

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
February 7, 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	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 6:00 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 of the members of the Board were present in person.

PUBLIC COMMENT

N/A

PRESENTATION

Station 20 Plaque Presentation – Oz Architecture – Chief Milan introduced Civic Practice Area Leaders Joe Levi, Eric Becker and Kevin Schaefer from OZ Architecture, who were all involved in the creation of the station. Mr. Levi, Becker and Schaefer each provided a short professional bio.

Mr. Becker stated that OZ Architecture has been working with SMFR on station design for over 10 years. Mr. Levi thanked the organization for allowing them to be a part of the creation process and stated they are all very proud of the end product.

Mr. Schaefer displayed the plaque for SMFR that recognizes the team for winning the Station Design Award's Bronze Career 2 noting that the committee liked the clean lines of the interior, natural lighting in the sleep rooms and appreciated the focus on the mental health of firefighters with an exterior design that appeared to fit well in the natural surroundings.

Director Eng stated that the beginning process for each of these stations is how much does it cost and then look at how to reduce the cost, but if we are looking at the well-being and health of the people who have to live in those stations, there were a lot of things that Oz proposed to make positive changes, although more expensive, but there is a cost to what we do much of which was pioneered by Chief Jackson and thanked Oz for leading the organization to create nationally recognized stations.

CONSENT AGENDA

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

January 24, 2022 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

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

1. Fund balance decreased by \$12 million compared to the prior month bringing the fund balance to a total of \$61.3 million.
2. Through December, the District has collected \$114.6 million in property and \$9.4 million in specific ownership tax revenue, which reflects 99.50% collection vs. 99.26% at this time last year for property taxes, and 108.84% vs. 91.87% for specific ownership taxes. A total of \$778,563 of property taxes have been diverted to TIF in 2021. Due to abatements and current year taxes adjustments, the District has reported negative property taxes in December.
3. As of December 31st, the District has expended \$138.6 million in the General Fund related to operations or 99.64% of the annual budget not including Capital Project transfers.
4. The large increase in prepaids is related to purchase of annual renewals and will lower over the course of the year.
5. Through December, the District has expended \$4.5 million or 69.54% of our total budgeted expenditures in the Capital Fund.
6. Through December, salaries are \$860K under budget while benefits are \$504K over budget and project/meeting overtime is \$558K under budget. Salaries ended the year under budget due to hirer attrition than planned. Minimum staffing has continued to trend upward to cover for the higher attrition rate.

At Director Shriver's request, CFO Miskimins reminded that virtually no property taxes are collected in December and that is why there were no diverted TIF funds to report.

CFO Miskimins presented a 2021 Ambulance Revenues Review, highlighting the cumulative number of transports, gross revenues, net revenues; gross revenue relative to the number of transports by month; net sales relative to budget by month; cumulative ambulance bad debt, collection fees; and average gross revenues per call, average net revenues per call.

At Director Rausch request, CFO Miskimins stated that Staff backs the bad debt into the total ambulance revenue budget number and can look at ways to provide better representation of the budgeted and net revenue.

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

SMFR Resolution No. 2022-03 Adopting the 2021 International Fire Code – Chief Valdez stated that as presented in last months' Board meeting, it is time for the District to adopt the latest edition of the International Fire Code in order to be aligned with the applicable city and county codes. A resolution adopting the 2021 International Fire Code was presented as amended, with amendments within the document for the Board's consideration and are consistent with our other municipal 2021 fire code amendments. This adoption is anticipated to be enforceable within the District's portions of Unincorporated Arapahoe County and the Town of Parker, after each entity respectively adopts a resolution recognizing the District's adoption.

A motion was made by **Alison Rausch** and seconded by **Sue Roche** to approve SMFR Resolution No. 2022-03 A resolution adopting the 2021 Edition of the International Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices,

and from conditions hazardous to life or property in the occupancy of buildings and premises in the South Metro Fire Rescue Fire Protection District; providing for the issuance of permits and collection of fees therefor as presented. All were in favor and the motion carried.

Joint Services Facility Remodel – Chief Milan reminded that in early 2021, SMFR engaged Kieding Architects to complete design development documents for remodel of the Joint Services Facility (JSF) bathrooms, locker rooms, showers, and fleet offices. Design-Build proposals were solicited from three prequalified contractors. A&P Construction was the successful/lowest cost proposal with a Rough Order of Magnitude (ROM) for the project ranging from a low of \$532K to a high of \$689K. The construction documents (CDs) were completed in late 2021 and work began. The bathrooms are now complete; the cost for the bathrooms is approximately \$128K, and expenses for completion of the CDs was approximately \$14K. The project is now moving to the locker room, and the ‘High ROM’ estimate on this portion of the work is approximately \$490K. With the lease of a Logistics Warehouse an additional are of the remodel is contemplated. This project would transform the existing warehouse into a gymnasium, treatment, and break areas to support recruit training. Staff has asked the contractor to provide cost estimates for design build of this space was received. There will be a cost sharing by the DCSD for the bath and locker room projects based on our ownership percentages outlined in the JSF MOU. Final SMFR costs estimates for this additional project were two to three times what was originally discussed. So, Staff is requesting authorization for completion of the current project, not to exceed \$1 million as budgeted, authorization for the Fire Chief or Designee to authorize additional scope; and consider additional scope/new contract for warehouse to wellness conversion at a future date.

A motion was made by Renee Anderson and seconded by **Cindy Hathaway** to approve the current Joint Services Facility Remodel project as presented on February 7, 2022, not to exceed \$1 million; authorizing the Fire Chief or his/her designee to sign any purchase orders or contracts related to the project; and consider additional scope or new contract for the Warehouse to Wellness conversion at a future date. All were in favor and the motion carried.

DISCUSSION ITEMS

N/A

INFORMATION ITEMS

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

- Chief Baker noted there was a fire in Baltimore and three line of duty deaths, fighting in a row home and building collapsed, we sent a team of Honor Guard/Pipes & Drums to help and participate in the recognition and the ceremony.
- Chief Baker informed that he received a request for assistance from a fellow Metro Chief, Richard Liebmann, who is putting together a business case for rebuilding a public information office for the Montreal Fire Department. Chief Liebmann stated that he has seen SMFR’s social media presence and the dynamic of our PIOs and he finds SMFR “absolutely inspiring and a model for how a fire service should keep both its members and the public informed”. Chief Baker added that there is certainly a sense of pride in the recognition & since she is the one responsible for such a great team, Chief Communications Officer Eckmann will be in contact with Chief Liebmann to discuss how our structure was developed into the team that it has become today.
- Chair Albee noted at the last meeting when Dr. Riccio was recognized for his 30+ years of service, 20 of which were with the District, in the three years that he has served on the Authority and now District Board that is the first time that he had seen him. Adding that the Board takes it as reasonable reliance that Dr. Riccio and other employees work in the best interest of the District. Director Eng added that there are a lot of people that we rely on to contribute to the well working of the district & the need for the Board to take opportunities to thank them. Chief Adams explained the advantages of an in-house physician advisor & Chief Kirschke interjected a perspective on the respectful humility of Dr. Riccio. Chief Baker noted that the department has grown to the point that Dr. Riccio went from a resource for EMS Chief and Bureau to where for a department of this size the position would report to the Fire Chief in order to provide an objective unfiltered perspective. He has talked to

Dr. Apfelbaum about this change and that at least once a year he is in front of the board and a resource to the Board as well. The Board suggested periodic recognition of current and past staff members.

- Director Anderson reported that she attended the Drowning Prevention Efforts presentation last Friday conducted by Risk Reduction Specialist Jensen. In partnership with the Rotary Club of Highlands Ranch, HD Signs & SMFR Safety Foundation, signage was created stressing the importance of life jackets that were posted at Chatfield and Cherry Creek State Parks. Another session is scheduled for February 10th at Station 31 and recommended Board representation at that session.
- A copy of the Dispatch Dashboard for January was included in the Board packet.
- A copy of the Declaration of Dissolution for the Cunningham Fire Protection District was included in the Board packet. Additional actions will be necessary for completion of this process.
- *Mitigating the Threat of Terrorist-Initiated Arson Attacks on Wildland-Urban Interface Areas* article from the First Responder's Toolbox of the NCTC was included in the packet.
- Email received from Lieutenant Jacoway reporting that SMFR was the number one in the State of Colorado, second in the western region and seventh in the nation overall for collecting \$108,691 for MDA. The note also included a thank you to Chief Baker's wife Denise for her amazing work on the SMFR quilt, which definitely had an impact on the amount SMFR raised.
- A kudo letter from EFI Global Inc. Senior Fire Investigator Mulder to Fire Investigator Titzler for an excellent report and job well done regarding an incident at 8000 E. Prentice.
- A thank you note was received from Afton Jerroto, a Coal Creek Elementary student, to the Firefighters for their service and for stopping the fires in Louisville and Boulder.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Bill Shriver at 7:16 p.m. to move to executive session pursuant to Section 24-6-402(f), C.R.S., for the purposes of receiving legal advice regarding personnel matters related to the Fire Chief's Performance Evaluation.

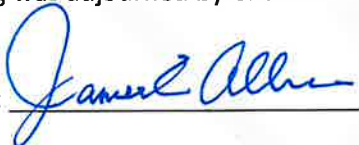
The regular meeting reconvened at 8:47 p.m. with no action taken.

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on February 28, 2022, at 6:00 p.m. at Station 13, 6260 W. Coal Mine Avenue, Littleton, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 8:49 pm.

Attested by: 

Date: Mar 7, 2022