Present: Jim Albee, Chair  
Bob Baker, Fire Chief  
Renee Anderson, Vice Chair  
Mike Dell’Orfano, Assistant Chief  
William Shriver, Treasurer  
Vince Turner, Assistant Chief  
Hank Eng, Secretary  
Dillon Miskimins, Chief Financial Officer  
Sue Roche  
Jerry Rhodes, Assistant Chief  
Cindy Hathaway  
Kevin Milan, Assistant Chief  
Alison Rausch  
Jon Adams, Assistant Chief  
Tobias Kirschke, Assistant Chief  
Isela Nejbauer, Human Resources Chief Officer  
Kristin Eckmann, Chief Communications Officer  
Bob Cole, Legal Counsel  

Others Present: SMFR Staff Members & Rhodes Family Members

MEETING CALL TO ORDER
Chair Albee called the Regular Meeting to order at 6:04 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.

RECOGNITION

Former CFPD Board Chair Mark Lampert welcomed the Rhodes family members to this special recognition of Chief Rhodes, adding some background to the history of their relationship and how Chief Rhodes taught him everything he knows about the fire service. He was a great asset to CFPD employees and district, Mile High Hook and Ladder and Four Square Mile group. He is always a great source of information and has a reputation that expands throughout the country. Mark concluded that it was a pleasure to work with him, wishes him well and hopes he will keep in contact.

Chief Baker provided some context around the resolution that will be presented tonight to recognize Chief Rhodes’ service. Although not sure when they first met, when Chief Rhodes became the Fire Chief for CFPD, Chief Baker was working for PFPD as the Training Chief. It is daunting to recognize someone for 46 years in the fire service, 30 of those at CFPD and SMFR. The resolution reflects that Chief Rhodes is an 8th generation fire service member, with the likelihood more generations to follow, his leadership and fellowship, a constant desire to learn, and a heart for community connectivity. He was a huge supporter of the combined organization with Littleton, SMFR and CFPD and during which process it showed how his humility and enthusiasm about the opportunity was a significant factor in making the combined organization a success.

Director Eng stated that he serves on the Safety Foundation Board, where Chief Rhodes is an officio board member, and he has always been willing to share his knowledge and advice. He has a huge presence around the community and has opened the doors of opportunity for many groups including the Safety Foundation.

Director Shriver echoed the sentiments expressed this evening and added that Chief Rhodes’ outreach to the Parker Rotary Club has been very beneficial to the organization, including the organization of an entire week of training for the Ukrainian Firefighters a couple of years ago. Thank you and enjoy your well-deserved retirement.
Director Anderson stated that she has only known Chief Rhodes for a couple of years, but his interactions with her have always been kind, welcoming and supportive. If all directors could have someone like him supporting him, there would be a thousand more awesome board members. Thank you for supporting all of the citizens, employees and Board. You will be sorely missed.

Director Hathaway stated that Chief Rhodes has been her go to guy for many years. She expressed appreciation for his leadership and seeing him all around the community. You will be missed, good luck and congratulations.

Legal Counsel Cole stated that he has worked with Chief Rhodes for 30+ years and Jerry provided him with a solid education in the fire service and how to advise fire service organizations in a practical and usable way. The two have shared the majority of their life events with each other and have talked a lot about work/life balance. Chief Rh odes was one of the big reasons the City of Centennial was successful in organizing. He appreciates all of the times working by his side and supporting each other, really enjoying the time they were able to work together.

Human Resources Bureau Assistant and former CFPD employee, Kristi Hohl, stated she just wanted to say thank you to Chief Rhodes on her behalf and the behalf of many other former CFPD employees for his wonderful leadership through the years, getting their name out there and creating a stand-alone three station fire district. She is very happy for him, wishing him nothing but the best, great memories, and hope he will stay in touch.

Director Roche stated that she met Chief Rhodes while attending an ACSO Citizens Academy and again at the SM FR Citizens Academy. He has always been so supportive of that program and appreciates having him in her life over the past five years and to be able to support him with such a great community outreach that is not surpassed by anyone. You will definitely be missed.

Director Rausch stated that she has only known Chief Rhodes for less than six months and is selfishly sad that won’t continue; however, she will remember his kindness and wishes him all the best.

Chair Albee echoed a lot of the comments made this evening. Chief Rhodes made a tremendous contribution to the community and it is unfortunate that there’s a certain amount of anonymity that comes with the job that we do. He feels sorry for the people at SMFR that did not have the opportunity to know him and his contributions. He will always remember when they first met when Chair Albee was newly elected to the LFPD board and a former board member, Keith Gardner, made sure that he made a connection with Chief Rhodes. Thank you for being a part of our lives.

Chief Rhodes expressed his appreciation for the kind words, but the family members on the screen and their families have been the ones that have allowed him to do this and the rest of it is just being a part of a team. And he thanked everyone for letting him be a part of the team.

A break was taken at 6:55 p.m.

The regular meeting reconvened 7:02 p.m.

**PUBLIC COMMENT**

N/A

**CONSENT AGENDA**

November 2, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

Director Anderson questioned the meeting start time but Chair Albee said it might have just been a delayed start. Director Rausch noted that Dillon was not present at the meeting.

A motion was made by Shriver and seconded by Anderson to approve the consent agenda as amended. All were in favor and the motion carried.

**ACTION ITEMS**
SMFR Resolution No. 2020-12 Adoption of the 2021 Budget and Appropriate Sums – Chief Financial Officer Miskimins noted each of the funds and amounts. Transfers out of the general fund are a reason for the changes in numbers from previous discussions. Reviewed Rental Fund revenue and expenditures; and identified the Cherry Hills Pension Fund, JACC Agency Fund, and Self-Insured Medical Fund. Expenditures $168 million, including transfers out of the general fund into other funds.

A motion was made by William Shriver and seconded by Hank Eng to approve SMFR Resolution No. 2020-12 Adoption of the 2021 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-13 To Set Mill Levies – Chief Financial Officer Miskimins explained this resolution goes hand-in-hand with the previous resolution. The total assessed value for the district is $12.5 billion and the final assessed values have been received, increasing values by a net of 1 percent, and sets the mill levy at 9.25.

At Director Anderson’s request, CFO Miskimins stated that he believes at least 99% of the assessed value funds have been collected and that since the three organizations have been de-bruced there is not a need worry about exceeding TABOR limits and having to give money back.

A motion was made by Sue Roche and seconded by William Shriver to approve SMFR Resolution No. 2020-13 To Set Mill Levies as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-14 FPPA Amending Rate of Contribution to the FPPA Defined Benefit Plan Administered by the Fire and Police Pension Association for Reentry Firefighters for the SMFRFPD – Chief Financial Officer Miskimins explained that when a department exits the Fire and Police Pension Association and later reenters, an additional continuing rate of contribution is required. Littleton Fire Rescue reentered FPPA on November 1, 2005 and currently has 69 employees who participate in the SWDB reentry and SWDB Reentry-Drop groups.

Upon reentry on November 1, 2005, the continuing rate of contribution was 4%. It is a local decision whether this is paid by the Employee, Employer, or split. At that time, Littleton Fire Rescue made the decision to split the rate with the employee paying 2% and the employer paying 2%.

Per Colorado HB 20-1044, the continuing rate of contribution will be reduced from 4% to 0.2% effective January 1, 2021.

On September 24, 2020, FPPA made a presentation to SMFR regarding the continuing rate of contribution and the process necessary to revise employee and employer contributions to reflect the change. He and CHRO Nejbauer, Payroll Manager Chuvarsky and Local 2086 President Joel Heinemann attended the presentation.

After the presentation and discussion regarding how the reduced rate would be split, a decision was made to continue the Littleton Fire Rescue philosophy of splitting the continuing rate of contribution equally between employee and employer. A resolution was prepared and has been reviewed by FPPA and is presented tonight for Board approval.

A motion was made by William Shriver and seconded by Sue Roche to accept SMFR Resolution No. 2020-14 FPPA Amending Rate of Contribution to the FPPA Defined Benefit Plan Administered by the Fire and Police Pension Association for Reentry Firefighters for the SMFRFPD as presented. All were in favor and the motion carried.

October 20 Financial Statements – Chief Financial Officer Miskimins reviewed the financial statements, highlighting:

- Fund balance decreased by approximately $12.7 million compared to prior month bringing fund balance to a total of $76 million.
- Through October, the District has collected $118.7 million in property and specific ownership tax revenue, which reflects 99.00% collection vs. 99.22% at this time last year for property taxes, and 76.83% vs. 86.36% for specific ownership taxes. A total of $596,263 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under year to date budget by $630,780 which is indicative of fewer automobile registrations than originally expected.
As of October 31st, the District has expended $109.9 million in the General Fund related to operations, which is $2.8 million under the YTD budget not including Capital Project transfers. In January or February, the recent right-sizing exercise will be presented the updated budget and how we are performing relative to its forecast.

Through October, the District has expended $5.8 million or 48.14% of our total budgeting expenditures in the Capital Fund.

Through October, the District has billed $590,508 in Wildland reimbursements and $142,202 in USAR reimbursements.

Ambulance transport revenue is under the YTD budget by $1.5 million due to the following factors:
  - Number of year-to-date transports have decreased from 15,992 in October 2019 to 15,145 in October 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 $1,146/call in October 2020.
    - Net revenue per call has increased from a year-to-date average of $471/call in June 2020 to $507/call in October 2020.

As of November 30th, $737,565 has been expended on COVID-19 related resources. A report summarizing the expenditures was provided in the report. Grant proceeds in the amount of $500k have been received from the Department of Local Affairs Corona Virus Relief Fund for the reimbursement of these expenses.

Chair Albee echoed what was reported regarding Specific Ownership Taxes as October was clearly a substantial catch-up month, which is good news, and the EMS calls show the trend in September to have pretty much recovered to a normal level and maybe we will start seeing the benefit of our new pricing schedule.

At Director Shriver’s request, Chief Dell’Orfano reported that the call numbers are reviewed on a weekly basis and Staff has not seen the decrease in call volume seen earlier in the year during the most-recent lock down.

At Director Anderson’s request, CFO Miskimins stated that SMFR will not be affected by a reduction in assessed values until 2022 and that non-residential assessed value forecast decreases would equate to about a $3.5 million reduction.

Chair Albee welcomed back CFO Miskimins and thanked Controller Aragon for doing such an excellent job in his absence.

A motion was made by Renee Anderson and seconded by Hank Eng to accept the October 2020 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-15 Adopting the 2021-2015 Strategic Plan – Accreditation Manager Swindall reported that in preparation for our accreditation process in 2021, several employee representatives of the District have prepared an updated strategic plan for the years 2021-2025. To assist in the plan’s preparation, the services of the Center for Public Safety Excellence were utilized to guide the discussions, obtain community feedback, and draft the document. Staff has completed its review and is now presenting it to the board for discussion and feedback. If the board is ready to approve the plan, then a resolution has also been prepared.

Accreditation Manager Swindall reviewed a PowerPoint presentation with additional information regarding the background and process, strategic initiatives, goals (including the Amended Critical Task to Objective 2B, point 3, regarding mentorship & professional development, and succession planning including the identification, development, and vetting of potential candidates for the anticipated Fire Chief retirement), timeframes and assignments.

Chair Albee thanked everyone who participated and contributed to the product that has been presented and thanked the internal stakeholders for their participation and assistance. Chair Albee reminded that the board has adopted standards of conduct for themselves, which includes being an active member representing the board internally and externally and encouraged tapping some or all of them if there is a need and/or opportunity for community involvement. Adding that performance measurement has been one of the keys that we have identified and will personally be interested in how that evolves with the strategic plan. The Board has also been actively talking to Staff about the qualitative decision-making to help them understand the cost and benefit of the many things that will come out of this plan.
After discussion, it was recommended that Staff reach out to CPSE for an extension of at least a few weeks to allow the Board time to review and provide comment to Swindall and Dell’Orfano before going to print. As a living document it should have an annual review or more often as needed to ensure it reflects what we are actually doing.

A motion was made by Hank Eng and seconded by Sue Roche to approve SMFR Resolution No. 2020-15 Adopting the 2021-2025 Strategic Plan with the caveat an extension be requested and to review annually and amend as needed. 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.

Chair Albee suggested moving this to the consent agenda because we will likely be approving for the next few months.

A motion was made by Sue Roche and seconded by Hank Eng 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 reminded that the November 2, 2020 District Board meeting, direction was given to amend the initial Purchase Agreement to reduce the time frame of the Inspection Period to 120 days and forfeiture dates of earnest monies for failure to move the purchase forward through no fault of the District. These two request have been met and the buyers have accepted our revisions to the Purchase Agreement and the updated agreement has been presented for approval.

At Director Anderson’s request, Chief Turner added that the buyer is pretty motivated and were the ones who suggested the additional fee for any delay in moving the purchase forward.

A motion was made by William Shriver and seconded by Hank Eng to approve the Purchase and Sale Agreement for the Property at 6842 S. Lima Street, Centennial, CO as presented. All were in favor and the motion carried.

Contract to Buy and Sell Real Estate – 6730 S. Espana Way – Chief Turner reported that an unsolicited contract to buy the District held property has been received. The offered sales price falls within the range of value the Board approved in Executive Session at its September 14, 2020 meeting. Since merging with the Cunningham Fire Protection District this fire station site is no longer necessary.

A motion was made by Sue Roche and seconded by Alison Rausch to approve the Contract to Buy and Sell Real Estate – 6730 S. Espana Way as presented. All were in favor and the motion carried.

SMFR & Local 2086 Working Agreement 01/01/2021 – 12/31/2021 – Chief Human Resources Officer Nejbauer stated that although this document presented for approval is mostly an extension of the current agreement that is due to expire on 12/31/2020, the new agreement contains a change to ARTICLE 8 – Compensation and Benefits. The changes provide more clarity about the SMFR’s total compensation package and specifically lists the annualized salaries for represented positions. The other change is to ARTICLE 9 – Staffing, wherein “six engine apparatus” was changed to “eleven engine apparatus”.

Local 2086 President Heinemann concurs with the information presented and appreciates moving forward with a one-year agreement in anticipation of a two-year agreement in 2022.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the SMFR & Local 2086 Working Agreement 01/01/2021 – 12/31/2021 as presented. All were in favor and the motion carried.

**DISCUSSION ITEMS**

2021 Board Meeting Strategy – Chief Dell’Orfano stated that Staff would like feedback from the Board about the frequency and topic of board meeting for 2021. Included in the packet was an approach that would accomplish several goals expressed by the board in the past (continued orientation/familiarization with the organization; meet in different
locations; hear from cities/counties that we serve; discuss topics prior to taking action when necessary), as well as keep discussions on track should we decide that an election is necessary in 2021 for any additional voter-approved funding sources.

All agreed that the concept and flexibility of special meetings have been productive and appreciate the opportunity to continue to learn and reinforce community outreach objectives & directed Staff to have the resolution ready to adopt in January with the three adjusted meeting dates to avoid conflict with holidays.

INFORMATION ITEMS

- Board Committee Reports:
  - Fire Chief Performance – Nothing new to report.
  - Salary & Benefits – Director Shriver reported that Korn Ferry is making substantial progress. Dell’Orfano added that as of last week they were running a little behind and with the Christmas holiday may bump it into January to see some drafts, which is not a concern because of our tweaks to the model.
  - Bylaws/Boardsmanship – Nothing new to report.
  - Community Outreach – Anderson stated she believes the Partnership of Douglas County Government regular meeting has been moved to sometime in December. Dell’Orfano stated when the date and agenda are received the three DC representatives could decide who attends.

Director Hathaway reported that the holiday gift baskets and cards are ready and in the Board Room. Staff will put together a list of stations and bureaus along with any restrictions on delivery.

Director Anderson reported that HRMD has officially offered the General Manager position to Mike Renshaw from Barrow County, GA and he is expected to start on January 18th. In addition to General Manager Terry Nolan retiring, his Administrative Assistant Camille Mitchell is also retiring. At some point, a meeting will be scheduled to introduce him to the SMFR Management Team.

Director Eng reported that the Department of Homeland Security & Emergency Management are in the planning stages of having the Civil Air Patrol to fly the COVID-19 vaccine to some of the rural communities.

Chief Adams reported that the next Academy graduation is scheduled for Friday. Unfortunately, due to the COVID circumstances, a small ceremony will take place at the academy with plans to celebrate their graduation and other promotions once it is safe to have a larger get-together. There are 29 recruits graduating, which is pretty incredible during a pandemic. The Board offered congratulations and welcome them to the team. The Board also thanked the members that came off Line to help make the Academy a success.

Chief Adams added that Chief Powell was recently promoted to District Chief and will likely be attending more of the board meetings. The Board congratulated and welcomed Chief Powell.

Chief Turner reported that Station 20 construction should be completed in 70 days. The next step will be to get the furniture and personnel moved in.

Chief Baker reminded that next Wednesday is Chief Jackson’s one-year LODD remembrance ceremony, which will take place outside by the Memorial Statue and begins at 8:15 a.m.

Chief Baker reported that SDA Executive Director Ann Terry has asked Chief Dell’Orfano to sit on their Legislative Committee. He will be a great addition to the committee, particularly because next year a Colorado Rising Action Group will be working to obtain signatures for a ballot measure to reduce the assessment rate and Chief Dell’Orfano will be able to provide the fire district perspective.

Chief Baker provided an update on the COVID exposures within SMFR. Adding that although he had four negative test results, he experienced symptoms on and off for over three weeks, including a night in the COVID ward at Sky Ridge. He had a chance to experience our transport system, and Medic 46 did a great job and he is thankful to be back at work.
There are 46,000 COVID-19 vaccines set aside for Colorado. Staff is working with DHSEM to get moved up to 1A priority. Staff & Legal Counsel are deciding on expectations for employees to receive the vaccination and considering the CDPHE request to help deliver the vaccination to our most at-risk population.

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

- A copy of the 2020 Q3 EMS Response Report, as well as November 2020 MetCom & OUCH Newsletters were included in the Board packet.
- A letter of thanks was received from the Estes Valley Fire Protection District for SMFR’s assistance during the East Troublesome Fire.
- A letter of thanks was received from the People for the Ethical Treatment of Animals thanking E17 for coming to the aid of a cat that was stuck in a storm drain.
- A letter of thanks was received from the State of Colorado Juvenile Diversion Program thanking Community Risk Reduction Specialist Einar Jensen for his Comprehensive Family Fire Risk Interview with a ten-year-old with many challenges.
- A thank you letter was received from Detective & Membership Coordinator of the Colorado Honor Guard Association Shannon Brubacher to the SMFR Honor Guard for their tremendous assistance provided during the planning and execution of the dignified honors for Commerce City Police Detective Curt Holland.
- A thank you note was received from a mother whose child was in a horrible car accident to Medic and Engine 17 for taking such good care of her daughter at the scene of the accident.
- A thank you note was received from a citizen who was trapped in a window well to E38 and M37 for their professional and kind treatment.
- A thank you note was received from a citizen who was involved in a bicycle accident to M32 and E31 for their excellent treatment.
- A thank you note was received from a young citizen to the firefighters for “keeping us safe”.

EXECUTIVE SESSION (UPON MOTION)
A motion was made by Jim Albee and seconded by Sue Roche at 9:10 p.m. to convene to Executive Session pursuant to §24-6-402(4)(b) C.R.S., to conference with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions regarding a pending Colorado Civil Rights Division complaint.

A break was taken at 9:12 p.m.

The regular meeting reconvened at 9:20 p.m.

Convened to Executive Session at 9:20 p.m.

The regular meeting reconvened at 10:04 p.m. with no action taken.

Chair Albee wished everyone a happy and healthy new year and looking forward to doing a lot of good things in 2021.

NEXT MEETING
The next Regular South Metro Fire Rescue District Board of Directors’ meeting will take place on January 4, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT
The meeting was adjourned by Chair Albee at 10:08 pm.

Attested by: [Signature] Date: 1/5/2021