

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
March 1, 2021

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Assistant Chief
	William Shriver, Treasurer	Tobias Kirschke, Assistant Chief
	Hank Eng, Secretary	Kevin Milan, Assistant Chief
	Sue Roche	Jon Adams, Assistant Chief (absent)
	Cindy Hathaway	Dillon Miskimins, Chief Financial Officer (absent)
	Alison Rausch	Kristin Eckmann, Chief Communications Officer
		Bob Cole, Legal Counsel
		Breann Aragon, Controller

Others Present: Emergency Manager Jackie Erwin & other SMFR Staff Members

MEETING CALL TO ORDER

Chair Albee called the Regular 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 members of the Board were present.

PUBLIC COMMENT

N/A

PRESENTATION(S)

Emergency Management & COVID Overview – Emergency Manager Jackie Erwin provided the responsibilities of Emergency Management and highlighted:

- The phases of Emergency Management (continuity of Mitigation, Preparedness, Response and Recovery)
- Emergencies and disasters are political
- Emergency Management Project Areas
- 2021 Emergency Management Projects
- Future of SMFR Emergency Management Program
- Reviewed Typing of Incidents (Type 1, 2, 3, 4, etc.) SMFR mainly runs Type 4 and some Type 3.

At Chair Albee's request, EM Erwin reviewed the programs of the former Littleton, CFPD and SMFR agencies prior to the mergers.

At Director Shriver's request, EM Erwin informed on how her role changes dependent upon the emergency and provided the example of how COVID quickly was determined to be a long-time event so stepped in as the planning coordination contact. If an event is only for a day or two, the Incident Commander on Line will run the show and she will support them as much as she is able.

Chief Kirschke commended EM Erwin on doing such a great job of lessening the gap between the department and the counties in the utilization of resources. Chief Milan added that she handles the very important parts of making sure we are following the rules and completing the documentation required when multiple agencies are utilized for an extended

period. Chief Richardson reiterated the collaboration that she has enabled which takes a lot off of the plate of the Incident Commander.

At Director Anderson's request, EM Erwin informed that she is working on a plan for the IMT to assist with the coordination so that she is not the only person that is able to handle a lot of the things that are needed. EM Erwin introduced the District's first EM Intern, Emily Madden, who provided a short personal bio, and who EM Erwin stated is very lucky to be able to learn from a large organization like SMFR which covers multiple counties.

At Director Eng's request, EM Erwin clarified that there are specific qualifications that incident complexities that determine the call type. Chief Baker added that SMFR can handle a Type 5 incident and generally a Type 4 incident; however, a Type 3 or lower requires assistance.

At Director Anderson's request, EM Erwin reported that she works a lot with the Community Risk Reduction Specialists, which includes a National Preparedness Month, who do a great job focusing on other incident types, not just fire. EM Erwin offered a future presentation to show what is happening in the preparedness campaign. Chief Communications Officer Eckmann added that her team is collecting data to drill it down and create trainings for citizens who are unsure where to begin to prepare for an emergency.

COVID Update – EM Erwin presented a short overview of the sources that she uses to compile the reports that were previously provided weekly but now bi-weekly to the command staff because the numbers are trending downward.

CONSENT AGENDA

February 1, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

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

SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency

Director Shriver recommended the word "respond" be added and correct the spelling of "Order" in February 1st minutes, page 3. Chair Albee recommended the Staff Salary Discussion motion be amended to reflect 6 votes in favor and 1 against.

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

ACTION ITEMS

Public Hearing: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Louella Sandoval)

Chair Albee opened the public hearing at 6:52 p.m.

Chief Dell'Orfano informed that this is one of 13 homes in the City of Aurora that may be requesting to exclude from the District. The general area, east of E470 and south of Smoky Hill Road, used to be in the Parker Fire Protection District boundaries and much of it has since been annexed into the City of Aurora. SMFR has been excluding parcels from our District over the past several years, as we discover parcels that were missed during annexation. The Louella Sandoval property is located at 24366 E. Canyon Drive and includes a single-family home. The property owner has submitted a Petition for Exclusion and the associated costs are being waived in accordance with policy. The anticipated revenue loss, based on a 2020 assessed value of \$36,458, is approximately \$337. This property is capable of being served by the Aurora Fire Department, although SMFR will continue assisting through auto aid agreements, and Staff recommends approval of the order.

At Director Eng's request, Chief Dell'Orfano confirmed that this property was annexed into the City of Aurora but SMFR continued to provide service until Aurora was able to do so. Although the property owners were notified, most did not respond until SMFR Staff provided information on how they could petition for exclusion from SMFR. Legal Counsel Cole added that fire districts do not have the authority to exclude properties without the owner's permission. At some point the City of Aurora found reason to annex and the City Council was able to complete the process without opposition. At

this point, the City is likely focused on other things and SMFR has stepped in to assist the property owners in eliminating the double taxing for fire service.

At Director Anderson's request, Chief Dell'Orfano stated that there are only three or four of the 13 property owners who have not signed a petition to exclude from SMFR.

There was no public comment and Chair Albee closed the hearing at 7:02 p.m.

A motion was made by Renee Anderson and seconded by Hank Eng to approve the Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Louella Sandoval) as presented. All were in favor and the motion carried.

January 2021 Financial Statements – Controller Aragon reviewed the financial statements, highlighting:

1. Fund balance decreased by approximately \$5 million compared to prior month, bringing fund balance to a total of \$52 million.
2. Through January, the District has collected \$3.2 million in property and specific ownership tax revenue, which reflects 2.12% collection vs. 2.15% at this time last year for property taxes, and 9.16% vs. 8.3% for specific ownership taxes. A total of \$12,188 of property taxes have been diverted to TIF in 2021.
3. As of January 31st, the District has expended \$9.7 million in the General Fund related to operations or 7% of the annual budget not including Capital Projects transfers.
4. Through January, the District has expended \$161 thousand or 2.5% of our total budgeted expenditures in the Capital Fund.
5. JACC fund and Self-Insured Medical fund have been added to the balance sheet with both statements being presented in the Board packet.
6. Benefit expenses in the General Fund are 11.45% of the annual budgeted amount due to HSA contribution payments in January.
7. To help alleviate the seasonal cash flow challenge, the District has stuck with a strict net 30 policy for invoice payments resulting in higher than normal accounts payable balances.
8. The large increase in prepaids is related to purchase of annual renewals and will lower over the course of the year.
9. The budgeted \$2 million transfer from the Building Rental Fund to the General fund has been recorded.
10. As of February 22nd, \$1,239,281 has been expended on COVID-19 related resources.

At Director Anderson's request, Controller Aragon confirmed that the Self-Insured Medical Fund has always been tracked, it will now be reported monthly rather than just annually.

At Director Shriver's request, Controller Aragon confirmed that a monthly property tax statement from each of the counties reports the funds that are diverted to TIF.

A motion was made by William Shriver and seconded by Hank Eng to accept the January 2021 Financial Statements as presented. All were in favor and the motion carried.

Revised Investment Policy – Controller Aragon reminded that the District's investment policy has been reviewed and updated to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends. Input was given by current broker/dealers, reviewed by counsel and the update was presented to the board at the last meeting for input. Staff requests approval of the updated policy.

Controller Aragon added that the municipal bonds originally listed at 100% in the table, have been corrected to reflect that they are actually 25%. A copy of the updated policy will be provided to the Board.

At Directors Anderson's and Shriver's request, Controller Aragon confirmed that they occasionally refer to the Investment Policy & PFM and Chandler Asset Management for guidance and then Staff directs the banks on the transfer of funds.

At Chair Albee's request, Controller Aragon confirmed that the Board will receive quarterly investment updates.

A motion was made by Sue Roche and seconded by Renee Anderson to approve the SMFR Investment Policy as amended. All were in favor and the motion carried.

DISCUSSION ITEMS

Board Committee Updates and Charters – Chief Dell'Orfano reminded that during the January 4, 2021 board meeting, staff has provided the charters for each of the committees that are either exclusively board committees or include board involvement. The purpose of this discussion is to obtain feedback to update the charters as needed and obtain direction on how the board would like to have each committee provide updates. The Audit and Finance Committee Charter is new and reflects the audit committee established in the board bylaws and expands the scope to be a focus group for general financial matters. The Salary & Benefits Committee Charter was not included in the packet, as it involves several employee representatives and needs to be updated. Chief Dell'Orfano added that other than updating the members, the committees seem to be followed and should be reviewed annually to ensure that continues and they are updated accordingly.

After discussion, Chair Albee requested the Board members review the charters and provide him with feedback/recommendations and volunteers to serve on each committee before the March 15th meeting.

INFORMATION ITEMS

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

- Chief Baker congratulated Chief Milan on his reappointment to serve on the Arapahoe County E-911 Authority Board. His term extends through February 9, 2024.
- Director Anderson reported that she will continue to attend the Douglas County Partnership of Government meeting. The next one is scheduled via Zoom on March 17th.
- Director Anderson stated that she is excited about Station 20's grand opening. Chief Baker stated that Chief Turner provided him with a tour this morning and other than a few punch list items and the gas line relocation, it is beautiful.
- Chief Baker reported that the Korn Ferry implementation for staff wages will occur on the next payroll.
- At Chair Albee's request, Chief Baker reported that Chief Communications Officer Eckmann is representing SMFR at the City of Centennial Council meeting tonight and does not anticipate any discussion regarding the use of Ketamine since it's use is a fire department decision, not the City's.
- At Chair Albee's request, Chief Dell'Orfano provided an overview of the Monthly Dispatch Dashboard (KPI), which provides compliance and response times, with the bubbles representing a cluster of calls. At Director Anderson's request, Chief Baker provided examples of how adjustments are made to manage individuals who have a high use of the system.
- A thank you note was received from a Chicago firefighter who came to Denver last year and visited Stations 32 and 21.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on March 15, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on April 5, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 7:38 pm.

Attested by: James Allen

Date: Apr 5, 2021