

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
December 5, 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 (absent)
	Cindy Hathaway (excused absence)	Kristin Eckman, Deputy Chief – Community Services (absent)
	Kevin Leung	Dillon Miskimins, CFO Business Services
	Rich Sokol	Camie Chapman, CHRO Employee Services
		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 6:04 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**

Director Hathaway's absence was excused. All of the other Board members were present in person.

**PUBLIC COMMENT**

N/A

**CONSENT AGENDA**

November 7, 2022 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes  
November 28, 2022 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

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**

**Adoption of 2023 Budget** – CFO Miskimins provided a short overview of the resolutions to both Adopt the 2023 budget and Appropriate Sums and to set the 2023 Mill Levies, included in the Board's packet and reminded that the finalized versions are required to be approved by December 15<sup>th</sup>.

At Director Sokol's request, CFO Miskimins informed that the assessed valuations have been received from Arapahoe and Douglas Counties, but not from Jefferson County, so the resolution has preliminary assessed valuations for that county & requested the Board delegate him or the Fire Chief to file the resolution when the final assessed valuations are received. CFO Miskimins added that the abatements came in at \$540,000, \$400,000 less than anticipated, so some adjustments were made related to expenditures. Once open enrollment closed, the total benefit costs were approximately \$400,000 less than expected and that savings will counter the lower abatements and maintain the \$3M budget overage.

A motion was made by Renee Anderson and seconded by William Shriver to approve SMFR Resolution No. 2022-11 To Adopt 2023 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

A motion was made by Kevin Leung and seconded by Renee Anderson to approve SMFR Resolution No. 2022-12 Levying General Property Taxes for the Year 2022, to Help Defray the Costs of Government for the South Metro Fire Rescue Fire Protection District, Colorado, for the 2023 Budget Year and further delegate the Board Chair and Treasurer to work with staff and legal counsel to finalize the abatement mill levy upon final publication of assessed values from Jefferson County. All were in favor and the motion carried.

**SMFR Resolution No. 2022-13 Calling for the 2023 Regular District Election and Appointing a Designated Election Official** – Chief Dell’Orfano reported that the resolution calls for the May 2, 2023 mail-ballot election of board members in districts 1,3,4 and 5, designates Barb Andrews as the Designated Election Official, specifies that the election will be conducted by board district, and other related matters.

At Director Anderson’s request, Legal Counsel Cole confirmed that the three days between the February 24<sup>th</sup> last day for Self-Nomination and Acceptance forms to be filed and February 27<sup>th</sup> is to allow filing of Affidavits of Intent to be a Write-In Candidate.

Director Sokol stated that it is a travesty that we hold our elections in May and at his request, Chief Dell’Orfano stated that during the election discussion in 2020 the direction was to wait to see if there was any benefit to having the county clerks assist us and it is still unknown their abilities to help us. At the same time, the SDA Legislative Committee is working on the potential legislation for coordinated elections. Director Sokol recalled big discussions and SDA being opposed to moving to November and his take was incumbents have a higher chance of reelection in May than in November, even though November would obviously be a cost savings. Chief Dell’Orfano reported that Douglas County was pretty willing to conduct an election for special districts in May, but 2023 is probably not going to be the year for it to be possible. Preliminary discussions were held with SDA this fall, but no follow up to see if it is going to be supported or if we want to hold our own election.

At Director Leung’s request, Chief Dell’Orfano stated that when the inclusion elections were done it was part of a general election & we are on track for the same kind of costs. Originally, our cost would have been close to \$1M, but the costs have remained similar to the cost of the general election. He stated he is not sure if we have become the size to keep our mailing and printing costs down, but we would still have to do some of the work ourselves; they would coordinate ballot questions, create the ballots and print them, so not sure whether that would be a similar savings. This year we had three ballots and next year we will have four, so that should give us some insight into the costs but does not believe it would be a huge cost savings.

Director Sokol stated that he would like to start discussions again with SDA. Director Anderson stated that not all special districts want to conduct a mail-in ballot election & not sure how that would play out when other special districts aren’t involved.

Chair Albee stated that the Board has seen some of the cost breakdowns for the recent elections & the printing of ballots is a significant cost, but not the entire cost. He would assume that there would be some sort of an IGA needed & would need the clerks’ assistance. If the environment has changed, we can make discussions with SDA a priority of the board but reminded that SDA is a tool for us to use but not the only one. We could work with legislators to support our desire. Director Anderson stated that those discussions would be interesting. With the thought that the clerk & recorders would get behind us in odd year elections, we changed the Board terms for the last two elections to a three-year term, and it turns out they can’t help us. We can use their ballot boxes but not have the authority to open them, as well as other issues that have been identified.

Director Sokol suggested Staff reopen the discussions with SDA and bring the information back to the Board. Director Anderson stated that she talked to anyone who would listen at the 2021 SDA Conference and did not hear much back about it.

At Director Sokol's request, Chief Dell'Orfano estimated the election cost to be about \$450,000 being that there are four director seats up for election and there has been an increase in the cost of paper used for the ballots. At Director Anderson's request, Chief Dell'Orfano stated that sending ballots to just the people within the districts that are up for election is unknown. It would be the cost between one ballot to all electors versus four ballots to four different districts.

Director Sokol gave a shout out to the Local for their support in 2015 to help pass CO Bill 15-1348, which enacts several changes related to urban renewal authorities.

A motion was made by Sue Roche and seconded by Renee Anderson to approve SMFR Resolution No. 2022-13 Calling for the 2023 Regular District Election for Districts 1,3,4, and 5 and Appointing a Designated Election Official as presented. All were in favor and the motion carried.

**October 2022 Financial Statements** - CFO Miskimins reviewed the financial statements, highlighting:

1. Fund balance decreased by approximately \$14.5M compared to the prior month bringing the fund balance to a total of \$86.5M.
2. Through October, the District has collected \$124.7M in property taxes and \$8M in specific ownership tax revenue, which reflects 99.2% collection vs. 99.34% at this time last year for property taxes, and 75.12% vs. 91.76% for specific ownership taxes. A total of \$739,449 of property taxes have been diverted to TIF in 2022.
3. As of October 31<sup>st</sup>, the District has expended \$125.8M in the General Fund related to operations or 81.82% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,634 transports, for a total number of transports of 18,850 through October. The District's net revenue is \$1.04M over the year-to-date budgeted amount and \$1.36M more than the same period last year. Total bad debt has increased in 2022 as compared to 2021. Through October this year, bad debt as a % of net revenue is at 22.3% as compared to 21.3% in 2021. Collections received as % of bad debt is at 9.9% through October 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 October, the District has billed \$2.1M in Plan Review Fees or 113.15% of the total budgeted amount.
6. Through October, the District has expended approximately \$6.3M or 46.64% of our total budgeted expenditures in the Capital Fund.

CFO Miskimins stated that this is the second month that Staff has included the year-to-date column in the budget report which is a percentage of the year's budget; for example, October would be 10/12ths of the annual budget.

At Chair Albee's request, CFO Miskimins stated that the lower amounts in the prepaid expense schedule are expenditures which are equipment-related for units that will be put into service at a future date. CFO Miskimins added that some of the projects listed will not be put in service in 2022, so next month's prepaid schedule will include which projects will be put in service in 2022 and which ones will be rolled into 2023.

At Director Anderson's request, Chief Milan stated that the \$10,000 water heater is for a commercial quick recovery heater and Facilities needed a quick turnaround time, so thought it was a reasonable cost compared to the two larger units replaced at the JSF at a cost of about \$25,000.

A motion was made by William Shriver and seconded by Kevin Leung to accept the October 2022 Financial Statements as presented. All were in favor and the motion carried.

## **DISCUSSION ITEMS**

**Board Vacancy** – Chair Albee stated there is the potential for a vacancy on the Board. When and if a formal resignation is received, the Board will need to begin filling the vacancy. Several approaches to filling the vacancy were discussed and the Board agreed to use Board members, social media and Staff to find potential candidates with possible interviews in January, including a potential special meeting on January 23<sup>rd</sup>. No action will be taken until a formal resignation has been delivered to the Board.

**January 2023 Meeting** – Chief Dell’Orfano stated that in anticipation of formally approving the 2023 Board Meeting schedule in January, a copy of the proposed schedule was included in the packet, and Staff recommends a January 9<sup>th</sup> meeting & can add a special meeting on January 23<sup>rd</sup> if needed.

Chair Albee suggested moving the July 3<sup>rd</sup> meeting & Chief Dell’Orfano suggested moving the December meeting to the 11<sup>th</sup> so the assessed valuations would be known to compute the mill levy.

Chair Albee suggested the Board look at the proposed meeting schedule for approval at the January meeting and to make sure everything works for their schedules or if comfortable not being in attendance.

It was agreed the next meeting would take place on January 9<sup>th</sup>. Director Sokol will not be able to attend.

### **INFORMATION ITEMS**

**Station 15 Update** – Chief Milan reported that Staff received the schematic drawings back and the numbers came in a little high, so Staff did some value engineering with the architect and about 2,000 square feet was trimmed. The biggest change is the reduction from two to one decontamination corridor and there may be some other changes made to reduce the cost. The architects have been charged to provide an updated set of drawings. The contracting method that allows flexibility to select the best value is integrated project delivery, which requires a resolution from the board which will be presented in January. CFO Miskimins provided an overview of the integrated project delivery process. Chief Milan provided an outline of the next steps and planning to keep the project on track for a January 2024 opening.

Director Sokol reported that Centennial Mayor Piko informed him that they are still discussing the requirement for an elevator at the station, but can’t make a decision because we have not submitted anything, and recommended that the City’s contact, Bill, will be getting in touch with Chief Milan. Chief Milan reported that the schematic drawings were submitted to the city. Legal Counsel Cole stated that the elevator requirement has been in place for years as a part of the ADA. Director Sokol stated that for \$100,000 it is worth asking whether or not it is required.

**IGA Update** – Chief Dell’Orfano reported two IGA were approved last month, one with Douglas County for use of their Emergency Vehicle Operations Course and with Denver Water for GIS Data. Staff is preparing for the ISO review, somewhere around the first or second quarter of next year so other water IGAs will likely be executed in the next few months.

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

- Chief Baker stated that Kevin Leung, Paul Russell and he attended Sheriff Spurlock’s retirement party last Friday. He was presented a custom axe representing the relationship between DC SWAT Medics and SMFR.
- Chief Baker stated that Chief Dell’Orfano has been appointed to the Arapahoe County Commissioner Redistricting Advisory Committee & Selena Silva has been appointed to the Colorado Department of Public Health and Environment Colorado Child Fatality Prevention System as the representative for the entire State of Colorado. Both of these appointments are pretty significant and congratulations to both of them
- Chief Curtis apprised the Board that Staff successfully acquired a grant for approximately \$127,000 which will be helping fund the ARM Program & allow Staff to start utilizing the program with more of a focus on mental health, homelessness, and similar issues.
- The November Dispatch Statistics KPI Report for November 2022 was included in the Board packet.

- Chief Milan received a thank you note from the Africa Fire Mission for the continued support of their mission through the donation of equipment to ensure their team is well equipped to provide quality service in Kenya.
- Chief Baker received a thank you letter from Neil Rampe, who temporarily filled in for Kent Bultemeier in Wellness while he was away on paternity leave. Over his seven-weeks of service, he said he experienced the aura of a safe space and refuge for the line employees as well as a unique synergy and reciprocation between the Wellness group and the line members.
- An email from EMS Division Chief Pietrzyk regarding Firefighter Jason Teribery's retirement from the US Army after 25 years of honorable service. We have many members within the organization who served honorably and were remembered on Veterans Day.
- Chief Baker received a letter from GVPD Chief Dustin Varney thanking Captain Chris Wells and Paramedic Dave Hysmith for assistance instructing their ICS course, which received positive feedback and that the officers got a lot out of the training.
- Chief Milan received a thank you letter from the Poudre Fire Authority to Local 2086 for their support of and generous donation to the 9/11 Memorial at Spring Park in Fort Collins.
- Chief Baker received a thank you note from Retired Paramedic Todd Parson thanking the operations staff from Medic 13 and Engine 13 for participating & Lieutenant Ryan Shelton for coordinating the participation in the non-profit MC1 foundation kick off fundraising drive at Columbine High School on September 25, 2022.
- A thank you note was received for Tower 32 and Medic 32, who assisted with bringing an individual back to life on the night of September 11, 2022.
- Mark Dzengelewski:
  - Attended a state meeting where there was a lot of grant and FAMLI discussions, noting that not a single entity has opted in to the program.
  - Mark thanked the board for their support and attending events.

Chair Albee thanked everyone for a great year. There was a ton of hard work done to make the board successful and expressed appreciation for everyone and everything that they do & please pass along the thanks to the Staff on behalf of the Board.

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

A motion was made by Jim Albee and seconded by Renee Anderson at 7:47 p.m. to convene to Executive Session, Pursuant to §24-6-402(4)(f), C.R.S., for the purposes of discussing personnel matters related to the Fire Chief's performance evaluation. All were in favor and the motion carried.

A break was taken at 7:47 p.m.

The executive session convened at 8:08 p.m.

The regular meeting reconvened at 10:15 p.m. with no action taken.

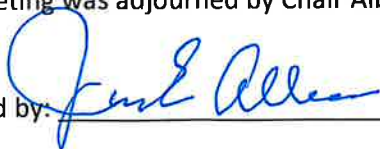
#### **NEXT MEETING**

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on January 9 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

#### **ADJOURNMENT**

The meeting was adjourned by Chair Albee at 10:15 pm.

Attested by:



Date:

Jan 9, 2023