

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
January 9, 2023

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)
	Kevin Leung	Kristin Eckman, Deputy Chief – Community Services
	Rich Sokol (excused absence)	Dillon Miskimins, CFO Business Services
		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 6:02 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 Sokol's absence was excused. All of the other Board members were present in person.

**PUBLIC COMMENT**

N/A

**CONSENT AGENDA**

December 5, 2022 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

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

**ACTION ITEMS**

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

1. Fund balance decreased by approximately \$8.8M compared to the prior month bringing the fund balance to a total of \$77.7M.
2. Through November, the District has collected \$125M in property taxes and \$8.8M in specific ownership tax revenue, which reflects 99.43% collection vs. 99.51% at this time last year for property taxes, and 82.61% vs. 100.65% for specific ownership taxes. A total of \$741,685 of property taxes have been diverted to TIF in 2022. Will probably quit tracking in 2023 or offset from the excise tax in the Town of Parker.
3. As of November 30<sup>th</sup>, the District has expended \$137.6M in the General Fund related to operations or 89.51% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,860 transports, for a total number of transports of 20,853 through November. The District's net revenue is \$1.28M over the year-to-date budgeted amount and \$1.6M more than the same period last year. Total bad debt has increased in 2022 as compared to 2021. Through November 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 9.6% through November this year as compared to 12% in 2021. Due to the increase in bad debt, we are projecting to end this year slightly above budget for ambulance revenue. The increase in net sales collection is being offset by the increase in bad debt.

5. As of November 30<sup>th</sup>, the CSIP monthly distribution yield is 3.85% compared to 0.82% in May when the District transferred all funds held in ColoTrust to CSIP. In November, the District has collected \$232K in interest income from the \$25M invested in a 3-month term maturity.
6. Through November, the District has billed \$2.3M in Plan Review Fees or 125.37% of the total budgeted amount.
7. In 2022, the District billed for 24 wildfire deployments with total reimbursement of \$1.2M and 1 hurricane deployment of \$37K via Emergency Management Assistance Compact (EMAC).
8. Through November, the District has expended approximately \$6.5M or 47.47% of our total budgeted expenditures in the Capital Fund.
9. In December, prepaid vehicles will be adjusted to align with apparatus put into service through the end of the year. In service apparatus will be expensed to the Capital Fund.
10. Self-Insured Medical Fund will require a budget amendment due to higher claims volume than originally budgeted.

At Director Anderson's request, CFO Miskimins stated that he looked at a third quarter report for vehicles sales and he believes the reduction in vehicle sales may be one of the reasons the Specific Ownership Taxes are only at 82%, somewhat mirroring the trend. Chair Albee noted that although the percentages are behind, we have collected more this year than last.

At Director Leung's request to see why Professional Services is significantly under budget, CFO Miskimins reported that of the \$4.2M budgeted for Professional Services, we have spent just over \$3M through November, will be rolling \$450,000 - \$500,000 to cover the Service Plan expenses next year, so should only be about \$350,000 under budget.

At Chair Albee's request, CFO Miskimins stated that one large claim put the Self-Insured Medical Fund over budget & absent of that claim, the trend is still up around 5-8%, as anticipated.

At Chair Albee's request, EMS Division Chief Pietrzyk reported that one of the new Medics is in service, one is about to be done and put in service, two are in the process of being outfitted, and the other five are at the vendor being inspected. Chief Curtis added that everything with the new Medics is going great. CFO Miskimins stated that they did catch a pretty significant deficiency in the paint job on the first Medic so catching it early they were very accommodating and made the correction on that one and before the others were painted.

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

**SMFR Resolution No. 2023-01 Adopting 2023 Regular Board Meeting Schedule** – Chief Dell'Orfano noted that the 2023 Board Meeting schedule was included in the Board's packet and is based on the 2022 schedule that the Regular Board meeting be held on the first Monday of each month, and a Special Meeting to be held on the third Monday of each month February through October, at the South Metro Fire Rescue Mineral Headquarters beginning at 6:00 p.m. The meeting dates in January, February, July, and September have been adjusted and noted to avoid conflict with national holidays & December to accommodate the Budget deadlines, at the Board's direction.

At Director Anderson's request, Chief Dell'Orfano stated that the Mineral HQ is a placeholder for the Special Board meetings and can be changed as needed.

At Director Shriver's request, Chief Dell'Orfano's stated that the January 23<sup>rd</sup> meeting was not placed on the schedule as it is not a regularly-scheduled special meeting, but will be scheduled independently depending on the Board's direction.

A motion was made by William Shriver and seconded by Sue Roche to approve SMFR Resolution No. 2023-01 Adopting 2023 Regular Board Meeting Schedule as presented. All were in favor and the motion carried.

**SMFR Resolution No. 2023-02 Designating Location to Post Notice** – Chief Dell’Orfano reminded that intergovernmental authorities are required to designate annually at the Board’s first meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting. Staff recommends designated posting locations as [www.southmetro.org](http://www.southmetro.org) and South Metro Fire Rescue Protection District Headquarters.

A motion was made by William Shriver and seconded by Sue Roche to approve SMFR Resolution No. 2023-02 Designating Location to Post Notice as presented. All were in favor and the motion carried.

**SMFR Resolution No. 2023-03 Integrated Project Delivery for Station 15** – Chief Milan informed that utilizing the Integrated Project Delivery (IPD) bidding process allows the District to award a contract to the proposal that represents the best value to the District as opposed to only the lowest cost proposal. A resolution providing the use of IPD is required by state statute. Also included in the Board’s packet is an overview of the Construction Contracting Process for the Board’s information, noting that specific methods of bidding during construction will be discussed at a later date. Staff recommends Board approval of the resolution to utilize the IPD process for Station 15.

Legal Counsel Cole noted that the IPD is how we have done the majority of the projects in the past as the preferred method because it does give greater flexibility.

Director Anderson stated she appreciated all of the additional information provided. Chief Milan commended Staff and Legal Counsel for their assistance on putting together all of the information.

A motion was made by Renee Anderson and seconded by William Shriver to approve SMFR Resolution No. 2023-03 Integrated Project Delivery for Station 15 as presented. All were in favor and the motion carried.

**Station 15 Elevator Requirements** – Chief Dell’Orfano reminded that the Board received a confidential memo from Legal Counsel’s office and if there are any discussions pertaining to that information it should be held in executive session.

Chief Milan informed that the 2021 International Code Council (ICC) Building Code, the 2021 ICC Fire Code, 1990 Americans with Disabilities Act (ADA), and the Authorities Having Jurisdiction (AHJ’s) enforcing these codes and laws will influence the District’s decision on the need for an elevator to the second floor of the newly constructed Fire Station 15. To gather information for the Board, input was solicited by Staff from the City of Centennial Chief Building Official, the SMFR Fire Marshal’s office, the station architect, and a 3<sup>rd</sup> party code consultant as well as SMFR Attorney’s opinion on the information gathered. Formal action is requested to capture the direction of the Board on the future access to the fire station, as well as the costs and risks associated with a particular direction.

With Director Sokol’s permission, Chair Albee shared that they had a couple of conversations today and it is Director Sokol’s opinion that we should install an elevator but also wanted to know if there is something besides an elevator that would serve the same purpose.

FM Valdez stated that in studying the plans and information today, a platform lift can be an option but only in very limited situations, and Station 15 would likely not be eligible. Director Anderson stated that a ramp can be an option but would be incredibly long to meet design requirement.

At Director Anderson’s request, FM Valdez informed that in the event of a fire, an elevator is for accessible means of egress for those that are not able to use the stairway.

At Director Leung’s request, Legal Counsel Cole stated that he does not anticipate that there will be any other alternatives between now and the construction of the station.

Chair Albee polled the Board to determine if anyone was opposed to installing an elevator at the station. All were in agreement an elevator should be installed.

A motion was made by Renee Anderson and seconded by William Shriver directing Staff to build an elevator in Station 15 based on the architect's recommendation. All were in favor and the motion carried.

## **DISCUSSION ITEMS**

**Board Vacancy** – Chair Albee stated that Director Hathaway officially submitted her resignation from the Board on December 21, 2022 and he forwarded it to the Board members. The Board is provided 60 days to make an appointment to fill that position until the next regular election which is the same time this position was up for re-election. If the 60 days expires and an appointment has not been made, Douglas County Commissioners can make an appointment but must give this board a 30-day notice. The appointee would only service until the May 2023 election, when the seat is up for election. In 2020 the Board had a vacancy and after an interview with the other Board members, an appointment was made. At the last meeting, he believes the conversation was not to appoint a candidate but rather have a process of inviting people to apply, have an interview process, and then selection process.

After discussion, the process for appointing a director to fill the Director District 4 vacancy was outlined:

Submit by the close of business on 19th:

- Request to be appointed to fill the vacancy on the SMFR Board of Directors for director district 4 until the May 2, 2023 election.
- Statement of qualifications and why interested to serve.
- Address of residence or property ownership within SMFR Director district 4. (Must be registered to vote within Colorado and either a resident or own or spouse owns property within director district 4.)

Appearance at the January 23<sup>rd</sup> special Board meeting at which the Board will consider applicants is optional. Virtual participation is allowed.

- Applicants will have the option of making a verbal statement, not to exceed 3 minutes.
- The Board anticipated asking uniform questions to applicants that are present.
- The Board may make an appointment at the January 23<sup>rd</sup> meeting, but reserves the ability to take other action including but not limited to tabling the matter.

Interview questions, which will not be disclosed in advance to applicants:

1. Are you interested in running in May.
2. One thing you like about South Metro and one thing that can be done better.

**Board Committees – Charter Updates** – Chief Dell'Orfano reminded that the charters for each of the committees established by the Board were included in the packet. The purpose of this discussion item is to update board member assignments, modify the charters as needed, and determine if the committee is still beneficial.

Chair Albee reviewed the committee charters & provided background:

- Audit Finance Committee: No recommended changes.
- Board Bylaws and Policy Committee: if there are board members that would like to be on the committee, let him know.
- Community Outreach (Director Anderson): Keep committee and possibly expand the scope. Leung expressed interest to sit on committee.
- Board Conflicted Matters Committee: No recommended changes.
- Fire Chief Performance Committee: Still needed.
- Salary & Benefits Committee (not a board committee): being revamped but Board members have participated in the past and will review involvement again. Director Leung noted that if this committee continues, staff will need to modify the bylaws depending on whether it is a board committee or not.

Chair Albee stated that this is an opportunity to review what committees are available and the Board Members can review and let him know if they are interested in sitting on any of these committees.

## **INFORMATION ITEMS**

**Annual Acknowledgement of Board Bylaws** – Chief Dell’Orfano stated per Section 17 of the Board’s bylaws, each member is required to annually acknowledge that he/she has received and reviewed the Bylaws along with the associated Rules of Procedure and Guidelines for Board Member Conduct.

The Board agreed that Board Resolutions and Board Policies be placed on the website for historical knowledge, especially for new board members.

**Service Plan Status** – Chief Dell’Orfano reported that the final, formal submittal process has begun in Arapahoe, Douglas, and Jefferson Counties for SMFR’s Amended and Restated Service Plan. A series of hearings will be conducted for each of their planning commissions and boards of county commissioners. The dates of the hearings were included in the Board’s packet if any of the Board members would like to attend. Also included in the packet is a copy of the final version of the service plan along with the public notice that will be posted in newspapers and mailed to all property owners and taxing districts in our borders and within 3 miles outside of our borders.

At Chair Albee’s request, assuming there may be three or more Board members that would like to attend, just let Chief Dell’Orfano know so that it can be posted accordingly.

Director Anderson highly praised the Service Plan for the way it is presented as it is very clearly outlined, easy to read and organized.

**IGA Update** – Chief Dell’Orfano reported one IGA was approved last month with the Department of Revenue where if we were ever to request personal information from the DMV we are not allowed to provide that information to any immigration enforcement agency.

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

- Chief Baker stated he presented before the Parker Rotary Club information about the district since the consolidations. Director Shriver stated he received very positive feedback about the presentation. Chief Baker added that there was a gentleman there that experienced our services, he had what is called the widow maker heart attack, and suffered no neurological deficits and expressed his appreciation to Chief Curtis. Chief Curtis stated Staff is making an effort to get survivors to come into the station and meet with the crews.
- Chief Dell’Orfano noted that a new fact sheet is available.
- Chief Dell’Orfano referred to the Board vacancy discussion and stated that Staff has a small plaque for presentation to Cindy in appreciation of her service and will leave it up to the Board how they would like to present it to her.
- Chief Curtis reported that the cold weather over the holidays set a record for the number of incidents, fire and medical & a lot of broken pipe incidents once the pipes thawed. The customer service our people provided is a big testament to the department.
- Chief Curtis reported that they are finishing up the bunker gear study and hope to have some direction on vendors, decreasing exposure, etc. to bring to the Board soon.
- Chief Valdez stated that he received information from the District Attorney that there was an uptick in criminal fires in 2022. The Investigation Team reviewed an incendiary house fire with residents inside and crews got them out through non-compliant egress windows. The suspect just pled guilty to 4<sup>th</sup> degree arson and sentenced to 7 years in the Department of Corrections as well as \$10,000 in restitution. Also, last winter the ARC Thrift Store in Littleton had a fire that occurred on a very cold night the Team investigated. The Suspect was just convicted of 2<sup>nd</sup> degree arson with a 6-year sentence & 2<sup>nd</sup> degree burglary with a 6-year sentence. The Investigation Team did

an awesome job in assisting with the conviction of these individuals. There are several more still under investigation.

- Chief Powell thanked the Board for attending the recent Academy Graduation. The graduates started on Line over the holidays and the next academy is gearing up for 39 cadets starting in February.
- Director Anderson asked if our relationship with Lockheed Martin is going well. Chief Dell'Orfano stated that Staff has been heavily involved with Lockheed Martin since 2018-2019, whether it be emergency operations, Fire Marshal's office planning/permitting/inspections, and helping with water and fire alarm systems, and receives tons of really positive feedback. It has been a great working relationship so far.
- Director Anderson stated that the Highlands Ranch Metro District is in the middle its Service Plan update. They have also chosen a new General Manager, Stephanie Stanley, the former CEO, who started on January 2<sup>nd</sup>.
- Chair Albee stated that over the last couple of weeks the board has been in contact with many people who extended their well wishes and happy new year. Director Sokol ran into Chris Armstrong in Florida. Chair Albee had seen Hall County on YouTube so he also reached out to Chief Armstrong and he said he is doing great, things are going well, and extends his well wishes to SMFR.
- Chair Albee stated he coincidentally traded text messages with Alec Oughton, Fire Chief in Henrico County, Virginia & one of SMFR's peer assessors during the accreditation process in 2020 and found out he was a candidate for the Fire Chief in Aurora. He expressed his well-wishes & Chair Albee recommended the Board Google the process that Aurora is going through for future reference. Director Leung stated that it may be good to have them provide an overview to the board. Legal Counsel Cole stated that they used the same consultant that SMFR has used in the past.
- Chair Albee reported that he did a ride along at Station 15 on December 8<sup>th</sup>. The morning was busy but in the afternoon he was able to observe the station officer work with a probationary firefighter from the lateral academy prepare for his final testing.
- Chair Albee informed that his sister-in-law was diagnosed with Stage 4 cancer & as he and his wife worked with her through the journey, she eventually came to live with them. They took a trip to Houston and came back on December 16<sup>th</sup> and the Engine and Medic came and did a lift assist to get his sister-in-law into the house, which was super helpful. Being on the receiving end of the care and compassion they offer was tremendous. His wife noticed each member of the crew came and shook her hand and wished her well. She passed away four days later and the crew came again and made a tough situation easier with their compassion and care, which was well-appreciated as a Board member and a member of the community. His wife especially appreciated what they came and did for them.
- The December Emergency Communications and Dispatch KPI reports were included in the Board packet.
- A thank you letter was received from GVPD Chief Dustin Varney for the assistance provided by BC Jason Richardson, EMS Supervisor JP Piche, and Dispatch Supervisor Dustin Kern during a bank robbery at Key Bank, subsequent officer involved shooting and barricaded suspect.
- A thank you letter was received from MDA Senior Director Sabrina Allen thanking SMFR and Local 2086 for their support of MDA and the Fill the Boot campaign, especially from Pierce Jacoway and Nick McKibbon, to help raise \$103,656 and continue to be the top collecting agency in Colorado.
- A thank you note was received for SMFR's Receptionist Mary Lema expressing appreciation to her and the crew of Station 42 for their taking the time to set up an engine demo at their school.
- A thank you note was received for Tower 18 for their participation in the South Campus Holiday Parade.
- Mark Dzengelewski:
  - He worked December 23<sup>rd</sup> and 25<sup>th</sup>, thanked the Board for the gifts. Everyone was exhausted, including fleet and investigators. The run numbers were close to 10% over the average. Director Leung stated he visited Stations 34 and 35 and saw how awesome everyone was with the stranded motorists on I-25.
  - Thanked everyone for the 10's of thousands of training hours that were done during the year. This is something that we all should be proud of as far as accreditation, ISO 1 rating. All of which is a testament to the Board, Chief Baker and members & believes we are starting to see the fruits of the scale of economy.
  - New IAFF bylaws changed and approved virtual meetings for the Locals. Local 2086 members voted to implement it starting in February.
  - Local elections are also coming up this Spring.

- Thanks again for everything and Happy New Year.

**EXECUTIVE SESSION (UPON MOTION)**

N/A

**NEXT MEETING**

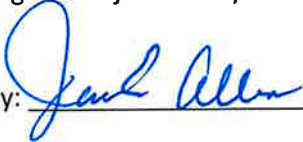
The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on January 23, 2023 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

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

**ADJOURNMENT**

The meeting was adjourned by Chair Albee at 8:27 pm.

Attested by:



Date:

Feb 6, 2023