

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
January 10, 2022

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (absent)
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Assistant Chief
	William Shriver, Treasurer (via Teams)	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	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 6:01 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**

Director Shriver was in attendance Via Teams. Director Rausch is en route to the meeting. All other members of the Board were present in person.

**PUBLIC COMMENT**

N/A

**RECOGNITION**

EVT Award – Gavin Smith – Chief Milan introduced Emergency Vehicle Technician (EVT) Gavin Smith, who has been honored as one of four finalists for the EVT of the Year from Firehouse and the Fire Department Safety Officers Association, which is sponsored by Spartan Motors, and thanked him for his three decades of dedication to the District by providing the highest standard of excellence in quality and safety in emergency vehicles.

Fleet Manager Frank apologized for not being able to be present in person but wanted to let the ETeam and Board know what an honor it is to be selected as one of the finalists which requires a high level of expertise and knowledge of vehicle and equipment maintenance allowing our first responders to safely and effectively perform their jobs. EVT Smith has two and closing in on three Master EVT Certifications. EVT Smith quickly finds solutions, provides an attention to detail like no other, and he is very excited for this huge recognition for both EVT Smith and SMFR.

Shop Foreman Gearhart presented the plaque to EVT Smith and thanked him for his contributions to the shop and stated he hopes that he will stick around for a long time.

EVT Smith provided a short summary of his current projects. The Board congratulated EVT Smith for his dedication and stated the award is well-deserved.

Director Rausch joined the meeting at 6:07 p.m.

### **CONSENT AGENDA**

December 6, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes  
December 29, 2021 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

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

### **ACTION ITEMS**

November 2021 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting:

1. Fund balance decreased by \$9.8 million compared to the prior month bringing fund balance to a total of \$73.4 million.
2. Through November, the District has collected \$114.6 million in property and \$8.7 million in specific ownership tax revenue, which reflects 99.51% collection vs. 99.3% at this time last year for property taxes, and 100.65% vs. 84.57% for specific ownership taxes. A total of \$778,563 of property taxes have been diverted to TIF in 2021.
3. As of November 30<sup>th</sup>, the District has expended \$125 million in the General Fund related to operations or 89.88% of the annual budget not including Capital Project transfers.
4. Ambulance transports are on trend to exceed budget expectations in 2021 by 2.3% or \$266k. In November, number of transports increased by 47 over October for a total of 1,793 transport calls this month and 19,162 calls year-to-date. Overall, the District has made 2,347 more transports year-to-date this year than in the same period in 2020 and 2,212 transports over our expected amounts. The District's net revenue is \$1.1 million over the year-to-date budgeted amount and \$2.4 million more than the same period in 2020.
5. Through November, the District has expended \$4.2 million or 65.35% of our total budgeted expenditures in the Capital Fund.
6. Through November, salaries are \$1.04 million under budget while benefits are \$281k over budget. Much of the overage in benefits is due to a \$228k true up payment for workers' compensation insurance related to 2020 experience. Minimum staffing overtime is \$2.2 million over budget and project/meeting overtime is \$533k under budget. Due to higher attrition than budgeted, we expect that salaries will continue to be under budget with increased savings realized as the year goes on. Minimum staffing has continued to trend upward to cover for the higher attrition rate.
7. In November, the District has expended \$1.3 million in medical claims, which is the largest amount spent compared to other months in 2021.

CFO Miskimins added that the Chandler Asset Management quarterly report was also included in the board packet. A representative from PFM will make a presentation at the February 28<sup>th</sup> meeting.

At Chair Albee's request, Chief Milan explained that the Station 19 concrete project on the Capital Schedule is based on the soil engineer's evaluation that the soil has eroded due to surface water runoff and lack of maintenance. Tapping into Chief Kirschke's construction background, they are working with Legal Counsel Ulmer and a soils expert to see if the District has a valid claim to recover costs for the repair. Legal Counsel Cole confirmed that they are evaluating the opportunities to recover costs and will likely be a future subject of discussion in executive session.

A motion was made by Alison Rausch and seconded by Renee Anderson to accept the November 2021 Financial Statements as presented. All were in favor and the motion carried.

Apparatus Replacement – Five (5) 2023 Medics – Fleet Manager Frank reminded that AEV was the selected ambulance vendor from the 2021 Ambulance RFP and they have notified Staff that the 2023 order banks are open. Operating from the specifications produced during the 2021 RFP, AEV medic units are priced at \$214,090 each with build times projected at 14-15 months. The SMFR Fleet Capital Replacement Schedule reflects funding for five (5) medic units in 2023 for a total

of \$1,076,333 and Staff is requesting approval to submit the order now for a total of \$1,070,450, allowing the units to be purchased, upfitted and in service in the 2023 calendar year. No money out of pocket until they are scheduled for delivery and Staff requested approval to purchase and get in line to purchase, upfit and put the units in service.

At Director Anderson's request, Fleet Manager Frank stated that chosen vendor, AEV, is a competitor to Pierce.

At Chair Albee's request, Fleet Manager Frank stated the nine previously approved Medic Units should arrive in mid to late 2022, just waiting for the chassis as there is a backup in production.

At Director Roche's request, Fleet Manager Frank stated that the price quote is to have the unit built and there is an additional cost for upfitting, but it should be at a minimal cost.

At Director Eng's request, Fleet Manager Frank reported that there is a transport fee built into the quote but he will have to verify whether or not AEV transports the Medic Units or drives them to us.

A motion was made by Sue Roche and seconded by Hank Eng to approve the Apparatus Replacement of Five (5) 2-23 Medics for a total of \$1,070,450 with the units in service in 2023 as presented. All were in favor and the motion carried.

SMFR Resolution No. 2022-01 Adopting 2022 Regular Board Meeting Schedule – Chief Dell'Orfano stated that the 2022 Board Meeting schedule was created based on the 2021 schedule that the Regular Board meeting be held on the first Monday of each month, and a Special meeting to be held on the third Monday of each month February through October, at the South Metro Fire Rescue Mineral Headquarters beginning at 6:00 p.m. The meeting dates in January, February, July, and September have been adjusted and noted to avoid conflict with national holidays and Staff requests Board approval.

At Chair Albee's request, Chief Dell'Orfano stated he believes it was the 2020 May Board Meeting dates that were adjusted because the election was the day after the regular meeting and the District was transitioning Boards so it was cleaner to let the election happen and the new board be seated.

A motion was made by Renee Anderson and seconded by Cindy Hathaway to approve SMFR Resolution No. 2022-01 Adopting 2022 Regular Board Meeting Schedule as presented. All were in favor and the motion carried.

SMFR Resolution No. 2022-02 Designating Location to Post Notice – Chief Dell'Orfano reminded that governmental authorities are required to designate annually at the Board's first meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting, noting that the designated position location is the District's website [www.southmetro.org](http://www.southmetro.org) or South Metro Fire Rescue Fire Protection District headquarters.

At Director Eng's request, Chief Dell'Orfano confirmed that State Statute allows the District to post meeting notices 24 hours in advance and the resolution reflects what is allowed.

A motion was made by Alison Rausch and seconded by Hank Eng to approve SMFR Resolution No. 2022-02 Designating Location to Post Notice as presented. All were in favor and the motion carried.

#### **DISCUSSION ITEMS**

Apparatus Replacement Unit – Heavy Rescue/Tiller – Chief Milan deferred the presentation to Operations. Executive Officer Tasker explained the reasoning behind looking to combine the Heavy Rescue with the Tower Ladder into one piece of apparatus and have it hard staffed.

Captain & Tech Rescue Coordinator Brett Pickford added that money is budgeted in 2022 to replace the Heavy Rescue 34 for \$1,350,000 and it is proposed that those funds be used to purchase a Heavy Rescue/Tiller Ladder apparatus, combining the two units into one & if purchased before the end of January, the potential savings to the district is \$1,172,928. Captain

Pickford also provided benefits of a hard staffed Heavy Rescue, current Tower Ladder Setup and Compartmentation compared to the Rescue Tiller specifications, meeting ISO and NFPA requirements, and the training & staffing plan.

Fleet Manager Frank confirmed that this reduces Fleet by one unit and eliminates the purchase of one replacement Tower. With a build out time projected at 17-20 months, estimated in-service in early 2024, the 2022 Heavy Rescue Funding would be moved to 2024 and eliminate the funding for the 2024 Tower Purchase.

At Director Anderson & Eng's request, Captain Pickford stated there will be training on the new apparatus but even though it is a bigger truck the turning radius and a driver in the rear will help a lot with sight lines. CFO Miskimins confirmed that cash out the door in 2022 will be a cash out the door savings of \$1.2 million.

At Chair Albee's request, Chief Dell'Orfano confirmed there will be time for follow up discussion at the January 24<sup>th</sup> meeting at Station 34, so if there any questions please forward them and Staff will post the presentation and video links.

### **INFORMATION ITEMS**

Board Committees – Charter Updates – Chief Dell'Orfano reported that the charters for each of the committees that are either exclusively board committees or include board involvement were included in the packet as part of an annual discussion and to obtain feedback to update the charters as needed. Chief Dell'Orfano also noted that the Benefits Committee Charter was not included in the packet as it involves several employee representatives and needs to be updated.

Director Anderson stated that the Community Events Committee has not been active for a while but not sure if it should be shut down or not. Chief Dell'Orfano agreed the Board may want to keep them in existence and used on an as-needed basis.

Chair Albee asked that comments be directed to him and he will reach out occasionally to the members to see how things are going.

Reminder to submit Board Bios – Chief Dell'Orfano stated that we have a general bio for all of the members but now that we are kicking off an election cycle, Board members whose terms are up in May might want to tweak their bio to reflect whether or not they're going to run for re-election and to include any sort of bio and candidate statement.

Marshall Fire Update – Chief Adams provided an overview of what personnel and apparatus were deployed to assist with the fire which started in Boulder on December 30<sup>th</sup>. Chief Adams described the scenes and he projected photos, noting how this highlights the importance of us being able to send the resources that we did. Chief Adams expressed a big thank you to Dispatch, Chief Tasker and Chief Communications Officer Eckmann. There are some congressional recognitions potentially planned for this weekend. Staff will advise the Board once they are confirmed.

Director Anderson asked if we had the perfect hindsight of what we can do in the future? At the SDA Conference last year, we were told to plan for the worst and expect even worse. Chief Adams stated that with the dry conditions and the wind, we were really at the mercy of the weather. The County did a great job evacuating the residents with reverse 911.

At Director Eng's request, Chief Adams stated that SMFR can communicate on any of the Denver Metro Area channels; however, we do not have access to the Boulder County channel & Dispatch does not have a data load for the Boulder area. The groups were broken into quadrants so there was not a communications issue because the team was on the same channel. From a State perspective, handling a regional response and pushing out regional maps to responders should be a priority as there is a possibility in the right circumstances this could happen in our district.

At Chair Albee's request, Chief Adams informed that five units, one from each battalion, were out of the district during the first 24 hours; on-duty Line personnel were reallocated and others brought in to fulfill the staffing needs. Also, Aurora and Castle Rock were able to help provide good coverage to the District.

On behalf of the Board, Chair Albee expressed that it is good to hear and good to see that we have the resources where we can help ourselves and help everyone around us as well & glad that everyone came back safely.

COVID Update – Chief Adams reported that from December 1<sup>st</sup> to present, 100 personnel are/were off due to COVID but we are finally seeing a little reprieve from employees being out. Wellness has done a great job getting people back to work but there will be high overtime numbers. In addition, Telestaff (our staffing software) was hit with a ransomware attack, which also affected our payroll process. Staffing and Finance personnel have been working hard to make sure that everything continues to run smoothly. Some of the four-person Engines have been reduced to three-person staffing but no apparatus has been shut down. With the spring academy of 30 starting on March 2<sup>nd</sup> that should assist with attrition and filling in for personnel off line. Chief Adams provided a status update on Lieutenant Searcy's condition as he starts the long road to recovery from COVID.

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

- Chief Dell'Orfano advised the Board that a new Contracts Policy has been implemented. The Board approved the Fire Chief or his delegate to sign contracts and Staff is working to compile all of our contracts and to ensure they are updated and to improve consistency & that we are compliant with new laws requiring us to report IGA's each year. The new policy also delegates to Chief Dell'Orfano and CFO Miskimins to sign some contracts.
  - Chief Curtis informed that Dr. John Riccio, who has been the District's Medical Director for the past 25+ years, is retiring. We wish him well and are confident that Dr. Apfelbaum will do a great job in the position. Dr. Apfelbaum currently practices at Porter Hospital and is affiliated with Littleton Adventist Hospital. With assistance from Legal Counsel Cole's Office, we hope to have the contract with Dr. Apfelbaum approved on February 1<sup>st</sup>.
  - The Mutual Aid Contract with Denver Health with the modified responses has been going well. Now we're receiving numerous calls for assistance from Faulk Transport, who contracts to do transports for Aurora Fire, and we will be reviewing to ensure that our units are kept in district as much as possible. The fallout from COVID on the Private EMS providers is significant. We will continue to provide as much assistance as possible.
- Chief Communications Director Eckmann informed that Director Eng participated in a recent filming of the District's Diversity, Equity, and Inclusion initiatives which should be coming out on Friday. Director Eng added his pride in the DEI Committee for taking this on and taking seriously the need to make people aware and be welcoming to all employees.
- The December Dispatch Dashboard was included in the board packet.
- Chief Baker received a thank you note from the Fire Chief of Lafayette stating the top-notch team of battalion chief and structure protection provided by SMFR crews, who came early and worked all night.
- A thank you note was received for Station 18's participation in the Children's South Campus Holiday Parade.

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

A motion was made by Chair Albee and seconded by Renee Anderson at 7:23 p.m. to move to executive session pursuant to Section 24-6-402(e), C.R.S., for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, and Section 24-6-402(b), C.R.S., for conferences with an attorney for the District for the purposes of receiving legal advice on specific legal questions related to the Purchase and Sale Agreement with Red Oak Development LLC.

The regular meeting reconvened at 8:00 p.m. with no action taken.

#### **NEXT MEETING**

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on January 24, 2022 at 6:00 p.m. at Station 34, 8871 Maximus Drive, Lone Tree, CO.

**ADJOURNMENT**

The meeting was adjourned by Chair Albee at 8:01 pm.

Attested by: Judith E. Albee

Date: Feb 7, 2022