

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
March 6, 2023

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (Absent)
	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
	Kevin Leung	Kristin Eckmann, Deputy Chief – Community Services
	Rich Sokol (Excused Absence)	Dillon Miskimins, CFO Business Services
		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

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

PUBLIC COMMENT

N/A

CONSENT AGENDA

February 6, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
February 27, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

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

DISCUSSION ITEMS

Station 15 Update – Chief Milan thanked the Board for the opportunity to provide a brief update & provided an overview of the project, highlighting:

- Project Team Introductions – John Sattler with Diversified Consulting Services; Kevin Schaffer and Eric Becker with Oz Architects. Not present: Rider, Levett, Bucknall Cost Consultants & TBD General Contractor
- Design
- Program & Financials
- Timeline
- Procurement
- Temporary Deployment Plan – Chief Curtis reviewed challenges & where the units will be moving to, why they decided on those locations & overall response times.

At Director Anderson's request, Mr. Sattler confirmed that he and his staff have visited several of the newer SMFR fire stations to assist with the design process. Chief Milan recognized Battalion Chief Cronin, who is present, and Captain Turley for their input at the weekly meetings.

At Director Anderson's request, Chief Milan reported that the flood plain does not allow for a basement so there are some site cost additions because the current basement needs to be filled in. Director Anderson stated that the Highlands Ranch Senior Center will be moving some dirt soon. Mr. Sattler stated that he would be happy to look into options to use the fill, but timing is the biggest issue.

At Director Shriver's request, Mr. Sattler stated that basically the project is an entire scrape, driveway and all. Chief Milan added that the building is being pushed down below grade to alleviate some of the movement and cracking & that there is a paved area to the left side of the driveway that is intended to alleviate the needs to back the apparatus into the bays by going out onto Dry Creek and stop traffic.

At Chair Albee's request, Chief Milan stated that once the time gets close to selecting a general contractor, Staff will provide recommendations and have the Board approve a resolution to award the contract, likely near the end of May.

At Director Shriver's request, Chief Eckmann informed that she will be working with Emergency Services to schedule the Open House, which will be right around the time the station is closed.

At Director Anderson's request, Mr. Sattler reported that financing of the station is a lump sum and not an agreement not to exceed. SMFR will hold all of the contingency and based on the circumstances of the project, the team will dole out the necessary funds. CFO Miskimins added that once OZ Architects have completed the construction documents and they go out to bid and the contract goes to the chosen bidder, anything outside of the scope of the items bid in the document, could change the use of the contingency funds.

At Director Anderson's request, Mr. Sattler stated that a cost consultant has been working closely with the city to vet out code compliance to reduce change orders.

At Chair Albee's request, Mr. Sattler stated that the design is a big component of the cost and part of the challenge for the team is to balance the scope, timeline and budget for the project. At this point, the building design is where they want it and they are now trying to make it as cost-effective as possible without being short-sighted, avoiding redesign which is an additional cost. CFO Miskimins added that he believes the changes have been programmatic rather than materials.

At Director Leung's request, Chief Milan reported that there are mandated minimum efficiencies, and the design is a little higher than the \$-value for the apparatus bay and living quarters. At Director Anderson's request, Mr. Schaffer stated that they always strive to have the highest standard on all projects and that not necessarily cost more if they are designed correctly.

The Board thanked Chief Milan, the crew and the Project Team for the update & additional information.

Board Vacancy (District 4) – Chair Albee reminded that there has been a vacancy in District 4 since November & advertised for a potential appointment at the January 23rd meeting. After additional consideration it was decided 5 to 1 to not appoint anyone to the seat because we were in the midst of the self-nomination portion of the election and wanted to make sure the Board retained the impression of impartiality. Now that the self-nomination deadline has passed and one of the two candidates had to drop out of the race, there is one person running for the seat. Given the circumstances this provides an opportunity to discuss whether or not the Board wants to appoint the candidate until the May 2nd election.

Chair Albee polled the Board and all agreed to move forward with the appointment.

ACTION ITEMS

Board Vacancy (District 4) – Chair Albee opened the action item to fill the vacancy until the May 2nd election.

A motion was made by Kevin Leung and seconded by Sue Roche to Appoint Bruce Stahlman to District 4 to fill the vacancy until the election. Director Shriver abstained since he was not able to interview Mr. Stahlman. Chair Albee reminded Director Shriver that an abstain would count as a no vote. The remaining Board members were in favor and the motion carried 4-1.

Chair Albee swore in the Oath of Office for Bruce Stahlman.

Mr. Stahlman stated that he is profoundly grateful to serve such an amazing organization and the extraordinary people that are a part of it.

A break was taken at 7:02 p.m. to file the Oath of Office with the Secretary of State.

The regular meeting reconvened at 7:16 p.m.

January 2023 Financial Statements - CFO Miskimins presented the financial statements executive summary:

1. Fund balance decreased by approximately \$4.7M compared to the prior month bringing the fund balance to a total of \$60.9M.
2. Through January, the District has collected \$2.5M in property taxes and \$777K in specific ownership tax revenue, which reflects 2.04% collection vs. 1.42% at this time last year for property taxes, and 8.02% vs. 7.08% for specific ownership taxes.
3. As of January 31st, the District has expended \$9.5M in the General Fund related to operations or 5.85% of the annual budget not including Capital Project transfers.
4. In January, ambulance transports of 2,293 was our highest month ever. The District has made 203 more transports this January than in the same period last year and 151 transports over our expected amount. Starting January, transport base fee was increased from \$1,270 to \$1,334 (5%) and mileage increased from \$15/mile to \$17/mile. The district's net revenue is \$256K over budget and \$335K more than the same period last year.
5. In January, the District has billed approximately \$196K in Plan Review Fees or 8.53% of the total budgeted amount.
6. In January, minimum staffing overtime expense was \$156K, which is a decrease of \$367K from January 2022.
7. In January, the District's operating reserve decreased from 20% to 17% for needed cash flow. The operating reserve will be restored to 20% of total budgeted expenditures when the District receives property taxes in March.
8. In January, the District has expended \$257K or 1.47% of our total budgeted expenditures in the Capital Projects Fund.

CFO Miskimins noted that there was a formula error in the Prepaid Capital Project Expenses. Total dollar amount was correct, it was just the sum that was in correct.

CFO Miskimins reminded that the financials presented are in draft form because Staff is in the middle of the Audit. The annual report is scheduled to be presented for approval in May.

Director Anderson stated that she heard the Sheriff's Office is cracking down on the people who have delayed paying their specific ownership vehicle taxes.

At Director Shriver's request, CFO Miskimins informed that the dispatch fees are running ahead because they are billed in advance but still expect them to come in on budget.

A motion was made by William Shriver and seconded by Renee Anderson to accept the January 2023 Financial Statements as presented. All were in favor and the motion carried.

Third Amendment to Agreement – Training Simulator Purchase – Chief Richardson reminded that at last week’s Special Meeting, the Centennial Airport Authority has budgeted \$750K for the purchase of a Mobile ARFF Training Prop. The cost of the prop is \$695K and the remaining funds will cover the maintenance contract and propane tank refills.

A motion as made by Kevin Leung and seconded by Sue Roche to approve the Third Amendment Agreement – Training Simulator Purchase as presented. All were in favor and the motion carried.

DISCUSSION ITEMS (continued)

Legislative Topics – Chief Dell’Orfano

- **Wildland Urban Interface Board** – Chief Dell’Orfano reviewed SB23-166 to establish a Wildfire Resiliency Code Board and reviewed the legislation, highlighting:
 - Details
 - Implementation
 - Fiscal Impact
 - Deadlines
 - Support/Opposition
 - SMFR’s Position

Director Anderson stated that instead of mandating codes, get the insurance industry on board and look at a system that works and benefits everyone, the problem is how to get there. Chief Dell’Orfano stated that including the insurance industry is required during the process.

- **Other Matters**
 - Review of legislation that SMFR actively participates in, including:
 - Potential legislation
 - Participation
 - Lobbyist

At Director Leung’s request, Chief Dell’Orfano stated that any organization that he has participated in works with lobbyists to take a stance on the bills that come down, participate in negotiations, testify if needed and provided direction to the membership in speaking to their representatives.

Chair Albee polled the Board and directed staff to find out more information, the cost estimate for a lobbyist and details as to what that would look like. The Board also agreed that Director District Election – Cancellation in Part would be one that they would focus on.

INFORMATION ITEMS

Community Outreach – Chief Dell’Orfano stated he thought this would be a good opportunity to have the committees give a quick update from their meetings today.

Community Outreach Committee – Director Anderson stated the committee met to see how things were going and to get Director Leung up to speed. The SignUp Genius priority notices of events is working well. Beyond that process, the Committee would like for the Directors to notify Staff if there is something they are interested in attending so they can get the event posted.

Board Bylaws Committee – Director Shriver stated the committee met this afternoon and decided that the document needs regular updates and made recommendations. Chief Dell’Orfano will check legislative requirements.

Election Update – Chief Dell’Orfano

- **Canvass Board** – May 11th at 9:30 a.m., validates the election results so they become official. Need one board member present. Director Shriver, if available, agreed to be on the board; otherwise, Director Leung will attend. Staff will follow back up in a couple of weeks with details.

IGA Update – Chief Dell’Orfano reported that there were no IGAs approved since the last report.

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

- Director Roche has a new job with ACSO and in her new role came upon the crew from Station 42 who performed CPR on the patient for over 35 minutes. Unfortunately, the patient did not survive. The Sergeant on scene happen to know PM Hutchins, asked for the video from the building’s camera, and before they left the scene Technology Manager David Webb had provided the video. Director Roche gave kudos to Technology Manager Webb and to the crew, very proud of their performance.
- At Chair Albee’s request, Chief Dell’Orfano reported that on Friday he received some estimates on the financial impact of the proposed Castle Pines URA & at some point we will be asked to sit with the other special districts to see who will be a representative on the board.
- Chief Dell’Orfano thanked everyone who provided support through the Service Plan hearings. All went well and now just need signed notices and submit the plan to district court.
- Chief Dell’Orfano stated that he visited former Director Hathaway last week. She looked great, is about a month ahead of expectations for walking without a walker. She sent her love to everyone.
- Chief Dell’Orfano reported that the second April meeting will be held at the TJTC where there will be a small Dedication Ceremony that is focused on the District and the Jackson family. The Jackson family was in full support of this idea.
- The Emergency Communications & Dispatch KPI reports were included in the packet.
- A thank you letter was received from the Ukrainian Resistance Foundation to SMFR for the donation of a 2012 Ford #450 Ambulance.
- A thank you note was received for Chief Dell’Orfano from the Parker Chamber of Commerce in appreciation of SMFR’s membership and the ongoing investment in their community.
- A thank you email was received for Chief Baker from the Douglas County Libraries Foundation in recognition of his speaking engagement before The Rotary Club of Parker.
- Finance/LOGS/Fleet/IT/GIS held their second annual Holiday Party giving back to the community at Rosie’s Ranch in Parker, a non-profit horse therapy ranch for visually and hearing-impaired children. CFO Miskimins stated that it was Division Assistant Shauna Stephens’ idea to volunteer for an organization in our district.
- Local 2086 President Dzengelewski:
 - Two members of the E-Board are at the IAFF Legislative Conference in Washington, D.C. One of the big items for them is occupational cancer and having it be a part of the legislative initiative that includes funding and recognition with the next generation turnout gear. Another item is early access to Medicaid health insurance.
 - Plan to schedule a board presentation from the South Metro Professional Firefighters Foundation sometime in the near future.
 - The Local and Foundation are co-sponsoring an Opening Reception at the Women’s Leadership Conference in May.
 - The Annual Hockey Tournament on May 19th, 20th and 21st at the Edge Ice Arena.
 - The Foundation is looking at dates for a Whiskey Night Event fundraiser sometime in June.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Chair Albee and seconded by Kevin Leung at 8:36 p.m. to convene to Executive Session pursuant to §24-6-402(4)(b) C.R.S., for the purpose of receiving legal advice on specific legal questions related to the Saiz Claim. All were in favor and the motion carried.

The regular meeting reconvened at 9:16 p.m. with no action taken.

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on March 20, 2023 at 6:00 p.m. at the Overlook Clubhouse, 7853 Piney River Avenue, Littleton, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on April 3, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 9:17 p.m.

Attested by: James L. Allen

Date: Apr 3, 2023