

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
May 1, 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 Eckmann, Deputy Chief – Community Services
	Rich Sokol (excused absence)	Dillon Miskimins, CFO Business Services
	Bruce Stahlman	Camie Chapman, CHRO Employee Services
		Bob Cole, Legal Counsel (via Teams)

Others Present: SMFR Staff Members and guests

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.

The meeting was suspended at 6:02 p.m. in order to conduct the South Metro Volunteer Firefighter Pension Board of Trustees Meeting.

The regular meeting reconvened at 6:26 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was recited at the South Metro Volunteer Firefighter Pension Board of Trustees' Meeting.

ROLL CALL

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

PUBLIC COMMENT

N/A

CONSENT AGENDA

April 3, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
April 17, 2023 South Metro Fire Rescue Fire Protection District Special 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.

PRESENTATION

Local 2086 Foundation Overview – Local 2086 President Dzengelewski provided an overview of the legacy agencies that had foundations designed to provide assistance to first responders in need and how through the mergers the South Metro Professional Firefighters Foundation was created. Local 2086 President Dzengelewski introduced SMPFF President Shawn Cummings, Lieutenant at Station 43 B Shift.

SMPFF President Cummings informed that the District has two foundations, the Safety Foundation that provides education and risk reduction trainings to the citizens and the SMPFF, which, as stated by Local President Dzengelewski, is for the purpose of providing assistance to first responders and their families in their time of need. SMPFF President provided an overview of the Foundation, highlighting:

- About the Foundation
- Testimonials
- Year-In Review
- Upcoming Events
- Website
- Social Media
- Shopping Donations
- Friends & Family of the Foundation
- Sparky Truax Memorial Scholarship
- Apparel & Patch Support
- Donation/Info Business Cards
- UltiPro Donation Enrollment

At Director Anderson's request, SMPFF President Cummings stated that the website has various options for donating as well as a place to apply for assistance & outlined the recommendations of friends and co-workers and building the relationships with those who are having events to suggest SMPFF be the event beneficiary. Director Anderson suggested that be outlined on the website.

At Director Shriver's request, SMPFF President Cummings reported that the Board conducts an annual review of the funds to determine their target donations so the foundation can stay solvent.

Director Leung suggested that the Board check in the Douglas County School Board because every year they allocate funds for donations, usually very early in the year. Director Leung offered to provide contact information.

Local President Dzengelewski thanked the Board for allowing them to make the presentation & stated that SMPFF President Cummings really understated the work that is done by the Foundation, with the added bonus that they are connected to the District.

The Board thanked them for the presentation.

ACTION ITEMS

Public Hearing: Order by the Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Englewood/McLellan Reservoir Foundation (Lot 2A, Highlands Ranch – Filing No. 156, 1st Amendment)

Chair Albee opened the public hearing at 6:52 p.m.

Chief Dell'Orfano stated that Staff has received a Petition for Inclusion for Lot 2A of Highlands Ranch – Filing 156, 1st Amendment located in Douglas County near the northeast corner of Lucent Boulevard and Town Center Drive. The petitioner (owner/landlord) is the Englewood/McLellan Reservoir Foundation. The property is subject to a ground lease and the tenant is University of Colorado Health, who consents to the inclusion. A portion of this parcel was not originally within the Highlands Ranch Metropolitan District (HRMD) boundaries and therefore was not included within SMFR's district as a part of the unification. The parcel consists of two "parts" with Part 1 containing the existing UC Health hospital and Part 2 containing an open field. Previously, Part 1 was included in HRMD but Part 2 was not. Also, the boundaries between the two parts is not clear, so the petitioner has requested to include the entire parcel again. The tentative plan is to build medical office buildings on Part 2. The entire parcel and surrounding area have received emergency services for several decades and there are no concerns with SMFR's ability to continue serving them. The petitioner will be paying

for the actual costs to process the inclusion, including legal, publication, and court filing fees. The 2022 assessed values total \$54,839,850. Although the hospital portion is exempt, future revenues are anticipated once Part 2 is developed.

Director Anderson stated that the HRMD and Centennial Water & Sanitation had to go through the same process of including and reincluding recently.

There was no public comment and Chair Albee closed the public hearing at 7:02 p.m.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the Order by the Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Englewood/McLellan Reservoir Foundation (Lot 2A, Highlands Ranch – Filing No. 156, 1st Amendment) as presented. All were in favor and the motion carried.

March 2023 Financial Statements – CFO Miskimins presented the financial statements executive summary:

- Fund balance increased by approximately \$25.2M compared to January bringing fund balance to a total of \$86.2M.
- Through March, the District has collected \$53.7M in property and \$2.5M in specific ownership tax revenue, which reflects 43.11% collection vs. 42.8% last year for property taxes, and 25.5% vs. 21.82% for specific ownership taxes.
- As of March 31st, the District has expended \$34.7M in the General Fund related to operations or 21.21% of the annual budget.
- Ambulance transports have exceeded 2023 budget expectations by 154 transports, for total number of transports of 5,967 through March. The District's net revenue is \$447K over the year-to-date budgeted amount and \$882K more than the same period last year, though the majority of the rise is due to increase in base fees. Total bad debt has increased in 2023 as compared to 2022. Through March this year, bad debt as a % of net revenue is at 26.4% as compared to 22.3% in 2022. Collections received as % of bad debt is at 5.9% through March this year as compared to 9.6% in 2022.
- Through March, the District has billed approximately \$605K in Plan Review Fees or 26.3% of the total budgeted amount.
- Through March, minimum staffing overtime expense was \$508K, which is a decrease of \$730K from YTD March 2022.
- In March, the District has expended \$4M or 22.83% of our total budgeted expenditures in the Capital Fund.

CFO Miskimins reminded that the February activity was included in this report.

Director Anderson stated that it is now May and people are finding out their new tax rates, she suspects that the bad debt is likely to increase as well as DCSO is working to collect overdue license plates, which might be part of the reason for the increase collection of specific ownership taxes.

At Chair Albee's request, CFO Miskimins confirmed that the trend for staffing is to be under budget & utilities are forecast to go over budget. Staff is updating the Q1 forecast accordingly. The update will be presented at the first budget workshop that will show the forecasted and project balance for minimum staffing, as well as other areas.

Chair Albee stated that although he understood the previous reporting of budget to actual in the general fund, he likes the new format better. CFO Miskimins stated that in prior presentation, Staff has combined accounts called net investment income as investment income and market to market. Investment income is money that is physically collected each month plus interest. Market to market is a monthly adjustment based on the value of the portfolios at the end of each month, which has been referred to as the paperless transactions.

At Directors Shriver and Stahlman's request, CFO Miskimins reminded that CSIP is the Colorado Statewide Investment Program, which is a local government investment pool. Chandler's investments are 1-3 years and PFM's are 3-5 years in duration.

At Director Leung's request, CFO Miskimins stated that some of the reasons why the salary and benefits percentages are low for the first quarter could be that there are three pay periods in two months later in the year, only a portion of the Academy salaries are included, and attrition. Chair Albee added that on the salary and benefits side, the YTD budget could be that they are only 6/26ths into the payrolls, less than 25%.

At Director Stahlman's request, CFO Miskimins will provide a breakdown of the Miscellaneous Revenue.

A motion was made by William Shriver and seconded by Kevin Leung to accept the March 2023 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2023-07 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections and Plan Reviews – CFO Miskimins stated that as presented last month, this is the third rendition and is the same as what was presented at the meeting a couple of weeks ago.

A motion was made by Renee Anderson and seconded by William Shriver to approve SMFR Resolution No. 2023-07 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

N/A

INFORMATION ITEMS

Station 15 Update – Chief Milan introduced Eric Becker and Mark Ruckoldt from Oz Architecture & John Sattler from Diversified Consulting Solutions. Chief Milan reviewed the station update, highlighting the following:

- Design Process – documents are complete and have been submitted to the City of Centennial and SMFR. Expect approval by mid-July.
- Program & Financials – RLB Associates was contracted to price each of the milestone drawings in the process. Initial construction cost estimates were at \$10M for the schematic design. At the design development phase, construction cost estimates were \$9.5M. With additional value engineering during the final construction document phase, the final estimate came in at \$8.1M for construction costs. They were able to find efficiencies and right-size the project without reducing quality and safety of the crews. There will be additional costs for design fees, demolition, site work, and furniture, fixtures, and equipment, resulting in an overall budgeted cost of \$10M.
- Timeline:
 - Bid Conference: May 9, 2023 at 1:00 p.m.
 - Community Open House: May 27, 2023
 - Bid Date: June 6, 2023
 - Station vacated: May 30, 2023
 - SMFR search training in the structure: June
 - Abatement and demolition: late June to early July 2023
 - Building and related permits: early July 2023
 - Construction Starts: August 2023
 - Substantial Completion: August 2024
 - Station 15 open – by start of Q4 2024

At the Board's request, Chief Milan will send out the most recent renderings of the station design to the Board.

At Director Anderson's request, Oz Architecture's Eric Becker stated that based on feedback, it's hard to beat Station 20; however, they are pleased with the aesthetics and cleaned up floor plan renderings with a very tight footprint and budget as well as working with new NFPA requirements.

At Chair Albee's request, Chief Eckmann stated now that the timeline is buttoned up and the open house date confirmed, Staff will be pushing out the information. They will also be doing more of an outreach with the station opening and more of a targeted outreach for the old station. The City of Centennial will also be helping promote the events. At Chair Albee's request, Chief Dell'Orfano is working with Chief Milan to potentially get on the Board's agenda for a review and discussion prior to the final contract approval anticipated to be on June 19th.

IGA Update – Chief Dell'Orfano reported that there were no new IGAs signed in April.

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

- Chief Powell reminded the Recruit Academy Family Night is Monday, May 8th starting at 4:00 p.m. at the JSF.
- Chief Baker:
 - At the invitation of Director Leung and his wife, Shirley, last weekend he and Denise were the honored guests for the Chinese New Year Celebration Banquet of Yick Keong Benevolet Association. Hank Eng was also there with his wife.
 - Last week he had dinner with Dr. James Min, founder of Cleery, Inc., who is interested in doing coronary angiogram cat scans & offered 50 of them to us for free.
 - Reported that Human Resources has a new hiring program called the Community Referral Partner Program. CHRO Chapman added that Staff has reached out to the Arapahoe Rescue Patrol, Explorers, EMT program and Rock Canyon HS fire academy leaders to recommend candidates from their programs that they feel would be a good fit for SMFR's values. Those candidates would go directly to the oral boards.
 - Attended the Red 1 & Red 2 ARFF Apparatus Dedication Ceremony last week at Centennial airport. Chief Curtis thanked Chief Richardson for his work in acquisition of the apparatus and presentation at the ceremony. Chief Curtis also thanked the Board for supporting initiatives to support health and safety with apparatus. Director Anderson thanked Fleet for getting it all pulled together in less than a year from approval. Fleet Manager Frank thanked the Board for their support.
 - Attended the Colorado Fallen Firefighters Memorial in Lakewood on Saturday as well as the 5-Year Cancer Survival Celebration for former Centennial Mayor Cathy Noon, the longest lasting survivor of an alternative treatment study group for pancreatic cancer.
 - The National Day of Prayer for Local, State and National Government, including First Responders is Thursday at Discovery Park in Parker, if any of the Board members are interested in attending, just let him know.
 - Leaves Friday to attend the National Fallen Firefighter Memorial in Emmitsburg, Maryland where Tony Palato's name will be added to the wall. He will be back on Monday.
- Chief Dell'Orfano noted that Staff has provided the Board with updated maps reflecting the Colorado House and Senate and the U.S. House of Representatives and Senate districts within our boundaries.
- The Executive Communications KPI Report for March 2023, Dispatch Dashboard KPI & Arapahoe County 911 Authority 2023 Annual Report were included in the Board's packet.
- A thank you letter from West Metro Fire Protection District was received expressing appreciation for SMFR's assistance during the Hogback Fire on March 31st.
- A thank you note was received for Engine and Medic 41 & MED 1 from a grieving mother thanking them for their hard work attempting to revive her son.
- Local 2086 President Dzengelewski:
 - No report.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Bruce Stahlman at 7:47 p.m. to convene to Executive Session pursuant to §24-6-402(4)(b), 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 convened at 8:16 p.m.

A motion was made by Sue Roche and seconded by Renee Anderson to approve the settlement for the Saiz Claim negotiated by our insurance company and direct the Chair and Fire Chief to take the necessary steps to execute the settlement. The motion passed 6 – 0.

NEXT MEETING

The next Special South Metro Fire Rescue Board of Directors' meeting will take place on May 15, 2023 at 6:00 p.m. at the UC Health Hospital, 1500 Park Central Drive, Highlands Ranch, CO.

The next Regular South Metro Fire Rescue Board of Directors' meeting will take place on June 5, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 8:18 p.m.

Attested by: 

Date: June 5, 2023