South Metro Fire Rescue Fire Protection District  
Regular Board of Directors’ Meeting Minutes  
July 6, 2020  
**AMENDED**

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

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

Others Present: SMFR Staff Members

**MEETING CALL TO ORDER**
Chair Albee called the Regular Meeting to order at 6:00 p.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

**CONSENT AGENDA**
June 1, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes  
June 15, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes  
June 17, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes  
June 27, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Renee Anderson noted a correction to Meeting Minutes from June 1, page four; item 5 under Correspondence Items: Ann Terry was mis-identified as Terry Nolan. Meeting minutes to be corrected.

A motion was made by Sue Rocca and seconded by Cindy Hathaway to approve the consent agenda as amended. All were in favor and the motion carried.

**ACTION ITEMS**
May 2020 Financial Statements—Chief Turner presented the financial report. He noted that a short-term lease has been negotiated for the third floor in which the State will pay $8,670 per month. The May rental income in the Building Rental Fund reflects this revenue. The lease is currently in effect until December 2020. The State has requested that the lease extend into 2021 if conditions due to COVID 19 warrant the need for space. He also mentioned that Station 20 pay applications will begin to be submitted for payment.

The Board did not have any comments on the report as presented.
A motion was made by William Shriver and seconded by Renee Anderson to accept the SMFR May 2020 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency – On behalf of Chief Baker, Chief Turner reminded that the Board approved the initial resolution at the March 25th Emergency Board Meeting and extended the resolution at the April, May, and June Regular Board Meetings. Termination, modification, continuation or renewal of the resolution is required at each of the next regular meetings until the declaration is terminated.

Chief Turner requested the declaration be extended at least through the August Regular meeting to allow staff to continue to explore reimbursement options. Not sure whether another extension will be required.

A motion was made by Sue Roche and seconded by Hank Eng to approved SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-09 Repealing and Adopting a Fee Schedule – Fire Marshal’s Office – Deputy Fire Marshal Conroy reported that the proposed fee schedule is a complete re-evaluation of all fees including the methodology used to estimate costs and calculate the fees. TischlerBise conducted the analysis and produced the final fee schedule. The fee schedule is designed to recover nearly 100% of the cost of services related to development and construction projects, including staff salaries/benefits, a proportionate share of the Fire Marshal’s Office budget, vehicles, software purchase and maintenance costs, consultant fees, facility costs, and support from specific Technology staff as well as a share of Finance and Human Resources support. Compared to the previous revenues in 2019, this new fee schedule is estimated to increase revenues by about 9% using similar workloads; however, several individual fees have decreased. Additionally, there are no changes to the special event fees previously adopted by the board in early 2020. The new fee schedule will be effective on August 10, 2020 and applicable to the entire SMFR jurisdiction, including contract-for-service areas.

Deputy Fire Marshal Conroy reported that the Fire Marshal’s office sent out 5,600 customer satisfaction surveys. To date we collected 111 responses. The majority of the responses indicated favorable ratings for professional services including plans review, inspection, and permitting. Although reasonable permit fees were indicated to be important to those surveyed, high quality and other service benchmarks were more important to those responding.

Renee Anderson asked if the new fees would be posted on the website. Kristen Eckman said that the one of the communication strategies would be to disseminate this information via the website to citizens.

A motion was made by William Shriver and seconded by Sue Roche to approve SMFR Resolution No. 2020-09 Repealing and Adopting a Fee Schedule – Fire Marshal’s Office as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-10 To Set Ambulance Transport Fees - the Board received information regarding the Ambulance Transport Fees in the board packet. Chair Albee read the resolution and after discussion, the Board recommended tabling discussion until the August Regular Board Meeting.

A motion was made to table SMFR Resolution No. 2020-10 To Set Ambulance Transport Fees until the July 20th Special Board Meeting. All were in favor and the motion carried.

Colorado Special Districts Property and Liability Pool Repayment- Wellness Manager Macklin reminded that through our membership in the Colorado Special District’s worker’s compensation pool, the District participates in the Colorado Firefighter Heart and Cancer Benefits Trust. The Heart Trust premium is paid by the District to the CSD Pool and once paid, we apply and receive reimbursement through the Colorado Department of Local Affairs (DOLA) Firefighter Cardiac Benefit Program. The CSD Pool also pays the premium for the Cancer Award Program. The CSD Pool requires the Repayment Agreement between the CSD Pool and the District acknowledging SMFR’s repayment obligation in case we cancel or choose not to renew the workers’ compensation coverage during the coverage period from July 1, 2019 to June 30, 2020. It needs to be executed by the District’s governing body. This agreement has been signed by SM-2R in previous years.

A motion was made by Hank Eng and seconded by Renee Anderson to approve the Colorado Special Districts Property and Liability Pool Repayment as presented. All were in favor and the motion carried.
INFORMATION ITEMS

- Fire Chief Performance – NTR
- Salary & Benefits – Renee Anderson asked that HR Director Isela Nejbauer send invitations to William Shriver and to her for Salary and Benefits committee meetings.
- Bylaws/Boardsmanship NTR
- Community Outreach Renee Anderson reported that she and Alison Rausch will be participating in outreach meeting with Mayors of Lone Tree and Castle Pines.
- Staff:
  - Chief Milan: Will be changing out leased vehicles in the District. Leased vehicles are a cost containment strategy started in 2015 by Chief Turner and are now up for renewal in 2020. A presentation on Fleet Apparatus purchases will be made at the August Regular meeting.
  - Chief Adams: It has been a busy couple of weeks with major fires on June 30th and July 6th, as well as a busy Fourth of July. Chief Adams said that the good results of the June 30th fire were due to an all-out effort from line, staff, and dispatch. The PIOs managed communications very well with the community and with next day follow-up by Einar Jensen with CSS.
  - Chief Rhodes: Outreach to community continues.
- Board Discussion
  - Jim Albee: Questioned on whether or not the Board would like to consider having a point of view on the upcoming ballot initiative which would repeal the Gallagher Amendment from Colorado’s Constitution. After a discussion the group decided to include this topic on the agenda for the Regular August meeting with presentation by counsel Bob Cole.
  - Jim Albee - July 1 All Employee Meeting: Kristen Eckman reported that the meeting went well. The agenda included items discussed with an open Q&A.
  - Jim Albee: Discussion on MetCom dispatch hiring - Questioned Chief Milan about MetCom turnover and hiring.

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

- The May and June MetCom Newsletter, along with the Ouch Newsletter were included in the Board packet.
- A thank you letter was received from Children’s Hospital thanking the first responders for all they do.
- A thank you letter was received for A Shift M16 and 18 from West Metro Fire Rescue for assistance with a trip auto-ped incident in Roxborough.
- A thank you letter was received from the Parker Police Department for SMFR’s assistance during the recent protests.
- A thank you note was received from an SMFR Citizen Academy alumni to E31, T35, T32, M31, BC3, Safety 35, E42, M32, BC5 Med1, E22, M42, M34, BC2 and DC 1 for their response to a two-alarm fire.
- A thank you note was received from a Smity Plaza Resident to the first responders for all they do.
- A thank you email to E38 for their assistance helping safe goslings.
- A thank you note was received for Einar Jensen for his Mitigation Information presentation.
- A thank you letter was received for E15 and M12 for their quick response to a citizen who had collapsed.

NEXT MEETING
The next Special South Metro Fire Rescue District Board of Directors’ Meeting will take on July 20th, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT
The meeting by Jim Albee was adjourned at 7:34 pm.

Attested by:  

Date:  August 4, 2020