

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
April 3, 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 (absent)
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
Bruce Stahlman	Camie Chapman, CHRO Employee Services
	Allison Ulmer, 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 6:03 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 other Board members were present in person.

PUBLIC COMMENT

N/A

CONSENT AGENDA

March 6, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
March 20, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Stahlman recused himself from approval of the March 6th meeting minutes because he was not yet appointed. Chair Albee recommended the consent agenda items be approved separately.

Director Stahlman was recused, and the rest of the board members were in favor and the March 6, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes were approved.

All were in favor and the March 20, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes were approved.

ACTION ITEMS

SMFR Resolution No. 2023-04 Revised Charter for the Board of Trustees of the 401(a), 457(b), and Retiree HRA Plans – CFO Miskimins reminded that the Board delegates certain administrative authority to the Retirement Board of Trustees in order to administer the District's money purchase pension plan (401(a)) and its 457(b) Deferred Compensation Plan. The District also administers a Funded HRA plan (Retiree Health Savings Plan) with similar investment options as the other retirement plans. Oversight and administrative responsibilities of the Funded HRA plan does not fall within the delegated

responsibilities of the Retirement Board of Trustees, however. By way of resolution, the Retirement Board Charter, has been amended to delete the same "powers and duties" as defined in the Charter for the Funded HRA plan.

As requested by the Board, CFO Miskimins provided the account balances as of today's date.

Chair Albee requested the redline version be provided with the preliminary presentation to assist the Board with seeing the recommended changes.

A motion was made by Kevin Leung and seconded by William Shriver to approve SMFR Resolution No. 2023-04 Revised Charter for the Board of Trustees of the 401(a), 457(b), and Retiree HRA Plans as presented. All were in favor and the motion carried.

Apparatus Replacement – Two (2) 2023 Type-6 Brush Trucks - Fleet Manager Frank reminded that the current SMFR Fleet Capital Replacement Schedule reflects funding for two (2) Type-6 Brush Trucks in 2023. In 2021 a vendor selection process was conducted for Type 6 brush trucks and SMFR selected Boise Mobile Equipment (BME) as the vendor of choice. The chassis will be purchased separately from a Ram dealer at a cost set at \$71,525 each and the cost for unit build to SMFR specifications from BME is \$210,119 each, totaling \$281,644 each. BME has notified that an 8% increase in cost to build the units is set to take effect on April 8th. Staff is requesting approval of the purchase of two (2) BME Type-6 Brush Trucks for \$281,644 each, totaling \$563,288 to be ordered prior to the April 8th price increase.

At Director Anderson's request, Fleet Manager Frank reported that they have been very happy with the service provided by BME and explained, at Director Shriver's request, how the units are built to our specifications to match the other frontline units.

At Director Leung's request, Fleet Manager Frank informed that in 2020 the District adopted an apparatus replacement schedule, and in that schedule is a 20-year mark for the replacement of specialty apparatus. The District is unable to keep the older apparatus because there is nowhere to store it and no means to refurbish. Chief Richardson added that these units are used to fight brush and wildland fires, so they are well worn. With these two new Brush Trucks, the one currently used as a reserve unit will be liquidated and one of the older frontline units will become the reserve unit. Liquidation entails using Gov Deals with a high reserve that will be negotiated down if it does not sell. Used apparatus of this type yields only about \$5,000 to \$10,000 & when sold, the money will go back into the general fund.

At Director Stahlman's request, Chief Richardson informed that there are 19 of this type of apparatus in the District's fleet, comprised of two styles, Type-3 and Type-6.

At Director Leung's request, Fleet Manager Frank stated that they will take advantage of the manufacturer's warranty from BME, which is one year, and the warranty from RAM but everything else is handled by the Fleet personnel. At Director Stahlman's request, FM Frank informed that the chassis and powertrain are RAM and diesel powered.

At Director Anderson's request, Fleet Manager Frank reported that there are no special changes made to these units, but they do go through a lot of tires, even then it is mostly from punctures. Chief Richardson stated how this speaks volumes to what the Fleet team does to keep the units in service.

At Chair Albee's request, Fleet Manager Frank stated that the buildout time is approximately two years; however, getting the chasses already shipping they are hoping that time will be about 12 months. Adding that the last Type-6 purchase in 2021 was for \$197,000 each, the price increase is primarily due to RAM no longer offering a government discount and the increase in the cost of parts. The budget is \$225,000, so the purchase will be over budget.

A motion was made by William Shriver and seconded by Sue Roche to approve the Apparatus Replacement of Two 2023 Type 6-Brush Trucks at a cost not to exceed \$563,288 as presented. All were in favor and the motion carried.

SMFR Resolution No. 2023-05 Proclaiming the Week of April 9-15, 2023 as National Public Safety Telecommunicators Week – Chief Richardson introduced Dispatcher Jennifer Whipple & noted this is the 55th anniversary of the first 911 call in 1968 & introduced Dispatcher Jennifer Whipple who provided an overview of several recent incidents where the dispatcher’s quick thinking provided incredible outcomes. Chief Richardson added that they are the voice on the phone that helps calm the situation and provide instructions until the crews arrive.

Chief Richardson stated that there is new software that lets citizens use their phone cameras to live stream an emergency directly to dispatch with real time updates. There are no retained pictures or video recordings. Staff will be incorporating this software.

Chief Richardson acknowledged the Dispatch Center employees present in the audience. Dispatch Supervisor CJ Bailes, Lead Dispatcher Angie Johnson and Dispatcher Jennifer Whipple introduced themselves.

Chair Albee recalled that a few years ago a resolution was passed to assist dispatchers. Dispatch Supervisor Bailes stated that Arapahoe County designated dispatchers as first responders back in 2019 and there is legislation that has been introduced to classify 911 dispatchers under protective services occupations, but none have been officially adopted at the state level.

At Director Leung’s request, Chief Baker stated that the Dispatch Center staff is included in the meritorious award program. Dispatch Supervisor Bailes added that there are celebrations throughout the proclaimed week that includes a luncheon, gifts and dress down from the Class B uniform. Director Leung suggested something more substantial from the District next year.

Director Roche read the resolution.

A motion was made by Sue Roche and seconded by Renee Anderson to approve SMFR Resolution No. 2023-05 Proclaiming the Week of April 9-15, 2023 as National Public Safety Telecommunicators Week as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

SMFR’s Treasury Function – CFO Miskimins presented an overview of the District’s treasury function, highlighting the following:

- Treasury Overview – Where are our Assets?
- Protection of Assets
- Discuss Risks
- Local Government Investment Pool (CSIP)

At Director Shriver’s request, CFO Miskimins informed that there are two kinds of securities – available for sale and held to maturity. At Director Stahlman’s request, CFO Miskimins reported that the securities are overseen by a portfolio advisor and portfolio managers that are handling the trades, ensuring that it follows our investment policy. At Director Leung’s request, CFO Miskimins reminded the \$1M paper loss last year was all from securities. Due to current inflation rates, our purchasing power is lessened but the District currently relies on assessed values as a self-correcting plan.

At Director Stahlman’s request, CFO Miskimins stated the federal government is expected to at least maintain its debt ceiling and likely to increase it; the investments we have today will lose value or help the equity markets, so he does not think any big implications to taking a longer-term view and stay the course.

The Board thanked CFO Miskimins for the presentation and the knowledge that the district’s investments are not exposed.

Updates to Fee Schedules for Fire Code Inspections – CFO Miskimins informed that Staff has updated the permit fee schedule for 2023 with the average increase for permit fees of 3.1% and reviewed the main drivers of the increase & provided a draft resolution that will be presented to the Board for approval at their May 1st meeting.

CFO Miskimins informed that a couple of years ago a comprehensive overhaul was conducted & in an effort to continue to maintain that model, Chief Valdez, his team, and Finance team members Brittany Segner and Ryan Baudoin updated the fee schedule based on cost increases including salaries & benefits, fleet and software.

At Chair Albee's request, CFO Miskimins stated the 3.1% increase is annual.

At Director Stahlman's request, CFO Miskimins confirmed that we have compared to other markets in the past and through the comprehensive overhaul and we were definitely in the same ballpark. Chief Valdez added that most department cannot do a direct comparison because they do not offer the same services.

CFO Miskimins noted that that since salary & benefits are the primary motivator for the fee increases, it is proposed linking the increase to CPI and as long as the increase does not exceed CPI the Fire Chief, or his designee can approve the increase. This would be the same methodology used to determine ambulance transport fees. It was also proposed to change the fee review from annually to periodically.

After discussion, it was agreed that language would be added that the schedule is to substantially cover costs.

At Director Stahlman's request, CFO Miskimins stated that there were two reasons for using the CPIU, it is the broadest but also the least volatile, which is why it was chosen for the ambulance transport fees.

At Director Leung's request, CFO Miskimins stated that there is language included in the resolution providing the Fire Marshal the ability to waive fees for hardship cases. Chief Valdez added that currently about 1-2% of fees are waived.

INFORMATION ITEMS

IGA Update – Chief Dell'Orfano reported that there was just one IGA signed in March which was an amendment to the District's agreement with the State of Colorado. CFO Miskimins stated that as part of the State's lease agreement that was signed in 2004 there is an option to purchase the approximately 22,000 square feet they currently occupy on the second floor. The State has chosen to execute their option to purchase the space. No money is changing hands since the original IGA included prepaid rent to cover the cost to build out the dispatch center. The IGA has been updated to clarify the process and cost-sharing of converting the building into a condominium. This will require a condo board and creation of bylaws.

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

- Legal Counsel Allison Ulmer informed that Legal Counsel Bob Cole has had some unanticipated family medical issues, so he'll be working from home and won't be able to attend the Board meetings in person for a month or more.
- Chief Powell stated there are 37 of 38 cadets in Academy in week 8. Doing really well. Working on them coming together as a team. HR has done a phenomenal job over the last few academies. The Open House was a huge success with past classes and chiefs attending. Camie Chapman stated the PIOs did a great Instagram program on the open house.
- Director Stahlman asked when is the promotion ceremony – April 13th at 5:00 p.m. at Rock Canyon High School.
- Director Anderson commented on the wind and the red flag days, thinks about the people out there every day.
- A letter was received from the Vice President, Government Relations of OSF Healthcare System marking the 1-year anniversary of the first ambulance delivered to Ukraine which was donated to serve the military units on the front line by working with the larger hospitals and in rural communities close to the front line.

- A thank you note was received from West Metro Fire Protection District recognizing Chiefs Mike Mullane, Ryan Knutsen and Scott Richardson for participating in their recent assistant chief promotional examination.
- A thank you note was received from a citizen who fainted and was in a perilous condition and the crew from Engine and Medic 33 and Med 1 provided assistance getting the citizen's heart beating regularly.
- Local 2086 President Dzengelewski:
 - Introduced Vice President Roxy Ligrani, in charge of their political action and liaison with the state of Colorado lobbyists, IAFF, and their communications and political actions people.
 - Appreciates acknowledgement of the dispatchers and fleet personnel. A huge part of the organization and the crews interact with them on every call.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on April 17, 2023 at 6:00 p.m. at the Troy Jackson Training Center 2301 W. Chenango Avenue, Littleton, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on May 1, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 7:58 p.m.

Attested by: 

Date: May 1, 2023