

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
October 4, 2021  
**AMENDED**

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

Others Present: 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 6:04 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**

September 13, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes  
September 20, 2021 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

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

**ACTION ITEMS**

SMFR Resolution No. 2021-07 Proclaiming the Week of October 3-9, 2021 as Fire Prevention Week – Chief Communications Officer Eckmann stated she wanted to bring this forward to recognize the hard work of a lot of the people in the room tonight & to provide the Board with an overview of how the members of the Community Risk Reduction Team and Fire Marshal's office are the unsung heroes that help with mitigation by identifying key risk factors and determine how best to educate our citizens on how to mitigate those risk factors.

CCO Eckmann provided some background on the proclamation, informing that according to the National Fire Protection Association (NFPA), Fire Prevention Week is observed each year during the week of October 9<sup>th</sup> to commemorate the Great Chicago Fire, the devastating 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres. In 1920, President Woodrow Wilson issued the first

national fire prevention day proclamation, and since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. This is the longest running public health and safety observance in our country. The President of the United States has signed a proclamation proclaiming a national observance during that week every year since 1925.

CCO Eckmann introduced the members of the Community Risk Reduction Team and Fire Marshal's Office that are here tonight and invited Community Risk Reduction Specialist Chelsea Tegtmeier to come forward to provide the Board with some additional information on one of the many ways that the CRRS and Fire Marshal's team work together.

CRRS Tegtmeier provided a brief personal biography and also provided an overview the SMFR's Older Adult Outreach Program, highlighting: What's Trending, 60+ Population by Battalion, Fire Risk/Fatalities Statistics, Messaging that Works, Fire & Evacuation Plan Reviews, 2020 EMS Data, 2020 EMS Data for 65+, 2020 Falls/Lift Assists in the District, 2020 Falls/Lift Assists for 65+, Who Else is Addressing Fall Prevention, Strategic Plan – Older Adults Living independently, Strategic Plan – Assisted Living & Skilled Nursing, Obstacles, and Looking Ahead for SMFR.

At Chair Albee's request, CRRS Tegtmeier stated that in addition to education programs, the team has a fairly large packet of available local, county and future State resources that assist with fall prevention.

Director Anderson stated that her parents just moved into Windcrest and suggested cards be left at the facilities that list places where residents are able to obtain the necessary items to keep them safe. At Director Eng's request, COO Eckmann confirmed that information cards are available at the local libraries. CRRS Tegtmeier stated that leaving cards at the facilities is a great idea and added that the Strategic Plan will go live in 2022 and will provide instructions on where to access the resources needed.

Chair Albee provided a synopsis of the proclamation that urges all citizens of the district to "Learn the Sounds of Fire Safety" and to support the many public safety efforts of the Districts fire and emergency services. On behalf of the Board, Chair Albee expressed appreciation to everyone out there for what they do, even though a lot of people don't necessarily know what they are doing, but appreciates what they are doing for us, our citizens and the families in the district.

A motion was made by Hank Eng and seconded by William Shriver to approve SMFR Resolution No. 2021-07 Proclaiming the Week of October 3-9, 2021 as Fire Prevention Week as presented. All were in favor and the motion carried.

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

1. Fund balance decreased by \$7.6 million compared to the prior month bringing fund balance to a total of \$99.1 million.
2. Through August, the District has collected \$114 million in property tax and \$6.3 million specific ownership tax revenue, which reflects 99.10% collection vs. 98.73% at this time last year for property taxes, and 73.20% vs. 59.33% for specific ownership taxes. A total of \$772,535 of property taxes have been diverted to TIF in 2021.
3. As of August 31st, the District has expended \$87.4 million in the General Fund related to operations or 62.81% of the annual budget not including Capital Project transfers. Adding that annually the District on average collects 99.8% of property taxes, Staff uses 100% for demonstration purposes.
4. Ambulance transports are on trend to exceed budget expectations in 2021 by 2% or \$270K. In August, the number of transports increased by 84 over July for a total of 1,926 transport calls. Overall, the District has made 1,760 more transports year-to-date this year than in the same period last year and 1,479 transports over our expected budgeted amounts. The District's net revenue is \$687K over the year-to-date budgeted amount and \$1.9 million more than the same period last year.
5. In August, the District has billed \$263K in reimbursements for wildland deployments, which brings the total amount billed to \$720K, with 100% collection.
6. Through August, the District has expended \$3.1 million or 47.89% of our total budget expenditures in the Capital Fund & added that the majority of the capital projects for apparatus have been pushed from the 2021 to the 2022 budget due to delayed delivery schedules, at least partially due to the extended timeframes that ships are currently waiting to dock, unload and distribute products.

7. Through August, salaries are \$632K under budget while benefits are \$370K over budget. Much of the overage is due to a \$228K true up payment for workers' compensation insurance related to 2020 experience. Minimum staffing overtime is \$946K over budget and project/meeting overtime is \$450K under budget. Due to higher attrition than budgeted, we expect the salaries will continue under budget with increased savings realized as the year goes on. Minimum staffing should continue to trend upward to cover for the higher attrition rate.

A motion was made by William Shriver and seconded by Sue Roche to accept the August 2021 Financial Statements as presented. All were in favor and the motion carried.

## **DISCUSSION ITEMS**

Draft Budget – Chief Financial Officer Miskimins stated that a pretty high overview of the 2022 budget was put together to meet the statutory requirement in order to conduct a public hearing at the November 1<sup>st</sup> meeting, with iterations made along the way based on the Board's feedback and then finalized at the December 6<sup>th</sup> meeting. Controller Aragon and Accountant Marina Takacs, who he thanked for putting together the overview, were present to assist with answering questions.

CFO Miskimins provided the 2022 Budget Overview, which included:

- Property Taxes
- Other Revenues
- Other Income
- Salaries
- New Positions
- Benefits
- Overtime
- Operating Expenses
- Capital Expense

CFO Miskimins provided an overview of the Long-Term Financial Plan displaying various budget & reserve scenarios in relation to the proposed 2022 budget.

Controller Aragon provided information as a follow up to the Board's requests from the last meeting regarding abatements, including breaking down which districts requested abatements, average & median mill levies and total mill information, concluding that it is a little less than a 50-50 split on Districts who collected and did not collect abatements.

At Chair Albee's request, Controller Aragon confirmed that collecting abatements would increase SMFR's mill levy by .069 percent for a total mill levy of 9.32; while the districts represented in the comparison average an increase of about .50 percent which equates to \$2.50 annually for a \$500,000 home and \$20.25 for a commercial building.

At Director Anderson's request, Controller Aragon and Legal Counsel Cole confirmed that the entities in the comparison average are paying property taxes & the spreadsheet reflects the abatements that were preliminarily awarded in August.

Chair Albee recapped that the information presented was a follow up to the Board's requests, the need for the Board to decide on whether or not to collect abatements prior to the November 1<sup>st</sup> budget public hearing & requested Staff provide them with tonight's presentations and the working agreement presentation from the last meeting so they have time to process all of it.

CFO Miskimins offered to have Staff put together a budget review session for any Board members that are interested in another opportunity to see all of the information and ask questions. Staff will send out some dates and times.

## **INFORMATION ITEMS**

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

- Chief Kirschke reminded a picture of the Jackson family at the National Fallen Firefighter Memorial was included in the Board's packet, which included Chief Milan and a portion of the honor guard who were able to participate in the downsized memorial.
- Chief Kirschke thanked all of the board members who attended the alumni luncheon, stating it was a nice time to bring down the anxiety of future retirees by seeing other healthy happy retirees. Chair Albee added that he met someone who informed that the minutes are distributed, read and commented up so they are keenly aware of what we are doing.
- Chief Kirschke stated there has been a great outpouring of support for LODD PM Palato and also for Denver Firefighter Billingsley and applauded the efforts of all.
- Chief Kirschke stated the ETeam is monitoring all COVID-19 updates & anticipate something succinct enough to provide guidance to our members in November.
- An email was received on behalf of the Parker Police Department to the dispatchers that provided CPR instructions and calmed the family of a cardiac arrest patient. A Parker PD Sergeant commented that the dispatchers did a fantastic job of coaching the family through the instructions and managing them via phone. Unfortunately, the attempts to resuscitate were unsuccessful, it was not for lack of effort and it was one of the best set of instructions and managing via phone he had heard and was very impressed by their professionalism.
- A thank you note was received from MDA to Chief Baker for the District's continued support, including the Fill the Boot program, noting that Pierce Jacoway and Nick McKibbon were noting but amazing. A special note of thanks was included for Denise Baker for making the beautiful quilt that was actioned off.
- A thank you letter was received from Denver Fire Chief of Department Fulton expressing heartfelt gratitude of SMFR to participate in the procession for fallen brother, Jeff Billingsley.
- A thank you letter was received from Parker Mayor Jeff Toborg thanking Medic 41 for the utmost care and compassion provided to his daughter during an accident at the Parker Dance Academy. The letter also praised Sky ridge for the compassion and care their staff provided.
- A thank you letter was received from the Littleton Church of Christ to our personnel, expressing gratitude for their service and sacrifice.
- Numerous condolences cards/letters were received from various agencies and individuals for the loss of FF/PM Palato.

#### **EXECUTIVE SESSION (UPON MOTION)**

A motion was made by Jim Albee and seconded by Sue Roche at 8:22 p.m. to convene to Executive Session to Consult with Legal Counsel Pursuant to §24-6-402(4)(b), C.R.S. for the purpose of receiving advice from legal counsel on specific legal questions related to the McKnight v. South Metro, et. al. All were in favor and the motion carried.

Break was taken at 8:22 p.m.

The executive session reconvened at 8:35 p.m.

The regular meeting reconvened at 9:26 p.m. with no action taken.

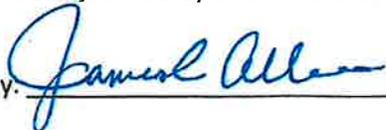
#### **NEXT MEETING**

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on October 18, 2021 at 6:00 p.m. at Station 43, 8165 N. Pinery Parkway, Parker, CO.

#### **ADJOURNMENT**

The meeting was adjourned by Chair Albee at 9:26 pm.

Attested by:



Date:

Nov 1, 2021