

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
June 27, 2020

Present: Jim Albee, Chair
Renee Anderson, Vice Chair
William Shriver, Treasurer
Hank Eng, Secretary
Sue Roche
Cindy Hathaway
Alison Rausch

Bob Baker, Fire Chief
Mike Dell'Orfano, Assistant Chief
Dillon Miskimins, Chief Financial Officer
Jerry Rhodes, Assistant Chief (absent)
Kevin Milan, Assistant Chief
Jon Adams, Assistant Chief
Isela Nejbauer, Human Resources Chief Officer
Kristin Eckmann, Chief Communications Officer
Breann Aragon, Controller
Bob Cole, Legal Counsel

Others Present: N/A

MEETING CALL TO ORDER

Chair Albee called the Special Meeting to order at 8:16 a.m.

PLEDGE OF ALLEGIANCE

Chair Albee led the Pledge of Allegiance to the United States of America.

ROLL CALL

All members of the Board were present.

PUBLIC COMMENT

N/A

ACTION ITEMS

Public Hearing – 2019 Budget Amendment

Chair Albee opened the public hearing at 8:14 a.m.

CFO Miskimins informed that SMFR Resolution No. 2020-08 to Amend 2019 Budget and Appropriate Sums for the Cherry Hills Pension Special Revenue Fund budget to amend and increase it by \$432 and added that in the future, Staff will include larger contingency funds for unforeseen increases in expenditures related to this fund.

There was no public comment and Chair Albee closed the public hearing at 8:16 a.m.

A motion was made by William Shriver and seconded by Hank Eng to approve SMFR Resolution No. 2020-08 to Amend 2019 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

2019 CAFR Presentation – Controller Aragon and CFO Miskimins introduced and provided a quick review of how to navigate the document including the auditors report, two types of financial statements, and fund overview. CFO Miskimins presented an overview of the district's total assets; liabilities; statement of net position, the change in fund balances; budget to actual performance combined revenues, and capital projects fund.

The Board expressed appreciation for the CAFR presentation to facilitate budgeting discussions going forward and all of the comprehensive information in the master report.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the audit and authorize the filing of the audit with the state contingent upon some final changes which include moving one of the pages from one section to another for the CAFR and the budget amendment that was just approved. All were in favor and the motion carried.

A motion was made by Hank Eng and seconded by William Shriver to approve the 2019 CAFR subject to the changes listed and approved in the prior motion. All were in favor and the motion carried.

DISCUSSION ITEMS

Fire Marshal's Office Fees – CFO Miskimins introduced Colin McAweeney from TischlerBise, who provided a User Fee Methodology, Plan Review Division Methodology, Inspection Division Methodology, User Fee Calculations, User Fee Example, Cost Recovery Results, and Annual Fee Update.

Deputy Fire Marshal Rich Conroy presented an overview of the Fire Marshal's Office, highlighting Development and Construction, Service Level, Current Trends, 2019 Plan Review Types and proposed 2020 fee schedule use examples and how they compare to other fire agencies.

Chair Albee confirmed that the fee schedule will be presented for approval at the July 6th meeting and no additional items for discussion were requested.

The Board thanked Staff for the thorough presentation and for providing at such an exemplary service level.

A break was taken at 10:00 a.m.

The meeting reconvened at 10:15 a.m.

Ambulance Fees (continued) – CFO Miskimins opened a continuation of the discussion from the June 15th meeting.

Legal Counsel Cole reviewed the Board's authority powered by statute and the three allowed ambulance and emergency medical services responses that special districts are allowed to charge a fee.

Chief Baker added that we charge fees for ambulance transports, hazmat responses, special team auto/mutual aid agreement; provided historical reference for fire-based EMS; today's staffing needs and associated revenues/costs & response times and level of coverage provided.

The Board expressed appreciation for the presentation and additional information regarding the continuity of service.

Chair Albee reminded that the topic came up of what we charge for ambulance fees at the June 15th meeting, so requested this additional information be provided today in order to have time to think about it and believes there is a general consensus that an adjustment needs to be made and can approve it at the July 6th meeting as presented or using another methodology. CFO Miskimins informed that the original recommendation was for all EMS calls and that has now been adjusted to only the transport calls and costs associated with only the transport. CFO Miskimins added that we have been chosen to participate in the pilot program of Medicare/Medicaid costs which will provide additional insights to the service we provide. At the Board's request, a presentation will be made at a future meeting about the ARM Car program.

Firefighter Work Schedules – Chiefs Baker and Adams provided a history of how we got to the current 48/96 schedule and reviewed a study of which station crews receive 6 hours of uninterrupted sleep in a 24 and 48-hour timeframe which can result in sleep deprivation issues. Exploring current and innovative ways to reduce potential safety issues related to the current work schedule.

A break was taken at 12:15 p.m.

The meeting reconvened at 12:49 p.m.

Line Staffing - Chief Baker provided an overview of how we got to where we are since Parker and South Metro began discussions for a joint department in 2007 and the reason for the Collective Bargaining Agreement. Chief Adams added information regarding the four-person staffing model and plan, ARM Car, Medic 13 and 18 staffing, and PAR level implementation.

Collective Bargaining – Chief Baker distributed copies of the agreement and CHRO Nejbauer added an overview of the negotiation process. Chief Baker provided the Local and Staff recommendations for Board review and consideration at a future meeting.

INFORMATION ITEMS

Chief Adams updated on COVID-19 incident support team due to continued exposures, employees that have been exposed or tested positive and antibody testing.

Chief Adams referenced a Fox 31 news Ketamine story and provided background information regarding the bodycam footage, the department’s perspective on events, follow up with personnel, and investigation outcome.

Chief Baker, referring to the civil unrest communication recently distributed, stated that it was approved by the Local E-Board and Chair Albee prior to distribution. CHRO Nejbauer added the Professional Development Team’s work to improve themselves, others and the organization and tools in process for the organization to use.

Chief Baker reminded that the next All Personnel Meeting is on Wednesday, July 1st and will last about an hour and a half. It will be open to attend in person and also available online.

ADJOURNMENT

The meeting was adjourned at 2:52p.m. so the Board and Staff could participate in a BBQ to recognize the members of the SMFR Authority Board.

Attested by: James E. Allen Date: July 6, 2020