

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
February 28, 2022 - **AMENDED**

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 (excused absence)	Kevin Milan, Assistant Chief (absent)
Cindy Hathaway	Jon Adams, Assistant Chief
Alison Rausch (excused absence)	Kristin Eckman, Chief Communications Officer
Sue Roche	Camie Chapman, Human Resources Director (absent)
	Dillon Miskimins, Chief Financial Officer
	Bob Cole, Legal Counsel

Others Present: SMFR Staff

MEETING CALLED TO ORDER

Chair Albee called the special meeting of the South Metro Fire Rescue Fire Protection District to order at 6:08 p.m. at Station 13, 6290 W. Coal Mine Avenue, Littleton, CO and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Directors Eng and Rausch's absences were excused. All other Board Members were present in person.

PRESENTATION

Wildfire Messaging – CRRS Einar Jensen reminded the Board that the Community Risk Reduction Bureau determined the four main risks targeting our district are home fires, aging and the older adults already aged 65 and older, motor vehicle crashes and wildfires. The Marshall Fire changed the priorities to wildfire risks and Staff has spent most of this year partnering with more counties, cities, towns, metro districts, and HOAs than ever before. A document created by the Staff for guidance with entities that have open space was distributed & noted Staff is always willing to provide their expertise through meetings, review of mitigation plans for these entities as the group has done for businesses. CRRS Jensen provided a list of some of their other accomplishments.

At Director Anderson's request, CRRS Jensen informed that Staff has worked with Highlands Ranch Community Association Director Mark Giebel in the past and he will reach out to see how they can work together on mitigation efforts.

Chief Dell'Orfano added that various agencies in Douglas County have also been working together on mitigation.

At Chair Albee's request, CRS Jensen stated that usually within 8-10 weeks of disasters the attention shifts back to what is now the new normal & we are already seeing it pivot back to focus on Staff's four major priorities & injury prevention.

At Chief Baker's request, CRRS Jensen confirmed that the education program includes the CodeRed and reverse 911 programs.

The Board thanked CRRS Jensen for the informative presentation.

PFM Investments – PFM Managing Director Chris Blackwood presented the District’s Investment Performance Review for the fourth quarter of 2021. Blackwood reminded that PFM has been the investment advisor for six-seven years now and provided a market update as well as an account summary and portfolio review.

ACTION ITEMS

N/A

DISCUSSION ITEMS

Local Government Investment Pool – PFM Managing Director Chris Blackwood provided a short presentation on the program, which is a local government investment pool and recommended switching its participation from COLOTRUST to Colorado Statewide Investment Program (CSIP). A local government investment pool is similar to a money market mutual fund, where local governments across Colorado pool funds to invest in securities allowed under state statutes in order to take advantage of short-term investments and maximize net interest earnings. CSIP offers a Term Portfolio, that COLOTRUST does not, which will allow the district to invest excess liquidity in shares of fixed-rate, fixed-term investments from 60 days to one year, maximizing the District’s net interest. A sample resolution was included in the packet for the Board to consider adopting at a future meeting. Staff recommends the Board approve the resolution to participate in the Colorado Statewide Investment Program.

At Director Anderson’s request, Managing Director Blackwood confirmed this would be the same investment pool and strategies as he worked on with the Highlands Ranch Metro District. Director Anderson added that the Highlands Ranch Metro District has been very happy with CSIP.

At Director Shriver’s request, CFO Miskimins reported that District begins receiving tax revenue on March 10th and joining CSIP only requests a resolution approved by the governing body of the district.

CFO Miskimins will run the resolution draft through Cole’s office and may present it at the March 7th meeting for approval.

Reserve Policy – CFO Miskimins introduced the topic of updating the District’s reserve balance policy to codify a reserve balance. Staff has been unable to locate a formal policy but believes the reason we currently reserve 25% (22% for operational expenses and 3% for TABOR) is to ensure that we have sufficient funds to cover operating expenditures and everything else during the first quarter of the year. GFOA recommends a minimum of two months of operating expenditures amongst other best practices, which were reviewed. CFO Miskimins recommends using a net cash outflow, taking into account revenues that are received and separating the operations & other expenses (TABOR).

Director Anderson recommended the policy include information on how we came up with the percentage, how we analyze net cash outflow, and that the percentage can be reset in the future, it is not set in stone & stated she believes that recent boards **decided 25% and in 2021 decreased it to 20%**.

CFO Miskimins provided two potential options – keep reserves as is – 22% Operating Reserve and 3% TABOR = 25% or reduce Operating Reserve to 20% and TABOR remains at 3% = 23%.

Chair Albee stated that if the Board is not comfortable with the bottom number being zero, then we are not comfortable with the 20%, if we are budgeting correctly, both should be zero on March 9th. Chair Albee suggested any funds left over be moved to the Capital Projects Fund, something along those lines, or rotate which account receives the funds.

At Chair Albee’s request, CFO Miskimins stated that he likes option 2 because it has more methodology to it.

The Board agreed with the recommendation for option 2 and directed Staff to draft a policy for presentation & more discussion at a future meeting.

INFORMATION ITEMS

- Chief Baker reminded that he was on vacation last week and Kristin filled in as Fire Chief and everything went smoothly.
- Chief Baker stated he just received a text from Lieutenant Searcy's wife, Jill, who informed that he was having some seizures but they believe it is from coming off of benzodiazepine & according to Lieutenant Richter and Engineer Federico, who have been serving as liaisons to the family, he is at home and recovering "miraculously".
- Chief Baker informed that he will be in Utah March 9-11 helping the Board for the United Fire Authority select their next fire chief. He looks forward to seeing their process as they are very similar to our department.
- Chief Adams read a thank you letter received from a homeowner in Louisville to Brush 33, expressing appreciation for the crews' efforts in saving their home and leaving a note explaining why they broke down the front door.
- Director Anderson reminded that March 12th is the one -year anniversary of the opening of Station 20 & that she is excited to see how the new station has impacted the response system.
- Chief Baker stated that there is some information in the packet about the ultrasound program & training. Chief Curtis will be providing more information at the March 7th meeting.
- A letter of recognition was received for Fire Investigator Don Titzler from the Bennett-Watkins Fire Rescue for the outstanding assistance and professionalism provided on January 28th on a complex investigation of a fatality fire involving a commercial carrier.
- A thank you letter was received for the Station 34 C Shift crew who responded to a patient who ultimately had a subarachnoid head bleed and with their assessment and response, the patient was able to walk out of the hospital with no significant deficits.
- A thank you letter was received from Rocky Vista University thanking Chiefs Baker, Curtis and Mayhew for their collaborative efforts in research that was validated for others to learn from and improve their emergency service across the nation and possibly throughout the world.
- A thank you letter was received from Arvada Fire expressing appreciation for CFO Miskimins participation in their hiring process for a finance director position.
- A thank you letter was received from the Littleton Police Department in appreciation of Emergency Manager Jackie Erwin & RRS Einar Jensen and Selina Silva to help with a presentation and providing valuable information for their community on preparation and mitigation strategies.

STATION TOUR

Captain Jason Schierkolk and the crew provided the Board a tour of the station.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Regular Board of Directors' meeting to be held on March 7, 2022, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

ADJOURNMENT

Chair Albee adjourned the meeting at 7:52 p.m.

Attested by:



Date:

Mar 7, 2022