

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
May 15, 2023

Present: Jim Albee, Chair
Renee Anderson, Vice Chair
William Shriver, Treasurer (excused absence)
Sue Roche, Secretary
Kevin Leung
Rich Sokol
Bruce Stahlman

Bob Baker, Fire Chief
Mike Dell'Orfano, Chief Govt. Affairs Officer
John Curtis, Deputy Chief – Emergency Services
Jon Adams, Deputy Chief - Internal Services
Kristin Eckman, Deputy Chief – Community Services
Dillon Miskimins, CFO Business Services
Camie Chapman, CHRO Employee Services
Allison Ulmer, Legal Counsel

Others Present: SMFR Staff Members & Guests

MEETING CALL TO ORDER

Chair Albee called the Special Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:02 p.m. at UC Health Hospital, 1500 Park Central Drive in Highlands Ranch 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.

OATH OF OFFICE

Assistant to the Fire Chief Andrews swore in the Oath of Office for Directors Sue Roche, Renee Anderson, Jim Albee and Bruce Stahlman prior to the start of the meeting and submitted to the County Clerks so that the Board Members were able to fully participate and vote in the meeting

ROLL CALL

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

PUBLIC COMMENT

N/A

ACTION ITEM

N/A

INFORMATION ITEMS

EMS Quarterly Update – Dr. Ben Usatch, Medical Director of the Emergency Department, introduced himself, provided a short personal bio & introduced Dr. Merle Taylor, Hospital President, Diversified Services and Metro Denver Community Hospitals, explaining that he is in charge of everything outside of Anschutz. Dr. Taylor provided an update on the expansion of the hospital & surrounding land.

EMS Operations Captain Pietrzyk and Dr. Apfelbaum provided an EMS first quarter update, including:

Call Overview

Cardiac Arrest

HANDTEVY

Blood alert

Public Health Program

Future Projects 2023

At Director Anderson's suggestion, Dr. Apfelbaum agreed it would be great if the HANDTEVY would be able to provide instructions on the administering of ketamine but because of the notoriety of its use now it is not like to be anytime soon.

Chief Curtis gave kudos to Captain Pietrzyk and Dr. Apfelbaum for taking the initiative to attend conferences with great connectivity and foresight and being a part of the forward movement in EMS initiatives.

The Board thanked Captain Pietrzyk and Dr. Apfelbaum for their work to keep SMFR as a front runner in EMS care.

DISCUSSION ITEMS

Station 15 Update – CFO Miskimins stated that Chief Milan was unable to make it tonight so John Sattler from Diversified Consulting Solutions assisted with the presentation & updated the Board on design, costs, timeline, and the procurement process for Station 15. Knowing that some board members are new to the process, Staff included several documents in the packet for informational purposes, including:

1. Owner's Representative's Activity Summary – A summary of activities related to the project.
2. RLB 200% Construction Documents Estimate – The final estimate of construction costs from RLB, our third-party cost estimator, based on the architects' final construction documents.
3. Detailed Project Timeline
4. Request for Proposal Document – Published on May 4, Bids Due June 6.
5. Contract Documents – Industry standard contracting documents, reviewed and edited by SMFR legal counsel, that the selected Contract will agree to.

Presentation Overview:

- Design Progress
- Program and Financials
- Timeline
- Contractor Procurement

At Director Stahlman's request, Mr. Sattler stated that some of the recent projects for SMFR have been completed under a Construction Manager/General Contractor (CMGC), which builds in layers of contingency close to 7% - 8%. For this project, the benefit of a third-party consultant doing interactive real time costs help drive the focus of value engineering and feels fairly comfortable with the 2.7% contingency.

At Director Sokol's request, Mr. Sattler explained the utility and services that are a direct cost to the owner & outlined the professional services breakdown. The chosen architect is the same that has been used for the last three or four station builds for SMFR and the budgeted amount for their services. CFO Miskimins explained the use of the third-party cost consultant RLB to provide real-time cost reports. Mr. Sattler walked through some of construction cost fluctuations, bid process, and explained what is believed to be the erosion of the CMGC process and how the third-party cost consultant & quality architects are able to do the cost benefit analysis and guide the process without the necessity of a GC.

At Director Stahlman's request, Mr. Sattler stated that the permits have already been submitted to the building department, SMFR for fire permit, Denver Water and Xcel Energy. The timeline to build in the appropriate intervals is 12-14 weeks, which is not overly aggressive but responsible. The completion timeframe of August 2024 includes 12-15 days of bad weather delays, which are dependent upon the state of the construction.

Chair Albee commented on his surprise when reviewing the detail from the cost estimator and does not know how the numbers are determined. He is confident in the process but would like to see comparisons that make it easier to rationalize.

CFO Miskimins stated that Staff will provide the Board with a detailed cost-breakdown for the project & will create a fact sheet to assist with explaining the design and costs associated with the project.

CFO Miskimins requested the Board reach out to him if more information is needed between now and the June 19th meeting.

Employee Total Compensation Preparation for 2024 Budget – CHRO Chapman introduced HR Generalist Autumn Regan who helped put together the information & reported that Staff is beginning to prepare the 2024 budget for employee compensation and benefits and provided an overview of the current philosophy for establishing our compensation and benefits program and discuss goals for the 2024 budget.

Reviewed:

- Compensation Philosophy
- Working Towards 2024
- Total Compensation Worksheet Sample

At Director Sokol's request, CHRO Chapman will send out the total compensation worksheet sample to the Board.

At Director Anderson's request, CHRO Chapman stated that Wellness, Facilities, Training are all very beneficial, it is tough to put a value on them.

At Director Stahlman's request, CHRO Chapman reviewed the rule of 75 in funding the RHS account balance to assist the retirees until they get to the age to qualify for Medicare coverage.

Chair Albee stated that it is interesting to see the quantitative numbers and then look at the qualitative information.

At Director Albee's request, CHRO Chapman stated that the Line has a separate set of vacation accruals from Staff.

At Director Sokol's request, appreciates looking at total compensation when setting the guidelines.

CHRO Chapman stated that we want to make some good data decisions. HR is pulling the data together now and will use that data to assist the Board with making decisions. The Staff survey is also important to determine what the employees really want.

Chair Albee clarified that there's a different benefit package on some things between Line and Staff. Thinks that is something that will probably continue to be appropriate when we invest resources that don't exist in every job.

At Director Leung's request, CHRO Chapman explained that there is a promotional percentage up to the Deputy Chief positions. All positions are working under the Chief, whether under the Working Agreement or not.

The Board stated they are interested in seeing the data. Common point of view, such as reason for education differential, will make it easier to decide and requested one or two work sessions to assist with the decision-making process.

Chief Baker stated that it is unusual for an organization to have this type of data from HR. The Board thanked them for the presentation.

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

- Chief Baker:
 - Stated he received an email today that the Parker Rotarians are going to make the Fire Chief and Police Chief Honorary Rotarians.
 - Reminded that the Women's Conference starts tomorrow. 120 people signed up, 28 departments outside of SMFR and 10 outside of Colorado attending. Director Anderson is going to be speaking at the conference, as well as Chief Baker and Local President Dzengelewski.

- Informed that many of SMFR's employees have private businesses and one of our Captain's, who owns a private business, wrote a personal check for \$2,000 as a donation to the Women's Conference. Says a lot about our internal support.
- Director Anderson stated the concern over property taxes will continue as there is still lots of information to come down the pike, so not a whole lot that can be planned for at this time.
- Chair Albee gave a shout out for the reorganization of the Board web page.
- Local President Dzengelewski reminded that the hockey tournament is coming up this weekend & would love to see the Board members there.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

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

ADJOURNMENT

The meeting was adjourned by Chair Albee at 9:17 p.m.

Attested by: 

Date: June 5, 2023