

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
September 12, 2022

Present:

Jim Albee, Chair	Bob Baker, Fire Chief
Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
William Shriver, Treasurer	John Curtis, Deputy Chief – Emergency Services
Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services
Cindy Hathaway	Kristin Eckman, Deputy Chief – Community Services
Kevin Leung	Dillon Miskimins, CFO Business Services
Rich Sokol	Camie Chapman, CHRO Employee Services
	Bob Cole, Legal Counsel (absent)

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 Flag of the United States of America.

**ROLL CALL**

All of the Board members were present in person.

**PUBLIC COMMENT**

N/A

**PRESENTATION**

Emergenetics/TKI Discussion Continued – Kathy Young from Carlson/Young provided an Emergenetics/TKI overview for the Board Members and Executive Staff, which included Board Member participation and sharing of their profiles with other members.

A break was taken at 7:10 p.m.

The meeting reconvened at 7:23 p.m.

**EMS UPDATE – DR. APFELBAUM**

Chief Curtis introduced & provided a short professional bio for new Division Chief of EMS Jens Pietrzyk and presented him with his new badge. Chief Curtis added that it was a pleasure to be in the role of Division Chief of EMS for the past few years and expressed appreciation for the Board's support especially during the pandemic and other major events. Chief Curtis reintroduced Dr. John Apfelbaum.

Dr. Apfelbaum provided a short professional bio as a longstanding figure in the EMS community here in Colorado and across the country. Dr. Apfelbaum provided a Medical Director Update for 2022, highlighting:

- EMS Call Volumes
- Where are we transporting patients?
- How are we doing?

- CARES Data for 2021
- STEMI, Stroke, SEPSIS Alert Data July 2021-July 2022
- Special Projects
- Goals for the Future

At Director Sokol's request, Dr. Apfelbaum & Chief Curtis agreed to have Staff provide periodic reports that analyze medical emergency types and how increased response times have affected the outcome over the last few years.

The Board thanked Dr. Apfelbaum for his presentation.

#### **CONSENT AGENDA**

July 11, 2022 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

July 18, 2022 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

August 15, 2022 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Motion Ratifying the Cancellation and Waiving the Bylaw Requirement for the August 2022 Meeting of the South Metro Fire Rescue Fire Protection District Volunteer Firefighter Pension Plan

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

#### **ACTION ITEMS**

Public Hearing: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property (Central Park at Highlands Ranch, LLC).

Chair Albee opened the public hearing at 8:12 p.m.

Chief Dell'Orfano provided an overview of the administrative inclusion, exclusion and dual jurisdiction process and informed that this inclusion petition includes three parcels located between Plaza Drive and C-470, west of Lucent Boulevard in Highlands Ranch. The parcels were not originally within the Highlands Ranch Metro District boundaries and therefore not currently within SMFR's district as a part of unification. Central Park at Highlands Ranch, LLC is in the process of combining those parcels into a single, 9.686-acre property – Highlands Ranch Filing No. 159. The property owner has submitted the Petition for Inclusion and has agreed to pay for the costs associated with inclusion. The land is currently vacant, so 2022 assessed values total \$97,220 resulting in a potential revenue of \$900. These parcels and surrounding area have received emergency services for several years and there are no concerns with SMFR's ability to continue serving them.

A motion was made by William Shriver and seconded by Cindy Hathaway to approve the Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property (Central Park at Highlands Ranch, LLC) as presented. All were in favor and the motion carried.

There was no public comment and Chair Albee closed the public hearing at 8:25 p.m.

Special Warranty Deed Conveying Tract F, Trails at Crowfoot, Filing No. 9, Parker, Colorado and Termination of Agreement Regarding Fire Station Parcel – Chief Dell'Orfano stated that during the 2021 annexation of the Trails at Crowfoot development into the Town of Parker, the developer was required to formally convey property to SMFR in order to solidify the commitment to dedicate fire station land several years ago. The developer had been informed by SMFR that we most likely would not build a fire station on that land but would help with the conveyance so the developer could move forward with the annexation and final plat. With the relocation of dedicated fire station land nearby, Staff has confirmed that the Trails at Crowfoot property is not needed. Therefore, we are reversing the land dedication by terminating the 2021 agreement and conveying back the land through a special warranty deed. When the land is developed, the full amount of excise tax will be collected without any credit for the developer's initial conveyance of the land to SMFR.

At Director Sokol's request, Chief Dell'Orfano explained that Station 44 will be relocated to accommodate the needs of the growing area, the current location is not optimal due to no room for expansion and safety concerns regarding access at the intersection of Lincoln & Peoria.

At Director Leung's request, Chief Dell'Orfano explained that unlike the school district, historically developers offer parcels of land and once determined where those parcels are located, Staff determines which one works best for a station and returns the others typically without any compensation.

A motion was made by Sue Roche and seconded by William Shriver to approve the Special Warranty Deed Conveying Tract F, Trails at Crowfoot, Filing No. 9, Parker, Colorado, and Termination of Agreement Regarding Fire Station Parcel as presented. All were in favor and the motion carried.

Design Services for Station 15 – CFO Miskimins reported that emergency response modeling suggests Station 15 should remain at the existing location or locate slightly south to maintain response time and coverage. SMFR conducted property searches for land to replace the existing Station 15 in early 2022, but nearby available land would not justify the expense of purchasing the land for little or no benefit to response times. Additionally, a preliminary evaluation showed that a two-story fire station could be constructed on the existing site. In June of this year, three architectural firms submitted proposals for concept drawings for a replacement for Station 15 on the existing site. The firms were asked to model the typical fire station program, like the recently constructed Station 20, on the existing Station 15 site. OZ Architecture was selected to complete the concept documents with the best and lowest priced proposal. Staff is now asking that the completion of design services be awarded to OZ Architecture to complete the project, including the creation of design development and construction documents for permitting and bid, followed by construction administration. A copy of their proposal for \$654,392 was included in the Board packet. Staff has reviewed the proposal and finds it acceptable. There are additional Services of approximately \$74,000 listed as optional services in the proposal that may be entertained later. Since these are not necessary to initiate the work, those costs were not included in the action item. The design services proposal is similar in scope, time, and budget to the recent design contract for Station 20. Board approval is required based on the proposal exceeding the \$500,000 threshold, the significance of the project, and future significant construction costs. Construction of the station is expected to be completed by February of 2024.

At Director Sokol's request, Chief Adams explained that the station was built in the 70's and was not intended to house 4-person staffing, needs major updating and there is not enough land for an addition. Chief Baker added that it is residential construction and needs to be brought up to current safety standards. Chair Albee informed that as a part of the Littleton Fire Protection District, almost 10 years ago all of the stations were identified as varying states of deficiency and Station 15 was identified as the worst. CFO Miskimins stated that Staff will come back with a comparison of construction costs for Station 20 to estimates from OZ Architecture.

At Director Shriver's Request, Chief Adams confirmed that there is not enough room for a drive through bay so they will probably be taking some of the front yard out for additional driveway.

A motion was made by William Shriver and seconded by Cindy Hathaway to move forward with SMFR Station No. 15 Full Design Service Proposal from OZ Architecture as presented. Director Sokol stated that he does not have sufficient knowledge of the station so abstained. Chair Albee clarified that, in accordance with the bylaws, the abstention would be recorded as a no vote. The remaining board members were in favor and the motion carried.

July 2022 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting:

1. Fund balance decreased by \$7.3M compared to the prior month bringing the fund balance to a total of \$114.8 M.
2. Through July, the District has collected \$124M in property taxes and \$5.5M in specific ownership tax revenue, which reflects 98.71% collection vs. 98.60% at this time last year for property taxes, and 51.20% vs. 64.32% for specific ownership taxes. A total of \$737,632 of property taxes have been diverted to TIF in 2022. Specific

ownership tax revenue is trending \$763K under year-to-date budget, and if this trend continues, we anticipate it will come in \$1.3M under budget at year-end.

3. As of July 31<sup>st</sup>, the District has expended \$68.2M in the General Fund related to operations or 55.65% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,316 transports, for a total number of transports of 13,033 through July. The District's net revenue is \$657K over the year-to-date budgeted amount and \$901K more than the same period last year. Total bad debt has increased in 2022 as compared to 2021. Through July this year, bad debt as a % of net revenue is at 23.7% as compared to 21.3% in 2021. Collections received as % of bad debt is at 10% through July this year as compared to 12% in 2021. Due to the increase in bad debt, we are projecting to end this year close to the total budget for ambulance revenue. The increase in net sales collection is being offset by the increase in bad debt.
5. Through July, the District has expended \$3.3 million or 24.52% of our total budgeted expenditures in the Capital Fund.
6. The District transferred all funds held in Colotrust to CSIP to earn a higher interest rate. Surplus cash of \$25M has been invested in a 120-day maturity at 2.82% interest rate.
7. In June, the District received approximately \$500K from a Stop Loss Insurance refund, bringing the total stop loss reimbursements to \$529,533.
8. Through July, the District has billed \$1.4M in Plan Review Fees or 78.61% of the total budgeted amount.

CFO Miskimins stated that also included in the packet were three reports, the ambulance primary batch report and quarterly reports from Chandler Asset Management & PFM Asset Management.

At Director Sokol's request, CFO Miskimins stated that the increase in professional services is likely the timing of the report & he will confirm that with his Staff. CFO Miskimins reminded that there was a review of staffing and overtime at the last meeting, which is trending right at or slightly under for administrative expenses. Overall, for expenses versus revenue, general administrative expenses are within 2% of budget and salary & benefits and overtime are about 7% over budget.

At Chair Albee's request, CFO Miskimins stated that Chandler Asset Management included a statement of full compliance with State law and the District's investment policy & PFM Asset Management provides the same statement of compliance verbally and he is confident in that statement.

A motion was made by William Shriver and seconded by Rich Sokol to accept the July 2022 Financial Statements as presented. All were in favor and the motion carried.

## **DISCUSSION ITEMS**

N/A

## **INFORMATION ITEMS**

Dispatch Reaccreditation – IAED & APCO – Emergency Communications Director March reported that the IAED accreditation is for the Dispatch Center's call taking process and how medical instructions are provided over the phone until the responding units arrive. Since 2010, this is the fifth time the Center has been accredited in this process. APCO's Project 33 is the accreditation for the Center's new hire training program. This is a national standard set by the Association of Public Safety Communications Officials (APCO) that recommends the best practices for training Emergency Dispatchers. This is the fourth time the Center has been accredited in this process. ECC Director March read a statement from the Project President commending SMFR for its outstanding performance & Director March gave kudos to Dispatch Supervisor CJ Bailes for the many hours he worked to make all of this happen.

IGA Update – Chief Dell'Orfano stated that an MOU was signed with the Colorado Department of Human Services for plan review, permitting, inspections and oversight for fire and related life-safety issues for its facilities.

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

- Deputy Chief Eckmann provided information on upcoming events:
  - The one-year Remembrance Ceremony honoring FF/PM Tony Palato is September 15<sup>th</sup> at 8:00 a.m. His name has been added to the wall at HQ and will be unveiled during the ceremony & reminded that SMFR honors Line of Duty Deaths on the one-year anniversary to place their names on the memorial wall and subsequent years will be remembered at the annual event.
  - The annual IAFF Fallen Firefighter Memorial Ceremony will take place on September 17<sup>th</sup> at 11:00 a.m. in Colorado Springs. Chief Troy Jackson will be recognized at this ceremony. If any Board members are interested in attending, please contact Chief Baker for details.
  - There will be an Open House at Station 20 on October 8<sup>th</sup> from 1:00 p.m. – 3:00 p.m., which coincides with fire prevention week so there will be some risk reduction staff on hand with safety tips.
  - The Troy Jackson Training Center official dedication, originally cancelled due to COVID & Chief Jackson's decline & passing, will be coming up soon. Staff is working with Lori Jackson to get a date set. More details will be provided when finalized.
  - The United Fire Authority held a women's symposium this year & SMFR has committed to hosting one in 2023. It will be held on May 17<sup>th</sup> and 18<sup>th</sup>. More details will be provided when finalized.
  - Like other cities and municipalities, SMFR will be holding a State of the District. Staff is looking at several venues & plan to make this an annual event. More details will be provided when finalized.
- At the Board's request, Chief Adams provided a 3-year attrition comparison between SFMR and area agencies. Although SMFR is not the lowest, he feels comfortable with SMFR's numbers.
- The Dispatch KPI reports for August and September were included in the Board's packet.
- A thank you note was received from Evergreen Fire Rescue to Fire Inspectors Ryan Long and Dylan Sickler for assisting their Interim Fire Marshal providing aid in shadowing and training their newly hired Fire Inspectors.
- A thank you note was received from DCSO's Training Corporal Bach & Lieutenant Hanavan to Captain Chris Wells and Firefighter Dave Hysmith for assisting law enforcement with Active Threat Training.
- A thank you note was received from Colorado Springs FD Lieutenant John Gleason to the crews from Engine 47 and Medic 41, who responded to transport his dad. His mom, Verna, is a former SMFR employee.
- A thank you letter was received from Arapahoe County Lead Senior Plans Examiner Maulik to Tower 45 and Medic 42 for their professionalism and control of the situation when he was having a heart attack.
- A thank you note was received from the family of former Board Member Ken Molcsan for attendance at the funeral mass and for planting a tree in his name.
- Director Roche stated she attended an event last night where the Pipes and Drums performed. It was not a huge turnout probably because it was a Sunday night, but numerous attendees stated they were already making reservations to attend next year's event.
- Local 2086 President Dzengelewski reported:
  - This year's goal for MDA collections was \$125,000, which was a big jump from the \$75,000 goal in 2021. The total collected was \$103,455.65. Once the state/national ranking for collections is known, that information will be shared. A big thank you to Lieutenant Pierce Jacoway and Paramedic Nick McKibbin for coordinating the collection effort & for the Board's support and participation.
  - Expressed appreciation to the Board for approving the hiring of an architect to bring Station 15 up to par. He offered to meet any interested Board members at Station 15 to show them around the station.
  - The 33<sup>rd</sup> Annual Denver Firefighters Chili Cookoff is set for Friday, September 30<sup>th</sup> at McGregor Square. Proceeds from the will be donated to the Muscular Dystrophy Association.

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

N/A

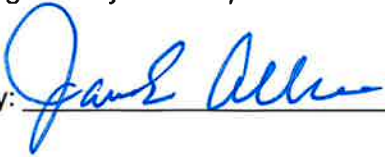
#### **NEXT MEETING**

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on September 19, 2022, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on October 3, 2022, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

The meeting was adjourned by Chair Albee at 9:20 pm.

Attested by: 

Date: Oct 3, 2022