for compliance with applicable laws regarding contracting and construction. Such policies shall address procurement of goods and services, construction and contract execution. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of sixty thousand dollars ($60,000) or more of District funds. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material for less
than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the
foregoing, the District may award an integrated project delivery contract pursuant to §
32-1-1801, et seq., C.R.S. upon (i) the determination of the Board that integrated project
delivery represents a timely or cost-effective alternative for a project; (ii) publication of a
request for qualifications and/or request for proposals; and (iii) compliance with Part 18
of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance
bonds, retainage, and similar matters shall also be complied with.

SECTION 16. RECORDS MANAGEMENT. The District shall adopt,
maintain and comply with policies as reasonable and necessary for compliance with,
applicable records retention, destruction, and disclosure requirements, including the
Colorado Open Records Act, State Archives and Public Records law, and various
consumer privacy legislation. The Executive Assistant, is hereby designated as the
Official Custodian of Records ("Custodian") pursuant to the Colorado Open Records Act.
The fees and charges imposed for responding to Colorado Open Records Act records
requests shall be automatically increased to the maximum amounts allowed by law
without additional Board action.

SECTION 17. MODIFICATION OF BYLAWS. These Bylaws may be
altered, amended or repealed at any regular or special meeting of the Board to become
effective immediately or at a subsequent date.

SECTION 18. SEVERABILITY. If any part or provision of these Bylaws
is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or
invalidate the remaining provisions of these Bylaws, it being the Board’s intention that
the various provisions hereof are severable.

SECTION 19. TERMINATION OF PRIOR BYLAWS. These Bylaws
amend, supersede and replace in their entirety all prior Bylaws, and any amendments
thereto, previously adopted by the Board of Directors.

ADOPTED this ___ day of ________ , 2020, by the Board of Directors of the South
Metro Fire Rescue Fire Protection District.

________________________
Ronda Scholting, Chair

__________________________
________________________, Secretary
EXHIBIT A
South Metro Fire Rescue Fire Protection District
Board Meeting
Rules of Procedure

1. **Quorum to Conduct Business.** Simple majority of the District Directors.

2. **Motions.** All motions shall be distinctly worded.

   (a) The following rules shall apply to motions:

   (i) If a motion does not receive a second, it dies.

   (ii) The Board will discuss a motion at length only after the motion has been moved and seconded. Nothing prevents general discussion or expression of opinions before a motion is made.

   (iii) Any motion shall be reduced to writing if requested by a Director.

   (iv) A motion to amend can be made to a motion that is on the floor and has been seconded.

   (v) No motion shall be received when a question is under debate except for the following:

       (1) To lay the matter on the table;

       (2) To call for the previous question (close debate);

       (3) To postpone;

       (4) To refer; or

       (5) To amend.

   (vi) A motion may be withdrawn by the mover at any time without the consent of the Board.

   (vii) Amendments are voted on first, then the main motion is voted on, as amended if amendments are approved.
(viii) A Director may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.

(ix) A call for the previous question is intended to close the debate on the main motion; does not require a second and is not debatable.

(1) Debate on the main motion resumes if the motion fails.

(x) A motion that receives a tie vote fails.

(xi) The chair shall repeat the motion prior to a vote.

(xii) A motion to adjourn cannot be amended.

(b) **Motion to Reconsider.** A motion to reconsider may only be made by a Director who voted on the prevailing side. Any Director may second the motion.

(i) No motion to reconsider shall be made more than once.

(ii) The motion to reconsider shall be made before the final adjournment of the meeting at which the Board approved the item to be reconsidered.

(c) **Non-debatable Motions.** The following motions are non-debatable:

(i) Call for the previous question;

(ii) Motion to adjourn (if less than a quorum is present, the meeting shall automatically be adjourned without action of the Board);

(iii) Motion to recess;

(iv) Motion for executive session.

3. **Debate.** The following rules shall govern the debate of any item being discussed by the Board:

(a) Every Director desiring to speak shall address the chair, and, upon recognition by the chair, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
(b) A Director, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

4. **Appeal Ruling of Chair.** If the Chair makes a ruling with which a Director disagrees, that Director may, by motion, appeal the ruling of the Chair. This motion requires a second and is debatable. If the motion passes, the ruling of the Chair is reversed.

5. **Points of Privilege and Points of Order.**

   (a) **Points of Privilege.** These are points that relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, a Director may be unable to hear or not have the correct information on a matter before the Board. Points of privilege do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

   (b) **Points of Order.** These are points that relate to anything that would not be considered appropriate conduct of the meeting. For example, not following the agenda, voting on a debatable matter without calling for debate before the vote. Points of order do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

6. **Voting.** A majority of the Directors in attendance at a meeting at which a quorum is present voting in favor of a motion is required to approve any motion, unless a different requirement is set by these Rules of Procedure or by law. As provided by law, to convene an executive session requires the favorable vote of 2/3 of the quorum present.

   (a) **Affirmative or Negative Vote Required.** A vote of yes or no (or another form of affirmative or negative declaration) shall be taken upon motions. Each Director, when present, must vote yes or no unless:

       (i) The Director is excused by the Chair because of a conflict of interest at the introduction of the agenda item or immediately upon discovery of a legally recognized conflict of interest; or

       (ii) The Director is excused by the Chair as a result of the Director having insufficient information upon which to enable an informed vote as a result of an absence at a prior meeting, e.g., the Director did not attend the meeting for which meeting minutes are moved for approval.

   (b) **No Abstention.** An unexcused Director’s vote to "abstain" or other similar declaration other than "yes" or "no" shall be recorded as a "no" vote on the pending motion or matter.
(c) **No Explanation of Vote.** Directors shall not explain their vote except during discussion and deliberation prior to the calling of the vote on the question. Any attempt to explain a vote or to condition the vote immediately prior to casting the vote is out of order.
Exhibit B: Guidelines for Board Member Conduct

Our Role

The Board of Directors of the South Metro Fire Rescue Fire Protection District is committed to representing those who live, work and play in the District by supporting the mission, vision and values of the organization through excellence in leadership, policy-making, and financial stewardship.

Our Standards of Conduct

In order to succeed in our role in governance, we strive to hold ourselves as individuals and a governing body to the highest standards of ethics and conduct. The following are guidelines to help achieve that success:

1. BE AN ACTIVE BOARD MEMBER.
   a. Board Meetings are the most important events in which we participate – it’s where the Board’s business gets done.
      i. Be there.
         1. Being physically together is best.
         2. Electronic participation is allowed but not ideal.
      ii. Be productive.
         1. Prepare for the meetings and discussions.
            a. Read board packets, staff summary sheets, and seek helpful clarification prior to the meeting.
            b. Attend trainings, retreats, study sessions and special board meetings to learn more about the district and help shape the future.
            c. Stay on top of e-mails and other communications from staff and respond in a timely manner.
      2. Follow the process for proposing agenda items (action/discussion items).
      3. Participate and contribute in the proceedings.
      4. Make informed decisions, even if they’re tough.
   iii. Be constructive.
      1. Treat other board members, staff, and the public with respect.
      2. Conduct yourself with courtesy and professionalism.
      3. Listen.
      4. Be open to different viewpoints.
      5. Focus on issues, policies, and ideas and not personalities.
6. Avoid negative forms of interaction.
7. Avoid dominating a discussion and encourage the participation of others.
8. Honor the role of the Board Chair to focus discussions, encourage participation and maintain order.

iv. Be unified.
1. Once the Board takes action all Directors should support the action and not create barriers to the implementation of such action.
2. There are no minority reports in good boards.

b. Represent South Metro and the Board internally and externally.
i. Seek out and participate in opportunities to support and represent the Board and SMFR.
1. Attend SMFR and community events where possible to support the organization, build relationships with our community stakeholders, and enhance SMFR’s presence in the community.
2. Help to enhance connectivity with the cities, counties, and service providers in and around the District.

2. LEAD & GUIDE / DON’T OPERATE.
a. Our primary responsibility is the formulation and evaluation of policy.
b. Keep discussions and decisions at the appropriate policy level; avoid the minutia where not helpful or appropriate.
c. Maintain appropriate Board/staff interactions.
i. Follow the chain of command.
1. Work with the Fire Chief or designee to determine the best way to communicate with staff, visit facilities, observe operations, etc.
2. Express any concerns with staff to the Fire Chief.
ii. Avoid providing direction or requesting extensive information from staff when not authorized by the whole board or a committee of the board.
iii. Avoid last-minute requests from staff.
iv. Be professional and respectful to staff and expect the same in return.
v. Non-election-related interactions with Union (Local 2086) representatives should follow the same coordination through the Fire Chief as any other staff interactions.
d. Any media interactions should be coordinated with the Fire Chief whenever possible. Board members should refer to the Board reference documents for Communications and Social Media policies.
3. BE TRUSTWORTHY.
   a. We serve in a position of trust and have a responsibility to use public resources prudently.
   b. Avoid conflicts of interest.
      i. No self-dealing or business with SMFR by a Board member.
      ii. Provide at least annual disclosures of involvement with other organizations, vendors, or other associations that might be reasonably seen as representing a conflict of interest.
      iii. Withdraw from deliberation and voting on any matter where a conflict exists.
      iv. Do not use position to obtain employment, advantages or favors for yourself, family members, or close associates.
   c. Conduct personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.
   d. Comply with SMFR’s “Ethics and Standards of Conduct” and “Firefighter Code of Ethics” Policies.
   e. Be transparent and open with information-sharing and decision-making while respecting and maintaining confidentiality where required.

Breach of Standards of Conduct

While the Board as a body cannot exercise authority over individual Board members, the Board can take steps to attempt to align conduct with the principles and values stated in these bylaws. These include, but are not limited to:

1. Hold the Fire Chief accountable to ensure the Fire Chief and staff are providing the appropriate response to Board members’ individual comments, opinions, direction, or instructions.
2. The Board, either privately through the Board Chair or as a whole during a Board meeting, may re-iterate the expectations of Board members and attempt to provide guidance that will correct improper behaviors of individual members.
3. The Board may publicly reprimand or censure an individual or group of Board members or enact other forms of sanctions as deemed appropriate by the Board.
4. The Board may direct an investigation of individual or group behavior to ensure laws have not been violated.
SOUTH METRO FIRE RESCUE
APRIL 19, 2016
FIRE PROTECTION DISTRICT

JANUARY ___ 2020 RESTATED BYLAWS

SECTION 1. AUTHORITY. South Metro Fire Rescue (the “Fire Protection District”) (the “District”) is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 et seq., C.R.S. The District was created by court order and is located in Douglas, Arapahoe and Jefferson Counties.

SECTION 2. PURPOSE. It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3. POLICIES OF THE BOARD. It shall be the policy of the Board of Directors (“Board”) of the District, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District's Service Plan or by law.

SECTION 4. BOARD OF DIRECTORS. Unless otherwise delegated by the Board, all powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative and ministerial, and operational powers.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

a. To appoint, hire, supervise, and confer terminate, remove or suspend the Fire Chief. The Board hereby confers upon the Fire Chief the power to choose, appoint, hire, supervise, terminate, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.

b. To determine and designate, except as otherwise provided by law or these Bylaws, delegate by resolution to the Fire Chief and other management personnel who shall be authorized to make purchases, negotiate contracts, of real and personal property, goods and services, and who may sign receipts, endorsements, checks, contracts, releases and other documents. The Board may, on a limited basis and by resolution or other
written delegation, give the Fire Chief or other appointed signatory the power to sign contracts and other official documents on behalf of District.

c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee’s functions and obligations.

d. To prepare or cause to be prepared financial reports, other than the statutory audit, covering each year’s fiscal activities; and such reports shall be available for inspection by the public, as required by law.

SECTION 5. OFFICE.

SECTION 5. OFFICE.

e.a. **Business Office.** The principal business office of the District shall be at 9195 East Mineral Avenue, Centennial, Colorado 80112, until otherwise designated by the Board.

f.b. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

Section 5.SECTION 6. MEETINGS.

SECTION 6. MEETINGS.

a. **Regular Meetings.** Regular meetings of the Board shall be conducted on the third Tuesday dates and times designated by Resolution of the Board at its first regular meeting of each month at 6:00 p.m., and held at the business office, unless otherwise noticed and posted in its discretion, the Board may by motion change the time and date of regular Board meetings.

b. **Special Meetings.** Special meetings of the Board may be called by the Chair or any two (2) Directors.

b.c. **Meeting Public.** All meetings of the Board, other than executive sessions and social gatherings, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board (4 is a quorum, if a full Board is in office) or three (3) or more Directors, whichever is less, are expected to be in attendance for discussion of District business, either in person, telephonically, or electronically. Social gatherings at which no business of the District will be discussed are not considered meetings of the Board that are open to the public or for which notice is required.
a. **Board Member Notice of MEETINGS.** Section 6.a. and the annual Resolution designating regular meeting dates and times shall constitute formal notice of regular meetings to Board members Directors, and no other notice shall be required to be given to the Board, other than the permanent posting. Written waivers of notice by Board members are not necessary. Written notice of the date, time and place of all regular and special meetings shall be posted seventy-two (72) hours in advance in three (3) places within the District boundaries and at the Douglas County and Arapahoe County Clerk and Recorders’ offices. Additionally, an agenda of all meetings (regular, special, work sessions, and study sessions) of the Board required pursuant to Section 24-6-401, et seq., C.R.S. Notice delivered by USPS shall be posted within the boundaries of the District deemed delivered at 5:00 p.m. on the third (3rd) day following the day on which it was deposited, postage prepaid. Attendance by a director at least 24 hours prior to each meeting.

b. **Special Meetings.** Special meetings of the Board may be called by the Chair or any two (2) Board members upon meeting shall be deemed a waiver of the notice requirements set forth above, with a copy provided to each Director of this subsection d.

c. **Public Notice.** Public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The District’s webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S.

d. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

1. **Calling the Executive Session.** The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum present in attendance shall be required to go into executive session.

2. **Conducting the Executive Session.** No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) recording of the actual contents of the discussion in the
executive session shall be kept. No electronic recording or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

3. Records of Executive Sessions. The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed, except as determined in the discretion of the Board. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

e.g. Adjournment and Continuance of Meetings. When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken, except as required by law. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

f. Emergency Meetings. Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the Chair, Vice Chair or any two (2) Board members in the event of an declared emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the owners, residents and visitors of the District, without notice if notice is not practicable. If possible, notice of such emergency meeting shall be given to the Board by telephone, email, or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any
f.h. action within the power of the Board that is necessary for the immediate protection of the public health, safety, and welfare or property of the owners, residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this subsection h. is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the Chair, Vice Chair, or any two (2) Directors of the Board.

g.j. Email Meetings. Section 24-6-402, C.R.S., requires that certain email correspondence between three (3) Directors (or, when two (2) Directors constitute a quorum, two (2) Directors) that discusses pending resolutions or other District business shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.

h.j. Telephonic Attendance at Meetings. It is the Board’s expectation that Directors will attend in person not less than seventy five percent (75%) of Board meetings. Section 24-6-402(1)(b), C.R.S. defines a meeting as “Any kind of gathering to discuss public business, in person, by telephone, electronically, or by other means of communication.” Although electronic participation in Board meetings as a frequent or regular course is not acceptable, Directors may periodically attend meetings by telephone (or other electronic means), so long as he or she is able to reasonably hear the comments from the audience and any comments and discussion among other Directors and staff, and they are able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

SECTION 7. Quorum. A quorum of the Board is a majority of Board members then in office (4, if a full Board is in office). CONDUCT OF BUSINESS.

a. Board Meeting Rules of Procedure. Meeting of the Board of Directors shall comply with the South Metro Fire Rescue Fire Protection District Board Meeting Rules of Procedure attached hereto as Exhibit A.
i.b. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Board shall be Directors are in attendance in person, telephonically, or electronically, except as provided in Section 6.h. above and Section 7.b.

j.c. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting. When special or emergency circumstances affecting the affairs of the District and the health and safety of District residents so dictate, then those Directors available at the time may undertake whatever action is considered necessary and may so instruct the District's employees, agents and contractors. Such actions shall later be ratified by the Board at a meeting properly called and at which a quorum is in attendance, except that to convene an executive session of the Board, a two-thirds (2/3) affirmative vote is required.

a. **Electronic Signatures.** In the event the signature(s) of one (1) or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or email signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing the District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

e. **Setting Meeting Agendas.** Agendas for Board meetings will be set by the Fire Chief or his/her designee in consultation with the Board Chair. The Board Chair or any two (2) Directors may require a matter be placed on a meeting agenda by written request provided to the Secretary and the Fire Chief. Agenda items added with little advanced notice to staff shall be tabled, if necessary, to allow a reasonable time to provide necessary support or briefing for the Board.

f. **Order of Business.** The business of all regular meetings of the Board shall be transacted, as far as practicable, generally in the following order, and as approved by the Board from time to time, and the agenda for such meetings
shall describe in as much detail as is possible the topics planned for discussion within each category:

1. **Board of Directors' Meeting Call to Order;**

2. **Pledge of Allegiance;**

3. **Roll Call and Approval of any Excused Absences;**

4. **Approve the Agenda;**

5. **Public Comment;**

6. **Consent Agenda;**

   1. **Action Items;**
   
   2. **Information Item;**
   
   3. **New Business;**
   
   4. **Old Business;**
   
   5. **Other;**

   7. **Action Items (Action Items are intended for matters for which Board action is proposed.);**

   8. **Discussion Items (Discussion Items are intended for matters which need Board and staff discussion, obtain direction for future action or inaction, or to develop the Discussion Item for future consideration as an Action Item. No action can be taken on a Discussion Item, other than to schedule it again as a Discussion Item or as an Information Item or an Action Item for a future meeting. A properly posted Discussion Item could become an Action Item by approval of a Motion to Reconsider approval of the Agenda to add the matter as an Action Item and return to that portion of the Agenda, see Section 7.a. and Exhibit A.)**

   9. **Information Items (Information Items are limited to short briefings by staff or Directors on matters with little or no discussion. No action can be taken on an Information Item, other than to schedule it again as an Information Item or as a Discussion Item or an Action Item for a future meeting.);**

   5-10. **Executive Session (as needed);**
6.11. Next Meeting; and


g. e. Meeting Packets. The Fire Chief shall be responsible for seeing that packets for regular Board meetings are generally provided or available to Board members on Wednesday before a regular Monday meeting, and similarly in advance of other meetings held on other days.

Public Conduct at Meetings. Comments by members of the public shall be made only during the “Public Comment” portion of the meeting and or a specified public hearing. Public comments shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and topic or agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-109, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to assist in keeping of peace and the conducting of public business. 9-1-1 will be called at any time that the Board or staff feels threatened or endangered during a public meeting.

f. Motions and Resolutions. Each and every action of the Board necessary for the governance and management of the affairs of District, for the execution of the powers vested in District, and for carrying into effect the decisions of the Board, shall be taken by the passage of motions or resolutions.

n.i. Minutes. Within a reasonable time after passage approval, all resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be transmitted electronically and kept for that purpose, and shall be attested by the Recording Secretary. Minutes of regular sessions and special meetings shall be available for public review as soon as practicable following acceptance of the minutes by adoption of a motion.
therefore approval by the Board. Upon approval by the Board, such records shall be the official record of the Board meetings. Executive sessions shall be electronically recorded on audio tape or other electronic media, and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions as described in Section 6.e of these Bylaws and shall not be open to the public except as required by law. Draft minutes are considered work product under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting or otherwise made public.

SECTION 8. POLICIES OF THE BOARD

SECTION 8.

a. Compliance with District Policies. Directors shall comply with District Policies that are specifically applicable to the Board and its Directors, and also those that apply to District personnel to the extent the subject matter also extends to matters applicable to District Directors. Such policies include, but are not limited to, policies associated with conflicts of interest, sexual harassment, and use of technology and computing devices. District Directors shall participate in training and educational sessions called for in any such policies. The Fire Chief or his or her designee shall be responsible for coordinating with the Board for the scheduling of any such training or educational sessions, though it is the responsibility of individual Directors to attend such sessions.

b. Use of District Technology Systems. To allow compliance with requirements under the Colorado Open Records Act and the Open Meetings Law, Directors shall only use District technology systems for electronic communications that discuss District matters.

c. Board Member Standards of Conduct. In carrying out their responsibilities and representing the District Board members shall comply with the Standards and Guidelines for Board Member Conduct attached hereto as Exhibit ______.

Section 6.

SECTION 9. DIRECTORS, OFFICERS AND PERSONNEL.

a. Director Qualifications and Terms. Directors shall be eligible electors of the District Director district for which they are elected or appointed. The term of each Director shall be determined by relevant statutory provisions with regular elections held in even numbered years through 2022, and thereafter odd numbered years beginning in 2023, and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S.
a. **Faithful Performance Bonds.** The District shall maintain for Each Director shall furnish, at the expense of the District, an individual, schedule or blanket surety bond or crime insurance in the sum of not less than $one thousand dollars ($1,000) each, conditioned on the faithful performance of the duties of his/her office. In addition, the Treasurer shall furnish, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than $five thousand dollars ($5,000), conditioned upon the faithful performance of the duties of his/her office.

b. **Director’s Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner which the Director reasonably believes to be in the best interests of District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing the Director’s duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted, and does not disclose such knowledge in a manner to call into question the information otherwise being relied upon. A person who so in good faith performs the Director’s duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely are:

1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;

2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons’ professional knowledge or expertise; and

3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of the Bylaws, as to matters within the committee’s designated authority, which committee the Director reasonably believes to merit confidence.
d. **Oath of Office.** Each member of the Board of Directors, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law.

e. **Election of Officers.** The officers of the District Board shall be elected from its membership a Chair/President, Vice-Chair/Vice President, Secretary, and Treasurer, and such other officers and assistant officers as may be authorized by the Board of Directors. The Board of Directors may, from time to time, to perform such duties as may be approved by appoint an acting officer in the absence of a Director. Any individual officer shall be selected by the Board of Directors, but the other officers of the District need not be members of the Board.

The election of officers shall be conducted annually at the first regular meeting of the Board of Directors following the each regular special district election date in May of even years, and at such times as deemed appropriate by the Board, the members of the Board of Directors shall appoint officers. Officers of the District. Each officer so elected shall serve at the pleasure of the Board of Directors. Vacancies or appointment of new officers may be filled at any for a term of office until the first regular meeting of the Board of Directors following the next regular special district election, or as otherwise directed by the Board. Any officer may be removed by the Board, with or without cause, whenever in its judgment the best interests of the District will be served thereby. Under any circumstance, the term of a Board Officer shall continue until the election of his/her successor.

f. **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next biennial regular special district election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election. A Board member's office is vacant upon:

1. Failure to meet qualifications;
2. Failure to satisfy oath and bond requirements;
3. Written resignation;
4. Failure to remain qualified for office;
5. Conviction of a felony;
6. Removal from office or voidance of election by court;
7. Failure to attend three (3) four (4) consecutive, regular Board meetings, unless approval of absence where the absences have been entered into the meeting minutes, followed by a 4th absence, as unexcused. Absences shall be excused for temporary mental or physical disability or illness; or

8. Death.

g. **Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

h. **Chair and President.** The Chair shall preside at all meetings. The Chair shall also be the President of the District. The President is authorized to sign all contracts, deeds, notes, debentures, warrants and other legal instruments on behalf of the District.

i. **Vice Chair and Vice President.** The Vice President shall be a member of the Board of Directors and, in the absence of the President, or in the event of his or her inability or refusal to act, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

j. **Secretary.** The Secretary need not be a member of the Board of Directors and shall maintain or cause to be maintained the official records of the District, including this Agreement, the by-laws, rules and regulations established by the Board of Directors, minutes of the meetings of the Board of Directors, and a register of the names and addresses of the Directors, alternates and officers, and shall issue notice of meetings, and attest and affix the corporate seal to all official documents of the District. A separate Recording Secretary and records custodian may be appointed by the Board under the supervision of the Secretary and the Fire Chief to assist with carrying out the duties of the office of Secretary.

k. **Treasurer.** The Treasurer shall be a member of the Board of Directors, serve on and shall be chair of the Audit Committee, and. The Treasurer shall keep or cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the District. The accounting function shall be provided by District personnel or independent contractor under the supervision of the Fire Chief and Treasurer, and shall be reviewed at least quarterly by the Board of Directors. The Treasurer shall have such other financial duties and authorities as specified by the Board.
1. **Recording Secretary.** A separate recording secretary and records custodian, The Board shall have the authority to appoint a Recording Secretary who need not be a member of the Board, may be appointed by the Board of Directors for taking and preparing meeting minutes and keeping and maintaining the official records of the District. The Recording Secretary shall be responsible for recording all votes and composing a record of the proceedings assisting with carrying out the duties of the office of Secretary, under the supervision of the Fire Chief and the secretary. The Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be the official record of hereby appoints the Board. The recording secretary shall not be required to take an oath of office, nor shall Executive Assistant as the Recording Secretary be required to post a performance bond.

m. **Designated Election Official.** Unless otherwise designated by resolution calling for an election, the Executive Assistant is hereby appointed the designated election official for all District elections.

m.n. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board.

n.o. **Fire Chief.** The Fire Chief shall be an employee of the District. Subject to the appointment, employment, termination and supervision of the Board of Directors, the Fire Chief shall have all powers and authorities provided for a fire chief under §32-1-1002, C.R.S., and any other applicable state or federal law, and shall oversee and manage all business and affairs of the District, including the operation, maintenance, management, administration, and provision of all facilities, improvements, equipment, services and personnel, in the manner typically associated with a fire and emergency rescue agency for which the fire chief has been delegated authority by the governing body to manage all aspects of the agency, including the authority associated with a chief executive, administrative, and operational officer. The Fire Chief shall also make such personnel decisions as he deems appropriate upon advice of the Board of Directors of the District, including without limitation decisions as to organization, staffing levels, deployment, promotions, demotions, discipline and, where deemed necessary by the Fire Chief, terminations.

o.p. **Personnel Selection and Tenure.** The selection of agents, employees, volunteers, engineers, accountants, agents, contractors, special consultants and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be
based on political services or affiliations. Agents and employees shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, special consultants and attorneys may be entered into on such terms and conditions as may seem reasonable and proper to the Board upon political services or affiliations.

SECTION 10. FINANCIAL ADMINISTRATION.

a. **Fiscal Year.** The fiscal year of the District shall commence on January 1 of each year and end on December 31.

b. **Budget.** On or before October 15th of each year, the Fire Chief Financial Officer shall have prepared and submitted to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

c. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be posted or published in substantial compliance with law, a notice that the proposed budget is open for inspection by the public at the District’s business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Notice shall be posted or published in substantial compliance with law.

d. **Adoption of Budget.** On the day set for consideration of the proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the item expenditures and revenues as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall adopt a budget by resolution, either immediately following the budget hearing or at a later date. The budget shall set forth the expenditures to be made in the ensuing fiscal year and shall provide for sufficient revenues.
adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures with special consideration given to the proposed ad valorem property tax levy.

e. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall certify and cause to be certified to the Board of County Commissioners of the County of Douglas, Arapahoe and Jefferson Counties in which the District is located the mill levy rate established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within District. The mill levy rate shall not be increased above that for the prior year, except for Board approved levies for abatements and refunds, without prior voter approval, and as set forth in applicable constitutional and statutory provisions, and voter approval provisions.

f. **Filing of Budget.** On or before January 30th of each year, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.

g. **Appropriating Resolution.**

1. At the time of adoption of the budget, the Board shall enact a, within the same or separate resolution making appropriations, appropriate funds for expenditure in the ensuing fiscal year. The amounts appropriated thereunder shall not exceed the amounts fixed therefor in the adopted budget.

2. The income of the District, as estimated in the budget and as provided for in any revenue and borrowing resolution setting the District’s property tax mill levy rate, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by the appropriation resolution.

h. **No Contract to Exceed Appropriation.** The BoardDistrict shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes, for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such
appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section shall be void ab initio, and no District funds shall be expended in payment of such contracts.

i. **Contingencies.**

1. In cases of emergency caused by a natural disaster, public enemy, or other contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget appropriations, by resolution duly adopted by a two-thirds (2/3) majority vote of the Board. Such resolution shall set forth in full the facts concerning the emergency and shall be included in the minutes of such meeting.

2. If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

j. **Payment of Contingencies.**

1. If there is unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditure is to be paid.

2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money through (a) the issuance of tax anticipation warrants, to the extent that the mill levy authority of the District is available as provided by law, or (b) the issuance of bond anticipation notes payable from future bond proceeds or operating revenue, or (c) as set forth in Section 29-1-112, C.R.S. or through any other lawful and approved method.

k. **Annual Audit.**

1. The Board shall cause an annual audit to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year. In all events, The audit report must shall be submitted to the Board within six (6) months of the close of such fiscal year or as otherwise provided by law. Such The audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public accountant, who has not maintained the books, records and accounts of District during the fiscal year. The auditor shall prepare, and certify as to its
accuracy, an audit report, including a financial statement statements that are representations of the District for each fund and balance sheet activity and a comparison of actual figures with budgeted figures upon which the audit is based. On such audit, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law pursuant to statutory requirements.

2. There shall be a permanent Audit Committee composed of the Fire Chief, Treasurer and one (1) Board Chair or such other member of the Board Director appointed by the President. Board Chair. The Audit Committee shall be responsible for the appointment, compensation, selection recommendation (to be approved by the Board), retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent certified public accountant engaged to prepare the audit report or performing other independent audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District’s financial reporting processes, internal controls and independent auditors. All accountants thus engaged shall report directly to the Audit Committee.

3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.

4. A copy of the audit report shall be forwarded to the State Auditor or other appropriate State official pursuant to statutory requirements within thirty days after the Board receives it.

Section 8. SECTION 11. SECTION 10.—— CORPORATE SEAL. CORPORATE SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Recording Secretary shall keep, or cause to be kept, the seal and shall be responsible for its safe keeping.

Section 9. SECTION 12. SECTION 11.—— DISCLOSURE OF CONFLICT OF INTEREST. DISCLOSURE OF CONFLICT OF INTEREST. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3)(b) and 18-8-308, C.R.S.

Section 10. SECTION 13. SECTION 12.—— COMPENSATION. COMPENSATION. Each Director shall receive the maximum compensation authorized by statute, unless otherwise
determined by the Board. No Director shall receive compensation as an employee of one hundred dollars ($100.00) per meeting attended, but not in excess of one thousand six hundred dollars ($1,600.00) per annum the District. Directors shall also be reimbursed for their actual and reasonable expenses incurred on behalf of the District, as determined approved by the Board.

Section 14. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. The District shall defend, hold harmless and indemnify any Director, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, 24-10-101, et seq., C.R.S.

Section 15. BIDDING AND CONTRACTING PROCEDURES. The District shall adopt, maintain and comply with policies as reasonable for the conduct of local government contracting and necessary for compliance with applicable laws regarding contracting and construction. Such policies shall address procurement of goods and services, construction and contract execution. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of sixty thousand dollars ($60,000) or more of District funds. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the District may award an integrated project delivery contract pursuant to § 32-1-1801, et seq., C.R.S. upon (i) the determination of the Board that integrated project delivery represents a timely or cost-effective alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Part 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and similar matters shall also be complied with.

Section 16. RECORDS MANAGEMENT. The District shall adopt, maintain and comply with policies as reasonable and necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. The Executive Assistant, is hereby designated as the Official Custodian of Records (“Custodian”) pursuant to the Colorado Open Records Act. The fees and charges imposed for responding to Colorado Open Records Act records requests shall be
automatically increased to the maximum amounts allowed by law without additional Board action.

**Section 14.** **SECTION 17.** **SECTION 16.** **SECTION 17.** **MODIFICATION OF BYLAWS.** These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date.

**Section 15.** **SECTION 18.** **SECTION 17.** **SEVERABILITY.** If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board’s intention that the various provisions hereof are severable.

**Section 16.** **SECTION 19.** **SECTION 18.** **TERMINATION OF PRIOR BYLAWS.** These Bylaws amend, supersede and replace in their entirety all prior Bylaws, and any amendments thereto, previously adopted by the Board of Directors.

ADOPTED this 19th day of April, 2016, 2020, by the Board of Directors of the South Metro Fire Rescue Fire Protection District.

Laura Simon, Chair

Ronda Scholting, Chair

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Secretary
EXHIBIT A
South Metro Fire Rescue Fire Protection District
Board Meeting
Rules of Procedure

1. **Quorum to Conduct Business.** Simple majority of the District Directors.

2. **Motions.** All motions shall be distinctly worded.

   (a) The following rules shall apply to motions:

   (i) If a motion does not receive a second, it dies.

   (ii) The Board will discuss a motion at length only after the motion has been moved and seconded. Nothing prevents general discussion or expression of opinions before a motion is made.

   (iii) Any motion shall be reduced to writing if requested by a Director.

   (iv) A motion to amend can be made to a motion that is on the floor and has been seconded.

   (v) No motion shall be received when a question is under debate except for the following:

       (1) To lay the matter on the table;

       (2) To call for the previous question (close debate);

       (3) To postpone;

       (4) To refer; or

       (5) To amend.

   (vi) A motion may be withdrawn by the mover at any time without the consent of the Board.

   (vii) Amendments are voted on first, then the main motion is voted on, as amended if amendments are approved.
(viii) A Director may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.

(ix) A call for the previous question is intended to close the debate on the main motion; does not require a second and is not debatable.

(1) Debate on the main motion resumes if the motion fails.

(x) A motion that receives a tie vote fails.

(xi) The chair shall repeat the motion prior to a vote.

(xii) A motion to adjourn cannot be amended.

(b) **Motion to Reconsider.** A motion to reconsider may only be made by a Director who voted on the prevailing side. Any Director may second the motion.

(i) No motion to reconsider shall be made more than once.

(ii) The motion to reconsider shall be made before the final adjournment of the meeting at which the Board approved the item to be reconsidered.

(c) **Non-debatable Motions.** The following motions are non-debatable:

(i) Call for the previous question;

(ii) Motion to adjourn (if less than a quorum is present, the meeting shall automatically be adjourned without action of the Board);

(iii) Motion to recess;

(iv) Motion for executive session.

3. **Debate.** The following rules shall govern the debate of any item being discussed by the Board:

(a) Every Director desiring to speak shall address the chair, and, upon recognition by the chair, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
(b) A Director, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

4. Appeal Ruling of Chair. If the Chair makes a ruling with which a Director disagrees, that Director may, by motion, appeal the ruling of the Chair. This motion requires a second and is debatable. If the motion passes, the ruling of the Chair is reversed.

5. Points of Privilege and Points of Order.

(a) Points of Privilege. These are points that relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, a Director may be unable to hear or not have the correct information on a matter before the Board. Points of privilege do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

(b) Points of Order. These are points that relate to anything that would not be considered appropriate conduct of the meeting. For example, not following the agenda, voting on a debatable matter without calling for debate before the vote. Points of order do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

6. Voting. A majority of the Directors in attendance at a meeting at which a quorum is present voting in favor of a motion is required to approve any motion, unless a different requirement is set by these Rules of Procedure or by law. As provided by law, to convene an executive session requires the favorable vote of 2/3 of the quorum present.

(a) Affirmative or Negative Vote Required. A vote of yes or no (or another form of affirmative or negative declaration) shall be taken upon motions. Each Director, when present, must vote yes or no unless:

(i) The Director is excused by the Chair because of a conflict of interest at the introduction of the agenda item or immediately upon discovery of a legally recognized conflict of interest; or

(ii) The Director is excused by the Chair as a result of the Director having insufficient information upon which to enable an informed vote as a result of an absence at a prior meeting, e.g., the Director did not attend the meeting for which meeting minutes are moved for approval.

(b) No Abstention. An unexcused Director’s vote to "abstain" or other similar declaration other than "yes" or "no" shall be recorded as a "no" vote on the pending motion or matter.
(c) **No Explanation of Vote.** Directors shall not explain their vote except during discussion and deliberation prior to the calling of the vote on the question. Any attempt to explain a vote or to condition the vote immediately prior to casting the vote is out of order.
Exhibit B: Guidelines for Board Member Conduct

Our Role

The Board of Directors of the South Metro Fire Rescue Fire Protection District is committed to representing those who live, work and play in the District by supporting the mission, vision and values of the organization through excellence in leadership, policy-making, and financial stewardship.

Our Standards of Conduct

In order to succeed in our role in governance, we strive to hold ourselves as individuals and a governing body to the highest standards of ethics and conduct. The following are guidelines to help achieve that success:

1. **BE AN ACTIVE BOARD MEMBER.**
   a. Board Meetings are the most important events in which we participate – it’s where the Board’s business gets done.
      i. **Be there.**
         1. Being physically together is best.
         2. Electronic participation is allowed but not ideal.
      ii. **Be productive.**
         1. Prepare for the meetings and discussions.
            a. Read board packets, staff summary sheets, and seek helpful clarification prior to the meeting.
            b. Attend trainings, retreats, study sessions and special board meetings to learn more about the district and help shape the future.
            c. Stay on top of e-mails and other communications from staff and respond in a timely manner.
         2. Follow the process for proposing agenda items (action/discussion items).
   2. **Participate and contribute in the proceedings.**
   3. **Make informed decisions, even if they’re tough.**
   iii. **Be constructive.**
      1. Treat other board members, staff, and the public with respect.
      2. Conduct yourself with courtesy and professionalism.
      3. Listen.
      4. Be open to different viewpoints.
      5. Focus on issues, policies, and ideas and not personalities.
6. Avoid negative forms of interaction.
7. Avoid dominating a discussion and encourage the participation of others.
8. Honor the role of the Board Chair to focus discussions, encourage participation and maintain order.

iv. Be unified.
1. Once the Board takes action all Directors should support the action and not create barriers to the implementation of such action.
2. There are no minority reports in good boards.

b. Represent South Metro and the Board internally and externally.
   i. Seek out and participate in opportunities to support and represent the Board and SMFR.
      1. Attend SMFR and community events where possible to support the organization, build relationships with our community stakeholders, and enhance SMFR’s presence in the community.
      2. Help to enhance connectivity with the cities, counties, and service providers in and around the District.

2. LEAD & GUIDE / DON’T OPERATE.
   a. Our primary responsibility is the formulation and evaluation of policy.
   b. Keep discussions and decisions at the appropriate policy level; avoid the minutia where not helpful or appropriate.
   c. Maintain appropriate Board/staff interactions.
      i. Follow the chain of command.
         1. Work with the Fire Chief or designee to determine the best way to communicate with staff, visit facilities, observe operations, etc.
         2. Express any concerns with staff to the Fire Chief.
      ii. Avoid providing direction or requesting extensive information from staff when not authorized by the whole board or a committee of the board.
      iii. Avoid last-minute requests from staff.
      iv. Be professional and respectful to staff and expect the same in return.
      v. Non-election-related interactions with Union (Local 2086) representatives should follow the same coordination through the Fire Chief as any other staff interactions.
   d. Any media interactions should be coordinated with the Fire Chief whenever possible. Board members should refer to the Board reference documents for Communications and Social Media policies.
3. **BE TRUSTWORTHY.**
   a. We serve in a position of trust and have a responsibility to use public resources prudently.
   b. Avoid conflicts of interest.
      i. No self-dealing or business with SMFR by a Board member.
      ii. Provide at least annual disclosures of involvement with other organizations, vendors, or other associations that might be reasonably seen as representing a conflict of interest.
      iii. Withdraw from deliberation and voting on any matter where a conflict exists.
      iv. Do not use position to obtain employment, advantages or favors for yourself, family members, or close associates.
   c. Conduct personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.
   d. Comply with SMFR’s “Ethics and Standards of Conduct” and “Firefighter Code of Ethics” Policies.
   e. Be transparent and open with information-sharing and decision-making while respecting and maintaining confidentiality where required.

**Breach of Standards of Conduct**

While the Board as a body cannot exercise authority over individual Board members, the Board can take steps to attempt to align conduct with the principles and values stated in these bylaws. These include, but are not limited to:

1. Hold the Fire Chief accountable to ensure the Fire Chief and staff are providing the appropriate response to Board members’ individual comments, opinions, direction, or instructions.
2. The Board, either privately through the Board Chair or as a whole during a Board meeting, may re-iterate the expectations of Board members and attempt to provide guidance that will correct improper behaviors of individual members.
3. The Board may publicly reprimand or censure an individual or group of Board members or enact other forms of sanctions as deemed appropriate by the Board.
4. The Board may direct an investigation of individual or group behavior to ensure laws have not been violated.
Happy Holidays from MetCom!

MetCom would like to wish all of you and your families a Merry Christmas and Happy New Year.

MetCom Holiday Highlights include:

◊ Celebrating the Season of Giving!

MetCom personnel voluntarily participated, as it has for many past years, in Operation Christmas Child. Operation Christmas Child is a project of Samaritan’s Purse, an international relief organization. Their mission is to provide children from around the world with shoeboxes filled with small toys, hygiene items, and school supplies. MetCom was able to gather 32 boxes.

◊ The Communications Center and IT Suite halls were thoroughly decked for the season.

A friendly tree decorating competition was held. Special thanks to Shauna Stevens for selecting the winner for us!
Common Routing Errors

Every so often, the GIS department receives an email detailing an odd route from mobile (wrong access street, inaccurate directions, etc.). For those that submit a picture and call information – thank you! A picture showing us what happened is extremely helpful in troubleshooting the issue.

What do we look for when we receive an inaccurate route from CAD? Several things!

The first thing we look for is any errors in the street network. All the street segments need to connect precisely, or CAD thinks that the road ends.

Another thing we check for is speed limit. CAD finds the fastest way to the call location by using the street segment length and speed limit. If the speed limit is too slow or fast, it will cause routing errors. This is why driveways and trails are set at a low speed limit. If not, units would be routing through parking lots frequently!

A frequent cause of strange routing is what CAD calls the routing street key. Normally, CAD takes the location that dispatch enters and snaps it to the closest routable street network segment. Sometimes the closest street segment isn’t the correct segment, which is where the routing street key comes in. In cases where the CAD location requires a different street segment, we can attach that address to a particular street. In the example below, all the orange addresses have routing street keys. If they didn’t, they would all snap to an incorrect street for routing, and crews would be directed through the backyard fences. By adding the routing street key to Laurenwood Way, units will be routed into the neighborhood.

Finally, some calls transferred from PSAP centers creates confusing routing. Though we try to have the flow of data from dispatch center to dispatch center be as smooth as possible, sometimes MetCom receives vague or wrong addresses. If the incorrect address is shipped to MDCs before the address is re-geo-verified, the directions on mobile will go to the wrong address. MetCom dispatchers are conscious of this and are consistently verifying addresses received from CAD to CAD transfers. When dispatch updates the address, they let crews know over the radio and in the CAD notes. Upon hearing or reading that update, press the “re-calculate” button on the MDCs to receive the new route for the updated address.

Email the GIS team for any strange or wrong route. We’ll research it and implement any fixes. Email MapUpdates@southmetro.org or submit a Service Desk Ticket under the It’s Broken link on the Q.
On 12/6/2019 MetCom hosted a friendly green Chili Cook-Off. All Mineral staff was invited to join in and submit a green chili for the show. There were 8 contestants that included members from I.T., Fire Marshal’s Office and MetCom. Despite having 8 participants, all of the entries were very different – well done chefs! After 8 crock-pots full of chili ranging from mild to wipe-your-forehead-hot were wiped out (eaten by SMFR members from Mineral and across the district) a winner was crowned. Matt Whipple won with his Smoked Pork Green Chili.

Thank you to all who participated from making the wonderful Green Chili to the more than 50 judges that came into MetCom and spent time tasting the selections and casting their votes. We enjoyed spending time with all who joined.

MetCom looks forward to hosting more great events like this in 2020.
MetCom Training Toolbox

For those who were unable to attend our GIS Day, attendees were introduced to the latest tool in the MetCom tool box, our Projection Sand Table. We have made upgrades to our original sand table, adding a projector and a Kinect camera. The Kinect camera, mounted above the sand table, tracks the physical activity below. The projector then throws a dynamic topographic map on top of it all, updating contour lines and elevation colors in real time based on the distribution of sand. This is a useful tool when teaching trainees how topographic contour lines work.

On top of the topographic displays, we now have the ability to project a satellite map onto the sand table. Being able to project a map of an apartment complex or an open space to train on the ‘what-if’s’ of a fire scenario helps touch on multiple levels of training (audio, visual and tactile). MetCom has utilized the table for scenario-based trainings on Multi-family structure fires, Air Alerts and Interface Fires.

Major Incident Benchmarks

As we all know, large scale incidents or as we like to call them, “Major Incidents,” are highly complex with many moving parts. While we work towards the common goal of controlling the situation, there are important benchmarks we look to check off along the way. Within our call taking screens, there is a “User Data” tab, this tab lists the desired benchmarks (shown below) that MetCom listens for.

For example; when working a vehicle extrication and it is passed on that extrication is complete, it is stamped in the call with the date and time. The same is done for structure fire benchmarks—Primary Complete, Water Supply Established, Water on the Fire, Fire Out, Customer Ok, and so on. These check offs help MetCom to monitor the progress that is being made on the incident.

When we have an accurate representation of what is happening at the scene, we are able to more accurately execute move ups for coverage and the need for other resources.
November 2019 IT Help Desk Ticket Stats
During November, a total of 167 Help Desk tickets were opened.

Having IT trouble? Call the Help Desk at 2440.

Holiday Shopping Safety Tips
Planning on doing online shopping for the holidays this year? Be safe and protect your identity.

Start by following these shopping safety tips from Protection 1: https://www.protection1.com/resources/online-shopping-safety/

Shop Trusted Names
Stick with sites like Amazon.com, Target.com or other familiar retailers. Beware of misspellings or domain names using “.net” instead of “.com” as that is one of the most common ways scammers trick consumers.

Look for the Lock
A secure website starts with https:// instead of http://. Secure sites will also have a small lock icon in the lower-right corner of the screen. Never give anyone your credit card through email. PayPal, however, is still a good, safe way to make a payment.

Don’t Share Too Much
An extremely important online shopping safety tip is keeping your personal information protected. No store needs your social security number or your birthday. In the hands of the wrong person, combined with your credit card number, serious damage can be done. Always give up the least amount of personal information possible.

Check Billing Statements
Check statements for credit and debit cards as well as checking accounts regularly. If you see any charges you don’t recognize, address the matter immediately. Don’t pay credit card bills until you know all your charges are accurate. You have 30 days to notify the bank or card issuer of problems. After that, you might be liable for the charges.

Use Stronger Passwords
With so many online accounts—banking, credit cards, email—it’s common practice to recycle simple passwords that can be easily recalled. Use uncrackable passwords, especially when banking and shopping. Your password is weak if:

- It uses numbers or letters in the order they appear on the keyboard (“1234” or “qwerty”)
- It’s the name of your kids, pet, favorite team, or city of birth
- It’s your birthday, anniversary, date of graduation, or car license plate number
- It’s “letmein,” or, especially, “password.”

Think Mobile
The National Retail Federation predicts that 25 percent of adults will do online browsing with their smartphones to find gifts. Buck this trend and download store-specific apps like those for Amazon.com and make your purchase without going to their website.

Stay at Home
A holiday shopping safety tip that many people don’t consider is you can easily do your holiday shopping from the safety of your home. Doing all your online shopping at home is beneficial because you know that your purchases are being made on a trusted, secure network.

Enroll in an Identity Theft Protection Service
Having a service provider you trust is important. Advanced technology and helpful customer service are “musts” for identifying and remedying any fraud issues.
Overview

One of the most common ways cyber attackers attempt to trick or fool people is by scamming you in email attacks (often called phishing) or try to trick you with phone calls. However, as technology continues to advance bad guys are always trying new methods, to include tricking you with messaging technologies such as text messaging, iMessage/Facetime, WhatsApp, Slack or Skype. Here are some simple steps to protect yourself and spot / stop these common attacks.

What Are Messaging Attacks?

Messaging attacks (sometimes called Smishing, a play on the word Phishing) are when cyber attackers use SMS, texting or messaging technologies to reach out to you and try to trick you into taking an action you should not take. Perhaps they want to fool you into clicking on a malicious link, or get you to call a phone number so they can get your banking information. Just like in traditional phishing email attacks, bad guys often play on your emotions to act. However, what makes messaging attacks so dangerous is that they often feel far more informal or personal than email, making it more likely you may fall victim.

In addition, with messaging attacks there is less information and fewer clues for you to pick up on that something is wrong or suspicious. When you receive a message that seems odd or suspicious, start by asking yourself does this message make sense, why am I receiving it? Here are some of the most common clues of an attack.

- A tremendous sense of urgency, when someone is attempting to rush you into taking an action.
- Is this message asking for personal information, passwords or other sensitive information they should not have access to?
- Does the message sound too good to be true? No you did not win the lottery, especially one you never entered.
A message that appears to come from a co-worker or friend’s account or phone number, but the wording does not sound like them. Their account may have been compromised and taken over by an attacker, or the attacker is attempting to pretend to be them, tricking you into taking an action.

If you get a message that makes you have a strong reaction, wait a moment and give yourself a chance to calm yourself and think it through before you respond.

Sometimes bad guys will even combine email and messaging attacks. For example, gift card scams can work this way. A cyber attacker will send you an urgent email pretending to be a friend or co-worker, then ask for your cell phone number. Then they can send repeated text messages, pressuring you to purchase gift cards. Once purchased, the attackers have you scratch off the code on the back of the cards and message a picture of the codes back to them. Another common attack urges you to “check out” a video or picture (“you won’t believe this!”). It appeals to your sense of curiosity. If the message looks like it is from someone you know, perhaps call the person on the phone to verify before you act.

If you get a message from an official organization that alarms you, check with them directly. For example, if you get a text message from your bank saying there is a problem with your bank account or credit card, contact your bank or credit card company directly by visiting their website or calling them directly using the phone number from the back of your bank card or credit card. Bear in mind that most government agencies, such as tax or law enforcement agencies, won’t contact you via text message.

When it comes to messaging attacks, you are your own best defense.

Subscribe to OUCH! and receive the latest security tips in your email every month - sans.org/ouch.

Do you think you’ve got what it takes to get into the cyber security industry? Or are you looking to improve your existing skillset? Training with SANS helps you achieve your goals. Level Up with SANS today! sans.org/Level-Up-Ouch

Guest Editor

Jen Fox holds the DEF CON 23 black badge for Social Engineering and provides security awareness education as a Security Program Specialist at Domino’s. You can follow her on Twitter as @j_fox.

Resources

Social Engineering: http://www.sans.org/u/XAQ
Stop That Phish: http://www.sans.org/u/XAV
Phone Call Scams: http://www.sans.org/u/XB0
Reporting fraudulent text messages: https://www.consumer.ftc.gov/articles/0350-text-message-spam

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December 5, 2019

Chief Rhodes,

Thank you very much for lending Chief Tim Stover and officer Tim Cox to our Forensic Science classes at Rock Canyon High School. Their experience is invaluable for the students.

This semester course is for upperclassmen only and has mostly students interested in exploring careers associated with the police force, firefighting, law/criminal justice, and science positions in labs such as the CBT.

The setup of the course goes through crimes and evidence from each of the 6 divisions of the CBT (Fingerprinting, Questioned Documents, Serology, Trace, Toxicology/Chemistry, and Arson/Ballistics). For many of these divisions, in addition to notes and labs on evidence analysis, I try to bring in someone who works with crime solving in that field. This helps with the career exploration aspect of the course as well as helps to minimize the “CSI Effect” and inform the students of the reality of processing and testing evidence.

Both Chief Stover and Officer Cox have real cases that they have worked that they share with the students and walk them through how the evidence came together and what they look for and how to recreate a scene from small aspects.

I know how busy you are, thank you so much again for bringing the real world into my classroom for these students.

Sincerely, 
Kaylin Zumwalt
Date: December 14, 2019

To: South Metro Fire Rescue
    10795 N Pine Drive
    Parker, CO 80138

Regarding: SMFR Interaction 12.8.2019

Medic 41

Andrew Morray: Attending Paramedic

Chris Thomas: Paramedic driving Medic Unit

Engine 41

Brian Delasantos: Engine Captain

Brian Lindeman: Engineer

Justin Lewis: Firefighter

Ryan Specht: Fire Fighter

To Whom It May Concern;

On Sunday, December 8, 2019, I was attending a Hot Yoga class at CorePower Yoga. Towards the end of the class I dislocated my hip and the Fire Rescue was called to my aid. The dislocation was excruciating pain leaving me immobile and the individuals listed above were dispatched to assist me. I have never been in this situation before and want to praise these individuals for their expertise, kindness and professionalism. They evaluated and assisted in my crises with expedited precision and showed compassion to myself and my daughter. They made the worst experience in my life as tolerable as possible.

I would like to thank these individuals and formally commend and praise them for all they did, for me it felt above and beyond.

Sincerely,

Mary Smith

11698 Sunset DR

Parker, CO 80138
I am delighted to let you know that Zach Parker and Austin Winston came to my rescue when I was having issues with my smoke alarms. I appreciate how pleasant and professional they were. It is reassuring to know that this kind of service is available. Thank you,

Ruth Bramson