

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
October 2, 2023
AMENDED

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	Rich Sokol, Treasurer	John Curtis, Deputy Chief– Emergency Services (absent)
	Sue Roche, Secretary (via Teams)	Kristin Eckmann, Deputy Chief – Community Services
	Kevin Leung	Dillon Miskimins, CFO Business Services
	William Shriver	Camie Chapman, CHRO Employee Services
	Bruce Stahlman	Allison Ulmer, Legal Counsel

Others Present: SMFR Staff Members and Citizens

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:00 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 Roche attended via Teams. All of the other Board members were present in person.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

There was no public comment.

PROCLAMATION

1. **A Proclamation by SMFR Board of Directors in Recognition of Fire Prevention Week – October 8 – 14, 2023 –**
Director Stahlman read SMFR Proclamation No. 2023-002. All were in favor and the proclamation was adopted.
 - a. **Community Risk Reduction Presentation** – CRRS Team Manager Chelsea Tegtmeier and CRR Specialists Selena Silva and Brandi Miller recapped the strategies and successes during 2022's Fire Prevention Week, how the strategy for 2023 was identified & the 2023 campaign tactics.

At Director Anderson's request, CRRS Silva reported the team took a lot of time talking to the Battalion Chiefs, Station crews and community managers as well as a review of fire incidents to determine the "hot zones" to determine their target markets to teach them about smoke detectors using their native language to build trust.

At Director Anderson's request, CRRS Manager Tegtmeier stated that the SMFR theme of "Beep!! Beep!! Beep!! Hear It? GET OUT!" came from the NFPA language that detectors beep three times when there's smoke. In many detectors it is an unending alarm sound.

At Director Leung's request, CRRS Miller stated that the sidewalk displays will be at the libraries and elementary schools as well as occupancies that have a history of fires. CRRS Manager Tegtmeier added that they looked into vehicle window stickers, but they were too expensive so they went with printed cards and there will be vinyl window displays at area supermarkets & noted if any schools or business are interested in the sidewalk murals, send the information to the Team.

The Board thanked the CRRS Team for their work.

CONSENT AGENDA

September 11, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

September 18, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Sokol suggested a correction to the September 11th minutes regarding the Castle Pines URA Tax Increment Financing, paragraph 2, the wording be changed to "and binding mediation remains part of the agreement".

Renee Anderson motioned to approve the consent agenda as amended. Sue Roche seconded the motion. All were favor and the motion carried.

ACTION ITEMS

- 1. August 2023 Financial Statement** – CFO Miskimins presented the financial statements executive summary.

Rich Sokol motioned to accept the August 2023 Financial Statements as presented. William Shriver seconded the motion. All were in favor and the motion carried.

- 2. SMFR Resolution No. 2023-08 Designating the Official Custodian of Records and Authorizing the Collection of Fees Related to Responding to Open Records Requests** – Chief Dell'Orfano reviewed how the Official Custodian of Records responds and records requests. In the past, the Board approved a resolution that designated the Custodian of Records and adopted a policy every time the policy was amended, which becomes cumbersome. Staff proposes the Board approve the resolution designating the Custodian of Records, allows the custodian to collect the statutory fee schedule and create whatever rules and regulations are needed to comply with state laws.

At Director Sokol's request, Chief Dell'Orfano informed that the three major categories of requests are dispatch reports, medical reports and code enforcement requests.

At Director Shriver's request, Chief Dell'Orfano stated that an official request is generated and reports provided that are already available.

At Director Leung's request, Chief Dell'Orfano noted that most records are electronic so there are no longer printed reports reducing most fees, therefore not generating income. As far as research and retrieval, we do not charge for the first hour so the only times we typically charge for a request retrieval is for attorney or media requests which are much more robust. Chief Dell'Orfano added that we are using existing personnel, as it has been for several years, and the revenue generated is authorized through State Statute according to CORA. Whether we collect a fee or not, these have to be handled within the required timeframe. The staff policy will outline the procedures and tasks and reflect changes in laws. Chair Albee clarified that Staff is efficiently collecting the information and responding to the requests, the Board just needs to be comfortable focusing on the what of business and let Staff handle the how of business.

At Director Sokol's request, the Official Custodian of Records is Barb Andrews, who delegates authority to various staff members, EMS and Dispatch for the regular requests & she responds to the outlying requests and works with Legal Counsel and Chief Eckmann's team for the more involved requests.

Renee Anderson moved to approve SMFR Resolution No. 2023-08 Designating the Official Custodian of Records and Authorizing the Collection of Fees Related to Responding to Open Records Requests as presented. Bruce Stahlman seconded the motion. All were in favor and the motion carried.

DISCUSSION/POTENTIAL ACTION ITEMS

1. **2024 Draft Budget** – CFO Miskimins reminded that Staff is required to present a draft budget to the Board by October 15th. CFO Miskimins and Budget Manager Britany Segner provided an overview of the changes that were made since the last Study Session, SB 238 vs. SB303 revenue comparisons and provided an overview of anticipated expenses.

At Director Anderson's request, CFO Miskimins stated that Staff has received the August 25th preliminary valuation from the counties. Staff anticipated a 5% reduction in assessed value in Douglas County for this report and another 5% in the next report; however, this report reflected a 4% decrease.

At Director Sokol's request, CFO Miskimins noted the **cost of benefits equals 39% of salary** as discussed at the last Study Session.

At Director Leung's request, Budget Manager Segner stated that the salaries were only reduced by \$500,000 and Staff will watch what the salaries will be and could only reduce the ones that could be foreseen. CFO Miskimins added that they had originally budgeted a higher number in attrition.

At Director Anderson's request, CFO Miskimins stated that the net value increase in assessed values is just under 26% across all counties.

At Directors Shriver and Sokol's request, CFO Miskimins stated that investment interest income is not budgeted, estimating about \$100,000 to \$200,000, because not all of the funds are invested at the 5% rate. Staff will look into the investment income from the last few years and bring it to the board at the next meeting.

At Director Shriver's request, CFO Miskimins stated that the sold apparatus usually carries a zero book value, but not always. If there is still book value on the item, only the revenue will be posted.

At Director Sokol's request, CHRO Chapman confirmed that a salary comparison is done with the five comparable agencies for Line wages, **most of the increase in salary and benefits is dental and pension**. CHRO Chapman added that Staff received another really good health care estimate late last Friday and that will be reflected in the next presentation.

At Director Sokol's request, CFO Miskimins confirmed that the Long-Term Plan chart is an estimate of the District's reserve funds as a percentage of general fund expenses.

Director Anderson quoted Oscar Wilde that "no good **deed** goes unpunished", and commented that based on legislative sessions, if we approve a reduction, we need be aware of the repercussions.

CFO Miskimins proposed moving the November Board Meeting to Monday, November 13th, after the election, so staff can eliminate some of the scenarios in the budget public hearing presentation. The Board directed Staff to cancel the regular November 6th meeting and schedule a special meeting on November 13th.

Director Sokol stated that depending upon the Board's philosophy, the reality is **that we need to match our expenses to our revenues**. That is a lot easier said than done because property values have the potential for huge variations, but we need to keep it on everyone's plate as to how we want to handle this.

At Director Leung's request, CFO Miskimins stated that the Staff does take into consideration a recession and they can bring back more information on that at the next meeting.

The Board thanked the Finance team for their work.

2. **Proposition HH** – Chief Dell'Orfano reviewed the talking points and stated the Board can think about it and address it later but should close out the conversation about the Board making a statement.

After discussion, Chair Albee polled the Board and Directors Roche, Albee, Shriver, Anderson and Stahlman were in favor and Directors Leung and Sokol were against approving a full resolution that lays out a lot of the reasons and rationale as to why the Board does not think that Proposition HH is good for the District.

Chief Dell'Orfano stated that Staff will draft the resolution for the Board to review at the next meeting.

INFORMATION ITEMS

1. **Lobbyist Results** – Chief Dell'Orfano reported that a lobbyist was selected. Director Anderson provided information on the three lobbyist candidates, the decision process and the chosen candidate, all which were very impressive. Director Roche mirrored what Director Anderson stated adding that they would have been in good hands with any of them, but the chosen candidate seemed to match the energy, is data-driven and seemed to be very reflective of what SMFR is and would be the best fit for SMFR. Chief Dell'Orfano added that the chosen candidate said herself that the legislature has become much younger and that she would have a better ability to connect. Chief Dell'Orfano said it also just happened to be the lowest bid and at a minimum he will be meeting with her every Friday to strategize.

At Chair Albee's request, Chief Dell'Orfano informed that part of the contract is that she provides updates to the Board and suggested in addition a sub-committee of the staff to determine what is important to the Board and work on it through the lobbyist. Director Anderson recommended that Staff and Board members be prepared to utilize their expertise when things come up and potentially testify. Staff will do some research and bring information back to the Board.

2. **IGA Update** – Chief Dell'Orfano reported that no new IGAs were signed since the last meeting.

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

- Chief Baker:
 - Tomorrow is the State of the District at HR Mansion, 11:00 a.m. networking and lunch and presentation begins at 12:00 p.m. A table has been reserved up front for the Board.
 - Staff will be sending information to the Board when our folks have our badges shrouded.
- Local 2086 President Dzengelewski:
 - Friday, October 6th at McGregor Square is the Denver Fire Annual Chili Cookoff from 3-7 p.m. Would love to have the Board there. Chair Albee stated he and his wife attended last year and it was a good time.
 - Expressed gratitude to HR and Benefits Committee who worked very hard on the health care and disability coverage.
 - At Director Sokol's request, Chief Dell'Orfano reported that they met with a member of the Secretary of State's Staff to discuss the ability of the County's staff to assist with special district elections and the inability to cancel part of an election with only one candidate. Just waiting to hear back.
- Chair Albee:
 - Emailed the Board a draft budget philosophy and asked them to provide him with any recommendations.
- Thank you notes:

- o Received from A U.S. Forest Service Battalion Chief for SMFR's continued support responding and providing apparatus to help fight wildland fires.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

Special Board of Directors' Meeting to be held on October 16, 2023, 6:00 p.m., 9195 East Mineral Avenue, Centennial, CO.

Regular Board of Directors' Meeting to be held on November 6, 2023, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO has been rescheduled for November 13, 2023.

ADJOURNMENT

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

Attested by: James E. Albee

Date: Nov 13, 2023