

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
April 18, 2022

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
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
	Allison Ulmer, Legal Counsel

Others Present: Centennial Airport Executive Director Mike Fronapfel, Assistant Airport Director Lori Hinton, Director of Operations Jeremy Guinn; Graystone Consulting Managing Director Jim Detterick; Crews from Stations 35 & 44

MEETING CALLED TO ORDER

Chair Albee called the special meeting of the South Metro Fire Rescue Fire Protection District to order at 6:00 p.m. at Centennial Airport, Administration Building, Room 115, Englewood, 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

Alison Rausch's absence was excused. All of the other Board Members were present in person.

PRESENTATION

401(a) and 457(b) Retirement Plans Annual Update – Chief Financial Officer Miskimins introduced Graystone Consulting Managing Director Jim Detterick, who has served as the District's investment advisor since transitioning to an external investment advisor in 2017 or 2018 and Staff has been very happy with what Jim and his staff have done.

Mr. Detterick distributed a PowerPoint presentation and provided an overview of Graystone Consulting from Morgan Stanley background; Graystone's engagement and fiduciary process with SMFR; overview of accomplishments to date; and an investment review.

At Director Shriver's request, Mr. Detterick reported that the District's fund investments are driven by the IRS and Department of Labor & Graystone Consulting serves as the fiduciary of the plan so the managers are third-party managers to avoid any conflict of interest. His staff works with the managers to pick the best 5 or 10 funds for investing. Adding that the assets of the plan sit in a trust that cannot be associated in any way with the balance sheet of the district, only with the participants and the participants' beneficiaries. There is also a self-directed brokerage feature for individuals who want to customize their allocation models, and his staff will show them how to access the different options. CFO Miskimins added that they typically see employees use this option closer to the end of their career, somewhere around 10 years out from retirement.

At Director Shriver's request, Mr. Detterick stated that there are many securities options which are held based on risk, individual/family balance sheets, taking a lot into consideration and building a fund based on those factors. Adding that there are not direct commodity vehicles but some funds may pick up a low 1-2% commodities vehicle. CFO Miskimins will send the board a copy of the investment policy statement.

The Board thanked Mr. Detterick for his informative presentation.

ACTION ITEMS

N/A

DISCUSSION ITEMS

Centennial Airport

- **Airport Overview** – Chief Dell'Orfano introduced Executive Director Michael Fronapfel, who previously served as the Director of Planning for the airport.

Director Fronapfel gave an overview of how the airport began, where they are today, who they are now and how they are governed, how they make money, future projects and some of the airport tenants and users. Director Fronapfel expressed appreciation for the airport's partnership with SMFR over the years and is excited for that partnership to continue.

Lieutenant Pierce Jacoway, SMFR's ARFF Coordinator, thanked the Board for holding their meeting here and presented each of the Board members with a team patch and challenge coin.

- **Apparatus Replacement Unit(s)** – Special Operations Battalion Chief Scott Richardson reminded that the SMFR Fleet Capital Replacement Schedule reflects budget funding for one aircraft rescue firefighter (ARFF) replacement unit at \$950,000 in 2023 and one unit at \$985,000 in 2024. Based on this schedule, build times, discounts, and the potential for partnering with Centennial Airport, Staff would like to propose purchasing both units at the same time. SMFR Staff worked closely with Centennial Airport to identify the apparatus needs for the specification process. With cost, operational need and safety at the forefront of the specification, the apparatus replacement committee contacted three ARFF vendors. Of the three, one chose not to respond. The committee worked with the two remaining vendors to provide SMFR with proposals. The selected vendor has set their base pricing at \$948,465, before pre-payment & multi-unit discounts. Chief Dell'Orfano added that the airport will share in the cost of replacement tires for the units, one set costing around \$22,000.

Fleet Manager John Frank stated that the replacement of these units is on a 20-year rotation schedule and that the current units are becoming obsolete, and it is difficult to find parts & mechanics to service them. Recently Red 1 needed the two-stroke engine rebuilt, it was an almost 4-month project and cost \$60,000. Staff is being proactive since build out time and price increases are coming on May 9, 2022 and added that the quoted price can be held with contract agreement with build-to-delivery estimated at 350 days for the two units.

At Director Shriver's request, Fleet Manager Frank confirmed that the units meet NFPA standards for traverse, angle, height, etc. and the specifications for the new units will make sure they are also up to standard.

Special Operations Battalion Chief Richardson informed that following the Q&A session with the "APA" Board of Commissioners Thursday evening, they unanimously approved a motion to "Conditionally approve the Second Amendment to the Agreement with SMFR for the Provision of Firefighting and Rescue Services at Centennial Airport upon final review by legal counsel and approval by SMFR Board of Directors" and summarized that they will pay up to \$1,000,000 or 50% towards the order of two 4X4 ARFF Apparatus.

At Director Anderson's request, the new technology on the units means more training for both the end user and the technical side for the Fleet Staff.

At Chair Albee's request, Fleet Manager Frank reported that Red 3 is scheduled for replacement in 2025.

At Director Shriver's request, BC Richardson stated that the units are cross-staffed and if a unit is housed on the airport grounds it will take longer to staff and maintain familiarity with the workings of the apparatus.

At Director Anderson's request, Director Fronapfel clarified that one of the most-recent hangar collapses mentioned in the presentation was due to a clogged drain that blocked the melting snow to drain properly. Hangar maintenance is the responsibility of the owner.

At Chair Albee's request, BC Richardson confirmed that the resolution will be presented at the May 2nd meeting for approval.

- Facility and Apparatus Tour – The Crews from Stations 44 and 35 provided the Board with a tour & ride on the ARFF Units at 7:21 p.m.

The regular meeting reconvened at 8:03 p.m.

Pension Board of Trustee Charter – Chief Financial Officer Miskimins stated the Board delegates authority to administer the District's Money Purchase Pension Plan (401(a) Plan and its Section 457(b) Deferred Compensation Plan to the Retirement Plan Board of Trustees. The Charter, drafted and approved by resolution of the Board in 2019, formally sets the rights and responsibilities of the Retirement Board. This amendment adjusts the Retirement Board's membership requirements so that the majority of trustees are active participants of the District's 401(a) Money Purchase Plan. All employees are eligible to serve as Retirement Board trustees which governs both the 401(a) and 457(b) plans. Many employees only participate in the 457(b) plans, however, because they contribute to a defined benefit pension administered by the Fire and Police Pension Association (FPPA) instead of the District's 401(a) plan. Given the vast majority of total assets reside in the 401(a) plan, this amendment ensures a majority of the Retirement Board Trustees are active participants in the 401(a) plan while still allowing representation on the Board from employees who only participate in the 457(b) plan.

At Director Anderson's request, CFO Miskimins stated that how they ensure the majority is represented they hold an election and it will go to the employee who is also an active participating member of the plan has the highest votes.

At Director Eng's request, CFO Miskimins confirmed that the term is for two calendar years and there are no term limits.

At Chair Albee's request, CFO Miskimins confirmed that the Board approves this charter annually after he makes the presentation but was trying to up the game and that is why Mr. Detterick has presented this evening. CFO Miskimins confirmed that the fiduciary responsibility of the SMFR Board was handled tonight, the rest is the responsibility of Mr. Detterick and his team.

At Director Shriver's request, CFO Miskimins clarified the difference between the pension plan investment policy and the District's investment policy.

CFO Miskimins stated that the Charter Resolution will be presented to the Board for approval at the May 2nd meeting.

INFORMATION ITEMS

- Director Roche reminded that she distributed a schedule and encouraged Board members to attend at least one of the upcoming Citizens Academy events.
- Director Anderson confirmed that the other Board members are aware about the upcoming opportunities to sign up for the various state of the city/county events.
- Chief Adams reported that a Task Force was deployed to assist with the Bent Fort fire and came back Saturday. The fire is mostly out and no firefighters were injured.
- Chief Baker reminded that the Spring Alumni Luncheon will take place next Thursday at Station 17.

- Chief Baker reported that he and Chief Milan will be presenting at the Littleton City Council Meeting tomorrow night. The topic is the plan for Station 11. SMFR staff is working with their staff to determine the possibilities, but this is not one of the top three or four on our list.
- Chief Baker reported that SMFR responded to an Auto Aid fire with Denver in District 21. Chief Adams added that the call came in Friday morning as smoke visible and turned into a two-alarm fire at a structure near the Cherry Creek Country Club. It turns out that the storage unit was in SMFR's district and the apartments are in Denver's district. One civilian was rescued and transported by Denver Health for minor burns and smoke inhalation. The crews worked well together and although there are still some interoperability issues, Denver was pleased with our assistance.
- Chief Baker stated that the ETeam and HR Director Chapman identified a gap in the District's retirement health savings benefit. The retirement benefit uses the rule of 75, age and years of service, to provide some healthcare funding to get to Medicare benefits. Eligibility for this benefit will now extend to the rule of 65 for on-the-job disability retirements and a minimum of 6 months of COBRA coverage to bridge the gap from being on our insurance to trying to find personal insurance for non-on-the-job disability retirements. An addendum to the Working Agreement will be created after a meet and confer with the Local.
- Chief Baker reported that 73% of the employees responded to a workplace survey conducted by Pulsely. Staff has been working on some DEI initiatives and will be putting together a podcast in a video format to share with the organization that will include the results of the workplace inclusion survey. Chief Kirschke provided additional information regarding recruitment processes, including the Explorer Program, internal EMT training, support of Rock Canyon's Fire Science Program, and Arapahoe Rescue Patrol. Chair Albee and Director Anderson discussed the advantages of self-selection recruitment.
- Chief Dell'Orfano introduced Allison Ulmer, from Collins, Cole, Flynn, Winn, Ulmer, who is one of the core members of the District's legal counsel along with Bob Cole, Kathryn Winn and Paralegal Peggy Rupp.
- Chair Albee informed that Controller Breann Aragon's last day with SMFR will be Thursday. He expressed appreciation for her hard work, personality and style and wished her all the best.
- Chair Albee reported that he had the great opportunity to see a lot of hard work by SMFR get recognized at the Congressional Fire Services Institute Symposium. CFSI is designed to educate members of Congress about the needs and challenges of our nation's first responders. Different participants met with congressional personnel or their staff. Congressmen Crow, Neguse, Buck and Senator Hickenlooper allowed us to share some of SMFR's and our citizens' issues. Chair Albee presented a summary of the information provided during the symposium and challenged the Board members to see what they know about the strategic plan objectives and goals & suggested the Board foster improving on what we do. Chair Albee and Chief Baker commended Chief Curtis on doing a great job speaking in front of 1,100 people about SMFR.
- A thank you was received from a citizen in Bow Mar complimenting Permit Coordinator Miranda Jones for walking her through the permit submittal process for a propane tank installation.
- A thank you letter was received from the Louisville Fire Protection District for SMFR's assistance during the Marshall Fire.

EXECUTIVE SESSION (UPON MOTION)


N/A

NEXT MEETING

The next Regular Board of Directors' meeting to be held on May 2, 2022, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

ADJOURNMENT

Chair Albee adjourned the meeting at 9:02 p.m.

Attested by:  Date: May 2, 2022