South Metro Fire Rescue Fire Protection District  
Regular Board of Directors’ Meeting Minutes  
November 2, 2020  
AMENDED

Present:  Jim Albee, Chair  
          Renee Anderson, Vice Chair  
          William Shriner, Treasurer  
          Hank Eng, Secretary  
          Sue Roche  
          Cindy Hathaway  
          Alison Rausch  
          Bob Baker, Fire Chief  
          Mike Dell’Orfano, Assistant Chief  
          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  
          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 6:12 p.m.

PLEDGE OF ALLEGIANCE  
The Pledge of Allegiance was recited at the South Metro Fire Rescue Volunteer Firefighter Board of Trustees Meeting.

ROLL CALL  
All members of the Board were present. All audience members were introduced.

PUBLIC COMMENT  
N/A

CONSENT AGENDA  
October 5, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes  
October 19, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

A motion was made by Sue Roche and seconded by Hank Eng to approve the consent agenda as presented. All were in favor and the motion carried.

ACTION ITEMS  
Public Hearing – 2021 Budget

Chair Albee opened the public hearing at 6:15 p.m.

Controller Aragon provided an overview of the 2021 budget update:
- Updated capital expenditure amount  
  o Experienced delays in the manufacturing process in the delivery of vehicles and pushed out the purchasing plan.
- Outstanding Items  
  o Assessed values from counties should be received later this month and will update revenue calculations and budget amounts once those are received.
  o Abatement decisions.
  o Organizational chart updates.
At the Board’s request, Controller Aragon provided 2020 abatement amounts, by county and estimated mill levy increase.

After discussion, the Board agreed not to collect abatements for 2021 and will re-evaluate in 2022.

There was no public comment and Chair Albee closed the public hearing at 6:38 p.m.

September 2020 Financial Statements—Controller Aragon reviewed the financial statements, highlighting:

- Fund balance decreased by approximately $4.6 million compared to prior month, bringing fund balance to a total of $89 million.
- Through September, the District has collected $117.4 million in property and specific ownership tax revenue, which reflects 98.98% collection vs. 99.13% at this time last year for property taxes, 63.99% vs. 77.09% for specific ownership taxes. A total of $601,788 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under year-to-date budget by $1,067,475 which is indicative of fewer automobile sales than originally expected.
- As of September 30th, the District has expended $95.3 million in the General Fund related to operations, which is $3.5 million under the YTD budget, not including Capital Projects transfers.
- Through September, the District has expended $5.2 million or 42.91% of our total budgeted expenditures in the Capital Fund.
- Ambulance transport revenue is under the YTD budget by $1.4 million due to the following factors:
  - Number of year-to-date transports have decreased from 14,342 in September 2019 to 13,534 in September 2020.
  - Statistics related to the updated fee schedule:
    - Gross revenue per call has increased from a year-to-date average of $1,049/call in June 2020 to $1,125/call in September 2020.
    - Net revenue per call has increased from a year-to-date average of $471/call in June 2020 to $503/call in September 2020.
- In September, the District received the annual Medicaid supplemental payment in the amount of $5,076,521 compared to the budgeted $4,690,680.
- Third quarter excise taxes of $153,107 have been recorded, which brings the total excise tax amount to $231,612. Staff is currently working with the Town of Parker to audit and validate excise tax collection calculations.
- As of October 26th, $262,441 has been expended on COVID-19 related resources. Grant proceeds in the amount of $500K have been awarded by the Department of Local Affairs Corona Virus Relief Fund, and Staff is in the process of requesting reimbursement for these expenses as well as overtime expenses related to covering COVID related illnesses/exposures in the field. Should receive the funds by the end of the year.

At the Board’s request, Controller Aragon provided an overview of how fixed assets are presented during the annual CAFR report and the correlating line items.

A motion was made by William Shriver and seconded by Cindy Hathaway to accept the September 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 – Chief Baker reminded that the Board approved the initial resolution at the March 25th Emergency Board Meeting and extended the resolution at each regular meeting since. For the same reasons stated at the last meeting, including determining the impact on employees from schools starting up, staff recommends taking a long-term approach and continuing the disaster declaration. Staff will continue to evaluate and give a recommendation at each regular meeting.

A motion was made by Sue Roche and seconded by Alison Rausch to approve SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency as presented. All were in favor and the motion carried.
Purchase and Sale Agreement for the Property at 6842 S. Lima Street – Chief Turner reported that the Purchase and Sale Agreement for the Lima Property, 6842 S. Lima Street, Centennial, CO has been received. Following a Competitive Market Value Analysis provided to the District by Pinnacle Real Estate Advisors for this property, the buyers initial offer was countered. A copy of the purchase agreement, which has been reviewed and revised by Legal Counsel and is acceptable in form by the buyer, was presented for approval.

At the Board’s request, Legal Counsel Cole clarified the seller’s rights as outlined in the contract.

After discussion, it was agreed that the inspection period be reduced to 90 days with the possibility of a 30-day extension, if needed.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the Purchase and Sale Agreement for the Property at 6842 S. Lima Street as presented with the amendment that the inspection period is 90 days following the effective date and the purchaser will be allowed a 30-day extension if needed. All were in favor and the motion carried.

Special Counsel Letter of Engagement – Chief Dell’Orfano reminded that for the past several years, SMFR has received legal services from Collins Cockrel & Cole for general counsel. In limited instances, Bob Cole has also utilized the services of Spencer Fane for special counsel. In recent years, Matt Dalton and his team have assisted with litigation related to the urban renewal authorities in Parker, real estate matters, and the fire code board of appeals. Additionally, Matt brings 35 years of historical knowledge from his experience serving the former Castlewood Fire Protection District and South Metro. The presented letter of engagement continues a formal working relationship with Spencer Fane and appoints them as special counsel to the current South Metro Fire Rescue Fire Protection District. Bob Cole and Staff have reviewed the letter and agree that it would be beneficial to continue utilizing Spencer Fane for special counsel.

A motion was made by Hank Eng and seconded by Sue Rausch to approve the Special Counsel Legal Representation Letter of Engagement as presented. All were in favor and the motion carried.

DISCUSSION ITEMS
N/A

INFORMATION ITEMS

• Board Committee Reports:
  o Fire Chief Performance – Chair Albee stated nothing new to report.
  o Salary & Benefits – Chief Dell’Orfano updated that they are a few weeks into project and pulled together a lot of information and interviewing management in different function areas, trying to understand previous culture or technicalities in various positions. Hope to provide more formal update in mid-November to the board representatives and decide what needs to be reported to the full board.
  o Bylaws/Boardsmanship – Chair Albee stated nothing new to report.
  o Community Outreach – Director Anderson stated nothing new to report.

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

• Director Hathaway provided an update on the holiday gifts that will be delivered to the stations and administration staff. Chair Albee thanked Chief Baker for agreeing to pick up the cost since the Director to station ratio has flipped since last year.
• Director Anderson reported that Chief Adams and CCO Eckmann will join her on a Zoom call, tentatively planned for November 16th, with a group of citizens from Chatfield Estates who have some questions about the fire this summer.
• At Chair Albee’s request, Chief Baker reported that rather than letters, he had conversations with both AC and DC Sheriffs and they both understand our decision to remove the SWAT Medics from their responses outside of SMFR’s district.
• At Chair Albee’s request, Chief Rhodes reported that Aurora’s decision to charge for responding to car accidents and “treat-no transport” medical calls has been utilized in some mountain communities because most responses
are for non-residents. Chief Adams added that he does not foresee SMFR adopting these type of response charges at this time. It was later noted that Aurora will also be charging for fire inspections of businesses.

- Controller Aragon reported that the District is applying for a revenue-related grant, round three of the Cares Act, and should have an update on the amount at the next meeting.
- Chief Adams reported that SMFR was not awarded the SAFER Grant so there will not be an academy in 2021.
- Chief Adams informed that a stand-up Incident Support Team has been put in place in preparation of unrest following the election. No direct threats have been received, but we want to be prepared so the Team will be on-call for the rest of this week. Chief Baker added that there is chatter that the civil unrest may start in Denver and move into the suburbs.
- Chief Tasker reported that the crew deployed to California in early August are on their way home; all of the other deployed teams are back from the various Colorado fires; the body of the paddleboarder that drowned at Chatfield on October 11th was recovered quickly using the same end strategy used to locate the August drowning victim; eight SMFR members are currently off duty on COVID quarantine.
- CCO Eckmann informed that the Parker PD and SMFR crews attended a nice lifesaving recognition event today.
- Chief Baker informed that Chief Turner is working with the GIS Staff on the creation of a new district map that will assist the Board members in getting a grasp on their districts.
- Chief Baker passed along appreciation from Paramedic Todd Parson to the Board for the support of the Fitness and Wellness Program, which will make a huge difference in the speed of his recovery.
- Chief Baker also passed along appreciation from Joel Heinemann on behalf of Local 2086 and the Line members for the Board’s reconsideration of their wages.
- Chief Baker provided a review of the current organizational structure and the background of the 2021 plan, which reduces his span of control from 8 to 5. Korn Ferry has been provided a copy of the new organizational chart and will be dovetailing it into their evaluation of the 76 current positions and the new ones for 2021.
- Chair Albee opened the discussion of the 2021 meeting schedule. All agreed to continue meeting the first Monday of each month and schedule special meetings on an as-needed basis.
- A copy of the 2020 Q3 Construction Stats, September and October 2020 MetCom Newsletter and September 2020 OUCH were included in the Board packet.
- SMFR and DCSO Deputies presented a gift to Lora of Lora’s Donuts, who is battling cancer for a third time and due to COVID had to close her business.
- A letter of thanks was received for Paramedic Matt DeSalvo & Firefighter Bob Bickerton for being instrumental in saving the life of a citizen who was in cardiac arrest one year ago.
- A thank you note was received for Fire Inspectors Russell & Allen, Receptionist Stephens, with help from Section Supervisor/Construction Inspections Herian and Deputy Fire Marshal Everitt from Executive Construction, Inc. for their assistance with a commercial tenant buildout.
- Thank you notes were received from The Timbers homeowners and HOA President to Deputy Fire Marshal Conroy & Community Risk Reduction Specialist Potton for the well-done and informative community meeting presentation regarding a recent house fire in the subdivision.
- A thank you note was received for Engine 33 and Medic 31 for their assistance to a citizen who had a low oximeter reading and ended up being treated for pneumonia.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING
The next Regular South Metro Fire Rescue District Board of Directors’ meeting will take place on December 7, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT
The meeting was adjourned by Chair Albee at 7:59 pm.

Attested by: Date:  Dec 9, 2020