

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes - **AMENDED**
July 12, 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
Cindy Hathaway	Dillon Miskimins, Chief Financial Officer
Alison Rausch	Breann Aragon, Controller
	Kristin Eckmann, Chief Communications Officer
	Bob Cole, Legal Counsel

Others Present: **SMFR Staff Members**
Lieutenant Brandon Howard - Presenter

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6 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 in person.

PUBLIC COMMENT

N/A

CONSENT AGENDA

June 7, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
June 21, 2021 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

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

ACTION ITEMS

May 2021 Financial Statements – Chief Financial Officer Miskimins reviewed the financial statements, highlighting:

1. Fund balance decreased by \$2.8 million compared to prior month bringing fund balance to a total of \$90.5 million.
2. Through May, the District has collected \$81.3 million in property and specific ownership tax revenue, which reflects 70.60% collection vs. 68.69% at this time last year for property taxes, and 44.69% vs. 33.75% for specific ownership taxes. A total of \$522,676 of property taxes have been diverted to TIF in 2021.
3. As of May 31st, the District has expended \$56 million in the General Fund related to operations or 40.25% of the annual budget not including Capital Project transfers.

ACTION ITEMS (cont.)

May 2021 Financial Statements (cont.)

4. Ambulance transports are on trend to meet budget expectations in 2021. The District has made 817 more transports this year than in the same period last year and 698 transports over our expected amounts. The District's net revenue is \$257k over budgeted amounts and \$1 million more than the same period last year.
5. The bond market environment has caused investment income to fall drastically under budget largely due to losses in the value of our portfolios. In May, the District has collected \$47k in interest income and had a market loss of \$6k.
6. Plan review fees are trending \$104k under budget due to lower than expected plan reviews and inspections to date, although permitting activity has picked up in the last 4 months.
7. Through May, the District has billed \$157,114 in reimbursements for wildland deployments.
8. Through May, the District has expended \$2.8 million or 42.89% of our total budgeted expenditures in the Capital Fund.
9. As of May 31st, the District has expended \$4.4 million in medical claims compared to \$3.7 million at this time last year.
10. As of June 29th, \$1.2 million has been expended on COVID-19 related resources.
11. Salary schedule was presented by Dillon Miskimins showing annual/current/YTD budget amounts.

A motion was made by Director Shriver and seconded by Director Roche and all were in favor to accept the May 2021 Financial Statements as presented.

2020 Comprehensive Annual Financial Report – Chief Financial Officer Miskimins reported that this was presented for the Board's review at the June 21st Special Board Meeting and Staff is requesting approval by the Board tonight. A few formatting changes were made to the expense categories after the Board's review at the June 21st Special Board Meeting.

A motion was made by Director Shriver and seconded by Director Rausch and all were in favor to approve the 2020 Comprehensive Annual Financial Report as presented. Special thanks was given by the board for the hard work from Finance put into the production as well.

DISCUSSION ITEMS

Shift-Schedules – Lieutenant Brandon Howard, who has been working in admin with Employee Services for the last year presented a shift schedule PowerPoint presentation to the board and staff. Lieutenant Howard has been working on this study, while working on a master's degree for the last year. The shift schedule PowerPoint presentation outlined the sleep deprivation impacts on crews working a 56-hour work week schedule and implementing an alternative work schedule.

Highlights from the presentation (full presentation located on the South Metro Fire Rescue website) include:

- A survey was conducted by 499 participants, as well as research was conducted through Fleet, Wellness, and EMS to complete this study on sleep deprivation
- Schedule options from different departments, i.e. Denver Fire, Seattle Fire, etc.
 - Seattle's 48-hour work week is showing to be the most desirable by members @ 98% of the survey respondents' preference of what would work best for the organization
- Risk factors attributed to sleep deprivation from working a 56-hour work week currently
 - Generally, there's an increased level of motor vehicle accidents, although for SMFR there's more on day **one versus day two.**

Highlights from the presentation (full presentation located on the South Metro Fire Rescue website) include (cont.):

- Changing start times could have a positive impact on sleep deprivation
 - Members preferred a start time of 8a-9a most frequently
- Increased risk of cardiac disease associated with sleep deprivation
 - Cardiac disease is the #1 killer for fire fighters along with high cortisol levels
- Statistics of sleep deprivation
 - 10% of SMFR Firefighters reported a sleep disorder
 - 70% of firefighters are being woken up during the night for other units' calls
 - 5% of firefighters are sleeping under the 6-hour minimum off duty – Over 52% on duty are getting under 6 hours
 - 69 injuries in 2020
 - Nationally, those with sleep disorders are twice as likely to have motor vehicle accidents
 - General SMFR MVA's:
 - 93 MVA in 1-1/2 years - 45% on the way to calls
 - 20% of accidents are happening at the stations
- Approximately two calls a night happen at Stations 11, 12 and 21 on average
 - 'Night' calls happen between the hours of 10p-6a

Additional shift schedule discussion items included:

- Lt. Howard encouraged to set time frame on a daily/shift basis for no training or public events for a resting period
- Chief Milan and Paul DeSalvo are analyzing the stations to identify strategies to reduce noise distraction for crews to rest
- Board will review the shift schedule presentation material and come up with any discussion items for the August 2, 2021 or later board meetings
- Chief Baker would like crews to try and rest during shift when and if possible, as well as possibly moving training schedules around if the crew has been working extensive calls. Chief Baker stated he appreciates the board's interest and participation on the sleep study. Chief Baker stated that pay would remain the same on a 48-hr/wk shift change but the vacation/sick would change by 4-5 vacation/sick days back to the District. Chief Baker also stated this shift change may not be implemented until 2024
 - Schedule roll-out has not been determined as of yet
 - An estimated 67 people need to be hired to accommodate the Seattle schedule
- CFO Dillon Miskimins stated Finance is working on the cost of the recommended shift schedule, but a similar schedule was estimated at approximately \$9M
- Director Roche stated that she would like to know if there could be a health savings benefit by changing the shift schedule and to keep SMFR as employer of choice, Miskimins responded that this will be evaluated
- Paul DeSalvo stated that he is confident that the members are wanting a Seattle schedule of a 48-hour work week

INFORMATION ITEMS

- Director Roche is traveling at the end of the month to Oregon and will visit an Oregon Fire Department, which is conducting a Young Women's Fire Academy, she will visit the facility and bring SMFR swag to the academy
- Director Shriver stated he will be in attendance at the next Special Board Meeting on the 19th, initially had thought he would not be in attendance
- Director Anderson wanted someone to go to the "Boots Not Suits" event dinner in her absence, Hank Eng stated he would check and confirm if he would attend
- Director Anderson stated herself and Director Rausch are attending the Northwest Douglas County Chamber's BBQ Blast on 07/13/21
- Chair Albee met with the Fire Chief Performance Evaluation/Personal Development Committee and Chief Kirschke, and he commended them on doing a tremendous job putting that together. There will be a revised charter in the packet next week.
- Chief Baker said the Labor Management retreat went really well and they came up with recommendations including, instituting a two-year contract; cost of Living increases; changes to the Retiree Healthcare Plans; 2024 Proposed shift schedule change
- Vince Turner retired from SMFR on July 8th with a very private last day
- Chief Baker will be in Michigan for the next five weeks and Chief Dell'Orfano will be acting Chief in his absence
- Chief Tasker stated that there may be possible national legislation regarding a ban on use of Ketamine for chemical restraint
- Chief Kirschke announced that the HR Director and IT Director have accepted final offers and should be on board the first week of August, 2021
- Chief Dell'Orfano pointed out the presentation link on the website in the board documents and Chair Albee stated that it has been helpful to have all documents included there.
- Chief Dell'Orfano stated the SDA Annual conference is Sept 14-16, encouraging board members to attend, and they will need to sign up soon; more info will be sent out
- Recent signed agreements
 - An agreement with Denver Fire Department for the use of the TJTC facility has been signed. They can use the facility a minimum number of days and there's a process for planning the following year's training cycle each Fall.
 - Board-up (fire restoration) contracts have been renewed and contractor rotations are in place and we will have an open enrollment process late Fall to get on the list for the new year. Contracts will be actively renewed
- Director Eng asked if SMFR should consider the possibility of the use of the DIA AARF Training Center; Chief Jeff Tasker replied that his group is already in conversations with DIA
- Chief Kirschke recognized his team for all their hard work
- Chief Tasker spoke that the call volume is back up from COVID-19 and back to full swing with training at 99% of pre-COVID trainings
- Paul DeSalvo of the Local 2086 expressed his appreciation to the board for all they have done. He also expressed how the retreat was very collaborative and great group discussion.
- Chief Milan recognized the IT Group for all their hard work especially with the obstacles they are dealing with
- Director Eng expressed his appreciation on behalf of the board, to the organization for the caliber of people they are lucky to work with and the detailed presentations and information they receive
- Chief Dell'Orfano stated that upcoming board meetings will continue to discuss recent legislation and Initiative 27 and their impact on revenue sources, our ability to support future expenses, and how we can protect our revenues better including timelines for associated elections.
- Director Anderson asked how COVID-19 expenses impacted our budget in a savings aspect. CFO Miskimins responded with the overall budget was under budget by \$1m, which would reflect COVID-19 related savings.
- Director Anderson expressed her concern for the Denver Fire Department employees that were killed and/or injured in an ATV accident recently. Breann Aragon clarified a Denver Firefighter lost his life and three others were hurt in an ATV accident

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

- Last Month's Dispatch Report was included in the packet
- A thank you note was received on behalf of the Mile High Hook & Ladder Club, thanking the men and women of SMFR for "coming through in such a big fashion with all the vehicles for the Parade and Muster"

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on July 19, 2021 at 5:00 p.m. at Station 39 and meeting to commence at 6pm at Village @ Castle Pines office.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on August 2, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

The next South Metro Fire Rescue Volunteer Firefighter Pension Board of Trustees meeting will take place on August 2, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 9:10 pm.

Attested by: 

Date: Aug 2, 2021