

South Metro Fire Rescue Fire Protection District  
Special Board of Directors' Meeting Minutes  
February 22, 2021

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

Others Present: Julie Hughes from Chandler Asset Management, EMS Chief John Curtis & other SMFR Staff

**MEETING CALLED TO ORDER**

Chair Albee called the special meeting of the South Metro Fire Rescue Fire Protection District to order at 6:01 p.m. and welcomed everyone to the meeting.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

All of the Board Members were present in person or via teams.

**PRESENTATION**

Investment Portfolio Update – CFO Miskimins introduced Julie Hughes, Senior Portfolio Strategist with Chandler Asset Management and one of SMFR's investment advisors, who provided an overview of the asset performance for those that they manage along with those managed by PFM, highlighting:

- Economic Update:
  - Effects of the COVID-19 Pandemic on Investments
  - \$3.6 Trillion Stimulus and Counting
  - Employment
  - Inflation
  - Gross Domestic Product
  - Federal Reserve
  - Bond Yields
- Account Profile:
  - Compliance
  - Portfolio Summary

At Director Shriver's request, Ms. Hughes indicated that the largest change has been on the longer investments managed by PFM; Chandler invests more in the 2-3 year range and repositions as the rates move up and down.

At Chair Albee request, Ms. Hughes stated that PFM manages the municipal bond investments, but does know that they are getting better at rating them more often, although still slower than a corporate fund.

CFO Miskimins informed that PFM will be scheduled to make a presentation to the Board in the near future.

EMS Program Overview – EMS Division Chief Curtis provided a synopsis of his background and interests and an EMS program update, highlighting:

- 2020: A Year Like No Other
  - COVID
  - Re-shaping our processes
  - A New EMS Chief
- EMS Call Statistics
- ARM37
- Quality Management Program
  - Evidence and Outcome-Based Practices
- Pre-hospital Ultrasound
- Research and Publication
- What We Do Matters
- The Big 4: Leading to Better Outcomes
- What Have We Done Thus Far?
- Looking Ahead for EMS

At Director Shriver's request, Chief Curtis stated that crews responded to approximately 400-500 airway management calls & reviewed how the dispatch statistics are calculated.

At Director Eng's request, Chief Curtis reported that EMS is partnering with local hospitals for training and ensuring that all of the ultrasound images (Butterfly is the ultrasound manufacturer) are sent to the cloud to be read by physicians who are able to confirm the PM clinical diagnosis is correct.

At Director Eng and Albee's request, Chief Curtis reported that the District budgets about \$350,000 to fund the ARM Car program. Although the medical cost savings are much improved, Staff continues to research potential opportunities to partner with insurance agencies. With the Treatment in Place program implemented this year, it is easier for insurance agencies to pay and reimburse for these services rather than the various service charges assessed by the hospitals. Staff is also looking at opportunities to start triage earlier (shortening the time it takes for the call to be processed through the 911 system) and coordinating with local Sheriff's Offices for the use of mental health resources to make sure we are sending the correct people to the mental health calls and reserve our resources for more acute emergencies.

At the Board's request, Chief Curtis provide a short summary of his professional history and interests.

#### **ACTION ITEMS**

N/A

#### **DISCUSSION ITEMS**

Investment Policy – CFO Miskimins presented the SMFR Investment Policy (which was adopted in 2013 and is revised annually) for input and consideration for approval at a later date, highlighting:

- Purpose of the policy
- Objectives
- Operations and Procedures
- Permitted Investments and Risk Management

At Director Shriver's request, CFO Miskimins reviewed how the policy outlines how we invest and drawdown, putting all liquid funds in ColoTrust and longer-term portfolios (Chandler manages the 1-3 year investments & PFM manages the 1-5 year investments) with PFM managing the bulk of the operating funds.

At Chair Albee's request, managing cash flow ramps up in November and continues through mid-March, with weekly consults with both Chandler and PFM.

Chair Albee polled the Board who seems to be satisfied that the policy guidelines are clear and they are comfortable with how the investment firms are handling the funds. CFO Miskimins added that if there are any investment firms that are interested in managing the portfolios an RFP process would be the route to determine the best options.

## INFORMATION ITEMS

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

- The Title Board will consider ballot initiative proposing \$1.2 billion property tax decrease, siphoning from local governments. Initiative #14, Reduction in Property Tax Assessment Rates, would lower the tax rate for nonresidential property by three percentage points, to 26% of assessed value, and drop the residential rate to 6.5% from 7.15% beginning in 2023. The \$1.2 billion drop would depend on local circumstances, and that the state would have to backfill \$280 million per year for school districts and "the measure will also decrease revenue to cities, counties, special districts, and school districts, resulting in fewer local government services, including police and fire protection, hospitals, transportation, education and libraries, among other services, Legislative Council Staff noted.
- A thank you letter was received from PETA to the Dive Team, Engine and Medic 11, Medic 16, Battalion 3 and Safety 18 for coming to the aid of a puppy who was trapped in the icy water of a pond on January 16<sup>th</sup>.
- A thank you email was received from a member of the Federal Protection Agency for SMFR's presence during the Dignified Honors procession for Sgt. 1<sup>st</sup> Class (Retired) Matthew Nyman.
- Chief Dell'Orfano explained that an updated Liaison with External Agencies list was included in the packet that includes the ones that are probably of the most interest to the Board.
- Chief Dell'Orfano outlined the March meetings:
  - Regular Board Meeting:
    - Presentation from Emergency Manager Jackie Erwin
    - COVID19 Updates
    - Board Committee Charter discussion which includes updated Finance/Audit Committee
  - Special Board Meeting:
    - Hopefully to be held at Station 20
    - Introduction of Highlands Ranch Metro District General Manager Mark Renshaw
    - Shift Schedule Financial Planning
    - Continuing the journey to modify/recreate our service plan.
- Chief Baker received a call from the Centennial City Manager providing a head's up on some of the concerns related to Ketamine calls and SMFR may receive a request to make a presentation on why we do what we do.
- Chief Baker informed that CHRO Nejbauer has tendered her resignation. She is going to work for a large company working in a regional human resources capacity.
  - Chief Baker thanked her for exceptional performance in her almost three years here and the department would not have progressed with diversity in the hiring pool, professional development, striking a balance between HR and our people/processes. He stated he is thankful for her time here but she is on to bigger and better things.
  - Chief Kirschke thanked her for helping him transition into his new position.
  - Chief Adams thanked her for helping with the hiring process over the past few years, especially in diversity and bringing great candidates into the system, ones that we would have never looked at before.
  - Legal Counsel Cole echoed that he really enjoyed working with her and will miss not having her around.
- Chief Baker reported that Staff is implementing the direction received from the Board regarding the staff salary study conducted by Korn Ferry and will likely not be utilizing all of the funds authorized by the Board.
- Chief Tasker reported that there were 5 fires and 200 water flow alarms over the weekend. He and Chief Adams responded another fire right before the meeting started and a couple of dogs were rescued.
- Chief Tasker reported that the Recruit Class of 2020-01 just graduated; only one more set of recruits in the process.
- Director Rausch stated that it was fun to get to distribute the challenge coins to the stations.

- Director Eng reported that he spent last week caring for passengers on two planes that were stuck in Nashville because the airport had run out of deicing. The last of the passengers flew out yesterday.
- Director Hathaway attended a presentation to the South Metro Professional Firefighter's Association from the Littleton Elk's, who have renamed their annual award the Troy Jackson Firefighter of the Year Award. Lori Jackson will be presenting the award next month.
- At Chair Albee's request, Chief Dell'Orfano clarified that calls for service in 2020 were down with the exception of fires, which include wildfires which have tripled.
- At Chair Albee's request, Chief Dell'Orfano stated that the original model for the Auto Aid Agreement with West Metro Fire Rescue indicated that they would arrive first on more calls than we were able; however, the first year's performance report showed otherwise and the reimbursement has been adjusted accordingly, and will continue to be adjusted in appraisal years. Discussions continue regarding a CAD to CAD system to improve responses.
- Chair Albee reported that he ran into Pete Cernich, who had nothing but positive things to say about the merge with SMFR and is very appreciative of them putting his Dad's name on the wall.

#### **EXECUTIVE SESSION**

A motion was made by Jim Albee and seconded by Hank Eng to convene to Executive Session at 7:59 p.m. to Consult with Legal Counsel Pursuant to §24-6-402(b), C.R.S., for the purpose of receiving advice from legal counsel on specific legal questions related to pending litigation McKnight v. South Metro Fire Rescue, et. al. and Thomas v. South Metro Fire Rescue. All were in favor and the motion carried.

A break was taken at 7:59 p.m.

The executive session reconvened at 8:10 p.m.

The regular meeting reconvened at 8:48 p.m. with no action taken.

#### **NEXT MEETING**

The next Regular Board of Directors' meeting to be held on March 1, 2021, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

#### **ADJOURNMENT**

Chair Albee adjourned the meeting at 8:48 p.m.

Attested by:  Date: 3/1/2021