



**SOUTH METRO FIRE RESCUE**  
**Regular Board of Directors' Meeting**  
**May 4, 2026 at 6:00 p.m.**  
**9195 E. Mineral Avenue**  
**Centennial, CO 80112**

- 1. MEETING CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE AGENDA**
- 5. CONFLICT OF INTEREST DISCLOSURE**

**6. PUBLIC COMMENT**

*Public Conduct at Meetings. Comments by members of the public shall be made only during the "Public Comment" portion of the meeting or a specified "Public Hearing," and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).*

**7. CONSENT AGENDA**

*Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.*

1. April 6, 2026 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
2. April 20, 2026 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
3. SMFR Resolution No. 2026-07: A Resolution Adopting the 2024 Edition of the International Fire Code within Unincorporated Jefferson County, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion Hazards Arising from the Storage, Handling and Use of Hazardous Substances, Materials and Devices, and from Conditions Hazardous to Life or Property in the Occupancy of Buildings and Premises in the South Metro Fire Rescue Fire Protection District; Providing for the Issuance of Permits and Collection of Fees Therefor

## **8. PRESENTATIONS**

1. Bruce Stahlman Memorial/Anniversary Recognition – John Curtis, Fire Chief - South Metro Fire Rescue

## **9. ACTION ITEMS**

1. Lobbyist Contract Renewal – Mike Dell’Orfano, Government Affairs Chief, South Metro Fire Rescue

## **10. DISCUSSION/POTENTIAL ACTION ITEMS**

*With a two-thirds (2/3) vote of the board members in attendance, the board has the discretion to amend the Agenda to move any Discussion/Potential Action Item to an Action Item.*

1. Fire Chief Performance Process – Camie Chapman, CHRO and Fire Chief Performance Committee – South Metro Fire Rescue

## **11. INFORMATION ITEMS**

1. April 27, 2026 - Large Fire Incidents – Jake Mayhew, Deputy Chief – South Metro Fire Rescue

## **12. NEXT MEETING(S)**

Regular Board of Directors’ Meeting to be held on May 18, 2026, at 6:00 p.m. at South Metro Fire Rescue Headquarters 9195 E. Mineral Avenue, Centennial, CO 80112

## **13. ADJOURNMENT**

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
April 6, 2026, at 6:00 p.m.  
9195 E. Mineral Avenue – Centennial, CO 80112

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**ATENDEES:**

**Present:**

**Board**

Jim Albee, Chair  
Renee Anderson, Vice Chair  
William Shriver, Treasurer  
Sue Roche, Secretary  
Kevin Leung, Director  
Rich Sokol, Director -  
Phil McCart, Director

**SMFR Executive Team**

John Curtis, Fire Chief  
Mike Dell'Orfano, Chief Government Affairs Officer  
Kristin Eckmann, Deputy Chief – Community Services  
Matt Weller, Deputy Chief – Internal Services  
Stephanie Corbo – CFO Finance  
Camie Chapman, Chief Human Resources Officer  
Jake Mayhew, Deputy Chief – Operations - Absent  
Allison Ullmer, Legal Counsel

**Other Attendees**

SMFR Staff

**MEETING CALL TO ORDER**

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:01 p.m. and welcomed everyone to the meeting.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was recited.

**ROLL CALL**

All board members were in attendance and present.

**APPROVAL OF THE AGENDA**

Motion: Director Shriver motioned to approve the agenda as presented. Director Sokol seconded the motion to approve. 7 were in favor, 0 opposed. The motion carried.

**CONFLICT OF INTEREST DISCLOSURE**

Chair Albee asked if there were any changes to conflict of interest affirmation:

- Director McCart – no changes
- Director Roche – no changes
- Director Anderson – no changes
- Chair Albee- no changes
- Director Shriver – no changes
- Director Sokol – no changes

**PUBLIC COMMENT**

There was no public comment

### **CONSENT AGENDA**

1. March 9, 2026, South Metro Fire Rescue Fire Protection District Regular Board Minutes
2. March 23, 2026, South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

Motion: Secretary Roche motioned to approve the consent agenda as presented. Director Anderson seconded, 7 were in favor and 0 opposed. The motion carried.

### **PROCLAMATION**

2026-01 A Proclamation by South Metro Fire Rescue Board of Directors in Recognition of National Public Safety Telecommunications Week April 12-18, 2026. Director March honored Emergency Services Dispatchers as the first point of contact for emergency response, acknowledging their critical role in supporting firefighters and EMS personnel, ensuring responder safety, and providing lifesaving information to the public. The Proclamation also recognizes their professionalism, compassion, and dedication in serving the community.

Motion: Director Anderson motioned to approve Proclamation No. 2026-01 A Proclamation by South Metro Fire Rescue Board of Directors in Recognition of National Public Safety Telecommunicators Week April 12-18, 2026. Director Shriver seconded, 7 were in favor and 0 opposed. The motion carried.

### **ACTION ITEMS**

Fire Marshal, Tyler Everitt presented the Wildfire Resiliency Codes for SMFR and Jefferson County for approval by the Board. These codes meet or exceed state wildfire mitigation standards, establish requirements for structure hardening, defensible space, and wildfire risk reduction in the wildland-urban interface. Once adopted, the Jefferson County Wildland Resiliency Code will be administered and enforced by Jefferson County, with implementation beginning July 1, 2026. This action supports regional consistency in wildfire mitigation efforts and aligns with the district's strategic goal of enhancing community safety, with no direct financial impact to the district.

1. SMFR Resolution No. 2026-05: A Resolution Adopting a Wildfire Resiliency Code (South Metro Fire Rescue)

Motion: Secretary Roche motioned to approve SMFR Resolution No. 2026-05: A Resolution Adopting a Wildfire Resiliency Code. Director Sokol seconded, 7 were in favor and 0 opposed. The motion carried.

2. SMFR Resolution No. 2026-06: A Resolution Adopting a Wildfire Resiliency Code for Unincorporated Jefferson County.

Motion: Secretary Roche motioned to approve SMFR Resolution No. 2026-06: A Resolution Adopting a Wildfire Resiliency Code for Unincorporated Jefferson County. Director Sokol seconded, 7 were in favor and 0 opposed. The motion carried.

## **DISCUSSION/POTENTIAL ACTION ITEMS**

Lauren Gregory, Client Services Manager for Digitech Billing Services, SMFR's third-party billing provider, presented an overview of SMFR's transport fee collections for fiscal years 2023–2025. The presentation highlighted consistent growth in transport volume, rates, and overall revenue, with transports increasing annually to 24,979 in 2025 and notable rate increases, particularly in 2025. As a result, collections of per transport and total cash deposits also increased year over year. However, bad debt rose concurrently, reaching \$5.4 million. The payer mix shifted slightly, with Medicare remaining the largest payer and increasing marginally, Medicaid decreasing, commercial payers increasing, and self-pay declining slightly. Service level trends showed a slight decrease in ALS Emergency calls, which still represent the majority of calls, while BLS Emergency and ALS2/Other calls experienced modest increases. Overall, the data reflects steady financial and operational growth alongside rising bad debt, with 2025 data still maturing.

Director Leung requested a comparative analysis of the district's current vendor performance against similar agencies, along with a re-evaluation of existing metrics to ensure the District is effectively utilizing its resources to maximize ambulance fee collections.

## **INFORMATION ITEMS**

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

IGA Update – Chief Mike Dell'Orfano updated the Board of the following Intergovernmental agreements signed by staff in the month of March 2026:

- a) Memorandum of Understanding between Cherry Creek School District #5 and South Metro Fire Rescue (use of CCSD facilities for training)
- b) Memorandum of Understanding between South Metro Fire Rescue and Arvada Fire Protection District (fire academy participation)
- c) Release and Agreement to Permit Destructive Training Exercise between South Metro Fire Rescue and South Metro Housing Options

## **Remarks:**

Chief Curtis expressed his appreciation and excitement for the newly enhanced entry-level leadership course, Leadership 100, developed in collaboration with the Learning and Development team, that was launched today. The program is designed to prepare personnel for future leadership roles, including company officers and management positions. Instruction includes participation from command staff, as well as incumbent subject matter experts, providing practical, real-world perspectives. Initial feedback from the first session has been positive, and the program will continue to evolve as leadership development pathways are further refined.

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**Remarks:**

Deputy Chief, Kristin Eckmann recognized Tyler Everitt for his efforts in advancing and finalizing the recently adopted resolutions, noting the work was years in the making and involved extensive coordination and collaboration. Chief Eckmann also updated the rollout of the District's Strategic Plan, which has been finalized and shared internally with all employees, with a public version to be posted following the district's transition to a new website on April 21, 2026. In the interim, the current website will be updated to reflect the new plan. Additionally, staff announced continued commitment to biannual all-personnel meetings, with the next session scheduled for April 15, 2026, headed by Chief Curtis and Chief Dell'Orfano providing further information on the Strategic Plan and Government Affairs, with both in-person and virtual attendance options available. This meeting will be held in person, streamed live, and recorded for later viewing by those unable to attend.

Division Chief, Mike Burke updated the Board and staff that wildland season and deployments have commenced with the most current deployment being in Nebraska and two members just returned.

Local 2086 President, Mark Dzengelewski shared that he attended the IAFF Thrive Conference in Las Vegas with Chief Curtis, Chief Mayhew, Chief Weller and Chief Eckmann and stated it was notably the best fire conference with great classes, instruction, and great information. He also reminded everyone about the upcoming hockey tournament next month.

Division Chief Andy Powell announced that the 2026-01 SMFR Academy commenced today, with 15 recruits beginning the 18-week program. The first day was reported to have gone well.

Director Shriver updated board and staff on the Lone Tree URA construction projects and financing.

Director Leung notified the Board and staff that he participated in the Police and Fire Battle of the Badges Blood Drive recently and that police took the win 89 to 84, encouraging more participation next year.

**EXECUTIVE SESSION**

An executive session was not held at this meeting.

**NEXT MEETINGS**

Regular Board of Directors' Meeting to be held on April 20, 2026, at 6:00p.m. at 9195 E. Mineral Avenue, Centennial, CO 80112.

**ADJOURNMENT**

Chair Albee adjourned the meeting at 7:19 p.m.

Attested by: \_\_\_\_\_ Date: \_\_\_\_\_

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
April 20, 2026

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**ATENDEES:**

**Present:**

**Board**

Jim Albee, Chair  
Renee Anderson, Vice Chair  
William Shriver, Treasurer  
Sue Roche, Secretary  
Kevin Leung, Director  
Rich Sokol, Director -  
Phil McCart, Director

**SMFR Executive Team**

John Curtis, Fire Chief  
Mike Dell'Orfano, Chief Government Affairs Officer  
Kristin Eckmann, Deputy Chief - Community Services  
Matt Weller, Deputy Chief – Internal Services  
Stephanie Corbo – CFO Finance  
Camie Chapman, Chief Human Resources Officer  
Jake Mayhew, Deputy Chief - Operations  
Allison Ullmer, Legal Counsel

**Other Attendees**

SMFR Staff  
Kate Watkins, State of Colorado

**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**

The Pledge of Allegiance to the Flag of the United States of America was recited.

**ROLL CALL**

All board members were in attendance and present.

**APPROVAL OF THE AGENDA**

Motion: Director Sokol motioned to approve the agenda as presented. Director Shriver seconded the motion to approve. 7 were in favor, 0 opposed. The motion carried.

**CONFLICT OF INTEREST DISCLOSURE**

Chair Albee asked if there were any changes to conflict of interest affirmation:

- Director McCart – no changes
- Director Roche – no changes
- Director Anderson – no changes
- Chair Albee- no changes
- Director Shriver – no changes
- Director Sokol – no changes
- Director Lueng – no changes

**PUBLIC COMMENT**

There was no public comment

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**CONSENT AGENDA**

N/A

**PRESENTATIONS**

**State of Colorado Demographics** – Kate Watkins, State Demographer, State of Colorado, Department of Local Affairs: - Kate Watkins, State Demographer presented a demographic outlook for Arapahoe, Douglas, and Jefferson Counties, highlighting slowing population growth driven by declining birth rates and an aging population. Growth in the region is increasingly dependent on net migration, with Front Range communities continuing to lead statewide growth. The population is becoming more diverse, with significant increases projected in the 65+ and 80+ age groups, while school-age populations are expected to remain flat or decline in the near future. These trends are expected to impact on workforce availability, housing demand, service needs, and tax revenues. The presentation emphasized the importance of planning for long-term shifts in population, economic conditions, and housing affordability, as well as preparing for variability in future growth due to external factors such as migration patterns, economic cycles, and policy changes.

**DISCUSSION/POTENTIAL ACTION ITEMS**

**Fire Marshals' Office Overview/Fire Code Overview** - Tyler Everitt, Fire Marshal, South Metro Fire Rescue and Rich Conroy, Deputy Fire Marshal, South Metro Fire Rescue presented an overview of operations, workload, and the proposed adoption of the updated International Fire Code (IFC) with local amendments. The presentation highlighted 2025, completion of thousands of plan reviews, inspections, and compliance activities, maintaining performance benchmarks such as five-day plan review turnaround, next-day inspections, and 24/7 fire investigation coverage. Fire Marshal Everitt emphasized that formal adoption of the fire code, as authorized under Colorado Title 32, provides enforceable authority for inspections, plan reviews, and investigations, while addressing emerging risks such as EV charging, solar systems, and lithium-ion batteries. The proposed adoption includes updated appendices related to fire flow, hydrant placement, apparatus access, and new amendments for specialized risks. He also noted the importance of maintaining consistency with municipal partners transitioning to the 2024 IFC and recommended Board approval at the May 4, 2026 meeting to support community safety and operational effectiveness.

## **DISCUSSION/POTENTIAL ACTION ITEMS (cont.)**

**South Metro Fire Rescue Board Districts Mid-Census Update** – Mike Dell’Orfano  
Government Affairs Chief presented a mid-census update on Board of Director district populations, as board policy requires staff to provide an update at around 5 years since the last census. The presentation overviewed registered voter population changes from 2019 to 2025. The analysis showed varying growth across board districts, with increases ranging from 0.5% to 14.4% (most growth occurring in board districts located in Douglas County), resulting in an overall variance of approximately 14.2% between districts. Chief Dell’Orfano reiterated redistricting principles, including maintaining close population totals, contiguity, and preservation of communities of interest, and noted that redistricting may occur at the Board’s discretion throughout census cycle, but no more frequently than 4 years. The update was provided for informational purposes and to seek Board direction regarding any potential future redistricting considerations. It was collectively agreed upon that a “wait-and-see” approach will be taken over the next five years to align with the regular census and election cycle, as the overall variance was not concerning at this time, and conducting this analysis requires significant internal and external resources.

## **INFORMATION ITEMS**

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

**South Metro Fire Facilities Update** – Matt Weller, Deputy Chief, South Metro Fire Rescue, provided an update for the Internal Services division starting with the introduction of Berry Jones, SMFR’s new Manager of Construction and Facilities Planning. Chief Weller also presented on the 2026 facilities projects and upcoming design efforts, including the status of the proposed Fleet/Logistics facility. He also updated that Battalion 4 has been temporarily relocated from Station 41 to Station 45 due to structural issues, and that project is currently out to bid with Board approval anticipated following bid review. The Internal Services/Facilities Teams are currently conducting facility walkthroughs with Station Captains to identify and prioritize maintenance needs and inform an updated Facility Condition Assessment of all stations. Chief Weller also updated on Station 16 and Station 33, both of which have aging infrastructure and do not meet current standards for staffing, to include bathrooms, and sleeping accommodations, with design scope and architect selection underway. Additional efforts include evaluating current and future space needs at Mineral, including security, operations, training, technology, and Department Operations Center capabilities, as well as ongoing planning for basement renovations. Chief Weller reported progress on the Fleet/Logistics facility planned development property search, including developer outreach, site tours, preliminary design concepts, and cost proposal development. Lastly, an evaluation team has been established to assess the upcoming 2027 FBI lease renewal at Mineral Headquarters and to determine how that space aligns with the district’s current and future facility needs.

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**Remarks:**

Chief Curtis presented the strategic staffing plan developed through a comprehensive, data-driven, in-depth analysis by the Executive Team aligned with the District's Strategic Plan. The plan identified operational gaps, workload demands, and service delivery needs, resulting in the recommendation of several new positions to support organizational growth and efficiency. The roles included a 911 Emergency Systems Manager, D365 Systems Architect, Learning and Development Manager, Fire Inspector, Risk Management Analyst, Community Risk Reduction Specialist, and Financial Planning & Analysis Analyst. Approximately six positions are included in the 2026 budget, with an additional position anticipated in 2027, and hiring to be phased beginning mid-year. Director Leung and Chair Albee expressed interest in ongoing benchmarking and evaluation to ensure appropriate staffing levels and to allow for necessary adjustments that support operations, improve efficiency, and sustain high-quality service to the community. Chief Curtis reassured the Board that these priorities are aligned with the decision.

Chief Dell'Orfano updated on the Accreditation process, stating it is underway with all documentation submitted and waiting for confirmation on a site visit date from the assessor panel, which is anticipated to be at the end of May, beginning of June. The site visit will include a four-day stay here at headquarters visiting stations, a special site visit to potentially Centennial Airport, windshield tour of the district, the final approval/disapproval meeting on the last day, and a final commissioning hearing around the 2<sup>nd</sup> week of August. This hearing would include at least one board member sitting with the team. There may be a remote broadcast for that hearing. Chief Dell'Orfano also reported that Strategic Services and several other representatives gave an online presentation to the peer assessors last week to give a virtual tour of the district, and insight into the standard of cover, which went well. More details to come as we get them.

Chief Mayhew updated two significant house fires in Station 23's district that went well and nobody was injured during the events.

Deputy Chief Eckmann reported that the new SMFR website launched on April 22, 2026. Users are encouraged to clear their browser cache and cookies to ensure they are viewing the most up-to-date version. While minor adjustments will continue as part of the transition, the site features an improved design and several new tools, including innovative ADA compliance features.

South Metro Fire Rescue Fire Protection District  
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**Remarks (cont.):**

CFO Corbo reported that the Finance Auditors are on site and working through the audit, which is anticipated to be put in front of the Finance and Audit Committee on May 18<sup>th</sup> and presented to the Board on June 1, 2026. CFO Corbo also updated on the continual ERP system challenges, noting that an RFI was issued to evaluate system performance, current consulting support, and whether Microsoft Dynamics 365 remains the appropriate platform. Initial feedback indicates configuration issues with the current consultant, and further review is underway. Additional staffing needs to support ERP functions were identified. She also reported on Finance's procurement improvements and related savings, including a 50% reduction in fees for the pension investment advisor, and noted that an RFP has been issued to evaluate the current record keeper.

Vice Chair Anderson reported that both the Fire Chief's Performance and Salary Committee and the Community Outreach Committee have held productive meetings, generating strong ideas as they prepare for the close of the first half of the year. Discussions have included potential initiatives and opportunities to implement elements of the new strategic plan, including presentations to our city/county partners to highlight the plan and the use of our voter-approved revenues.

Director Shriver expressed appreciation to South Metro Fire Rescue for their generosity in supporting the Rotary of Parker fundraiser, including the donation of a ride-along experience and a station visit.

Director Leung wanted to extend special thanks to South Metro Fire Rescue for all their work at the STEM School and extended the invitation to the STEM School Highlands Ranch Remembrance and Resiliency Community Walk on May 7, 2026, from 10:00a.m. to 1:00 p.m. to honor the community's strength.

Secretary Roche announced that she will be absent for the May 18<sup>th</sup> board meeting.

Fire Marshal Tyler Everitt reported that a final arrest and conviction was secured on March 31, 2026, in connection with the arson at The Sports Book and Hibachi in Centennial.

**ACTION ITEMS**

N/A

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
April 20, 2026

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**NEXT MEETINGS**

Regular Board of Directors' and Pension Board Meeting to be held on May 4, 2026, at 6:00p.m. at 9195 E. Mineral Avenue, Centennial, CO 80112.

**ADJOURNMENT**

Chair Albee adjourned the meeting at 8:48 p.m.

Attested by: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# BOARD OF DIRECTORS AGENDA ITEM

## STAFF REPORT



**Meeting Date:** 5/4/2026

**Agenda Item Type:** Consent Item

**Agenda Item:** Resolution 2026-07: A Resolution Adopting the 2024 Edition of the International Fire Code within Unincorporated Jefferson County, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion Hazards Arising from the Storage, Handling and Use of Hazardous Substances, Materials and Devices, and from Conditions Hazardous to Life or Property in the Occupancy of Buildings and Premises in the South Metro Fire Rescue Fire Protection District; Providing for the Issuance of Permits and Collection of Fees Therefore

**Submitted By:** Tyler Everitt, Fire Marshal

**Approved:** John Curtis, Fire Chief

### SUMMARY:

This resolution formally adopts the 2024 Edition of the International Fire Code (IFC), including Appendix Chapters B, C, and D, with local amendments, for use within unincorporated Jefferson County. The adoption aligns the District with the most current fire-safety standards governing fire flow, access roads, permitting, hazardous materials, and general fire protection requirements.

### BACKGROUND:

The district previously adopted the 2021 IFC through Resolution 2022-03. This adoption will remain in effect for Unincorporated Arapahoe County. We strive to stay current with our building department’s adoptions to maintain consistency of the code, and Jefferson County has adopted the 2024 code. This adoption of the fire code will apply only within unincorporated Jefferson County, within the district boundaries. Colorado statutes authorize fire protection districts to adopt and enforce fire codes, and the proposed resolution adopts the IFC by reference and includes local amendments as previously presented at the April 20th, 2026, meeting.

### FINANCIAL IMPACT:

No financial impact to the district is anticipated. The resolution allows for the continued issuance of operational and construction permits under existing processes; the document does not establish any new fees.

### STRATEGIC INITIATIVE:

In support of Key Focus Area – Community Health and Safety, the adoption of current fire codes is a specific strategy to Improve the Prevention of Crises (strategic goal #2). Adoption promotes life safety, enforcement, and maintains alignment with national standards and regional partner agencies.

**RECOMMENDED ACTION/MOTION:**

I move to approve Resolution 2026-07: A Resolution Adopting the 2024 Edition of the International Fire Code within Unincorporated Jefferson County, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion Hazards Arising from the Storage, Handling and Use of Hazardous Substances, Materials and Devices, and from Conditions Hazardous to Life or Property in the Occupancy of Buildings and Premises in the South Metro Fire Rescue Fire Protection District; Providing for the Issuance of Permits and Collection of Fees Therefore.

**ALTERNATIVE OPTIONS:**

N/A

**ATTACHMENTS:**

Resolution 2026-07

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2026-07**

**A RESOLUTION ADOPTING THE 2024 EDITION OF THE *INTERNATIONAL FIRE CODE* WITHIN UNINCORPORATED JEFFERSON COUNTY, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR**

WHEREAS, the South Metro Fire Rescue Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district organized and operated with all the authorities of, and to provide the services authorized to, a fire protection district pursuant to Article 1, Title 32, C.R.S.; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (“Board”) has the power to manage, control, and supervise the business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board has the power to adopt, amend, and enforce rules and regulations not in conflict with the Constitution and the laws of this State for carrying on the business, objects, and affairs of the Board and of the District; and

WHEREAS, Section 32-1-1002(1)(d), C.R.S., authorizes fire protection districts to adopt and enforce fire codes, although no such fire code shall apply within any municipality or unincorporated portion of a county unless the governing body of such municipality or county adopts a resolution stating that such code, or specific portions thereof, shall be applicable within the fire protection district's boundaries; and

WHEREAS, on February 7, 2022, the Board adopted Resolution No. 2022-03, A Resolution Adopting the 2021 Edition of the International Fire Code, Regulating and Governing the Safeguarding of Life and Property from Fire and Explosion Hazards Arising from the Storage, Handling and Use of Hazardous Substances, Materials and Devices, and from Conditions Hazardous to Life or Property in the Occupancy of Buildings and Premises in the South Metro Fire Rescue Fire Protection

District; Providing for the Issuance of Permits and Collection of Fees Therefore (“2022 Resolution”); and

WHEREAS, the 2022 Resolution broadly adopted the 2021 Edition of the International Fire Code to be effective in all areas within the District’s boundaries; and

WHEREAS, the Board desires to update the District fire code within unincorporated Jefferson County; and

WHEREAS, within unincorporated Jefferson County, the Board desires to adopt by reference the 2024 edition of the *International Fire Code*, including Appendix Chapters B, C, and D, with the amendments set forth herein; and

WHEREAS, the Board hereby finds and determines that adopting the 2024 edition of the *International Fire Code*, as set forth herein, for application within those areas of the District contained within unincorporated Jefferson County for the purpose of establishing rules of conduct and standards for the protection of life, health, property, security and welfare of the inhabitants and property owners of the District is appropriate and necessary for the health, safety and welfare of the residents and visitors of the District and to the function and operation of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District as follows:

1. Adoption of Fire Code. The Board of Directors of the South Metro Fire Rescue Fire Protection District hereby adopts by reference the *International Fire Code*, 2024 edition, including Appendix Chapters B, C, and D, as published by the International Code Council, and as amended herein, as the South Metro Fire Rescue Fire Protection District Fire Code for Unincorporated Jefferson County (“Fire Code”) within unincorporated Jefferson County, in the State of Colorado, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the District are hereby referred to, adopted, and made a part hereof, as if fully set out in this Resolution, with the additions, insertions, deletions and changes, if any, prescribed in Sections 2, 3, 4 and 5 of this Resolution. Three (3) copies of this Resolution and the Fire Code adopted herein shall be maintained on file in the District Fire Marshal’s Office and shall be available for public inspection.

2. Amendments. The International Fire Code, 2024 Edition, shall be amended as follows:

(a) The following Appendices are hereby adopted as part of this code:

- (i) Appendix B, Fire-Flow Requirements for Buildings.
- (ii) Appendix C, Fire Hydrant Locations and Distribution.
- (iii) Appendix D, Fire Apparatus Access Roads, as amended.

(b) Section 101.1 is deleted and replaced by the following:

101.1 Title. These regulations shall be known as the Fire Code of the municipalities and unincorporated counties within the boundaries of the South Metro Fire Rescue Fire Protection District, hereinafter referred to as “this code.”

(c) Section 103.1 is deleted and replaced by the following:

103.1 Creation of agency. The South Metro Fire Rescue Fire Protection District Fire Marshal's Office is hereby created and the official in charge thereof shall be known as the fire code official. The function of the South Metro Fire Rescue Fire Protection District Fire Marshal's Office shall be the implementation, administration and enforcement of the provisions of this code.

(d) Section 105.5.40 is deleted and replaced by the following:

105.5.40 Outdoor assembly event. An operational permit is required to conduct an outdoor assembly event where elements of the event are regulated by this code or where planned attendance exceeds 500 persons on site at one time.

(e) Section 105.5.51 is amended to read as follows:

105.5.51 Temporary membrane structures, special event structures, inflatable amusement devices, and tents. An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure, an inflatable amusement device, or a tent having an area in excess of 400 square feet (37 m<sup>2</sup>).

Exceptions:

- 1. Tents used exclusively for recreational camping purposes.
- 2. Tents, curtains and extensions attached thereto, when used for funeral services.
- 3. Tents open on all sides, which comply with all of the following:

3.1 Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).

3.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m<sup>2</sup>) total.

3.3 A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

(f) Section 105.6 is amended to read as follows:

105.6 Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Section 105.6.1 through 105.6.26.

(g) Section 105.6.25 is hereby amended as follows:

105.6.25 Temporary Membrane Structures and Tents. A construction permit is required to erect a membrane structure, air-inflated membrane structure, air-supported membrane structure, a temporary special event structure, an inflatable amusement device or a tent in accordance with section 105.5.51.

(h) Section 105.6.26 is added to read as follows:

105.6.26 Buildings and facilities. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change occupancy of a building, or structure, or facility, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit.

(i) Section 108.3 Permit valuations is deleted in its entirety.

(j) Section 112.1 is deleted and replaced by the following:

112.1 Board of appeals. Appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, shall be subject to review by the board of appeals. The Regional Fire Code Board of Appeals, created by that certain Intergovernmental Agreement Creating Regional Fire Code Board of Appeals dated November 8, 2021, shall serve as the board of appeals for this code. Appeals shall be submitted and reviewed in accordance with the rules and procedures established by the board of appeals.

(k) Section 113.4 is amended to read as follows:

Section 113.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to fine and/or imprisonment in accordance with Section 32-1-1001 and Section 32-1-1002, C.R.S.. Subject to applicable law, each day that a violation continues after due notice has been served shall be deemed a separate offense.

- (l) Section 114.4 is amended to read as follows:

Section 114.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except to the extent such order directs that person to remove a violation or unsafe condition, shall be subject to fine and/or imprisonment in accordance with Section 32-1-1001 and Section 32-1-1002, C.R.S.

- (m) Section 609.1 is amended to read as follows:

609.1 General. Hyperbaric facilities shall be inspected, tested and maintained in accordance with NFPA 99.

Exception:

- (1) When the fire code official determines a requirement of NFPA 99 is not applicable to the type of hyperbaric chambers and associated devices being installed, the fire code official shall determine the applicable requirements for the hyperbaric facility.

- (n) Section 1103.7.6(3) Group R-2, is amended to read as follows:

3. A fire alarm system is not required in buildings that do not have interior corridors serving dwelling units, provided that dwelling units either have a means of egress door opening directly to an exterior exit access that leads directly to the exits or are served by open-ended corridors designed in accordance with Section 1027.6, Exception 3.2 to 3.5.

- (o) Section 3106.1 is deleted and replaced by the following:

3106.1 Scope. Inflatable amusement devices shall comply with this section.

- (p) Section 5601.1.3 Fireworks, is deleted and replaced by the following:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks is prohibited.

Exceptions:

1. The use of fireworks for fireworks displays as allowed in Section 5608.
2. The possession, storage, sale, handling and use of permissible fireworks as defined by Section 24-33.5-2001(11), C.R.S., and in accordance with the applicable provisions of this code.

(q) Section 5704.2.9.6.1 Locations where above-ground tanks are prohibited, is deleted in its entirety.

(r) Section 5706.2.4.4 Locations where above-ground tanks are prohibited, is deleted in its entirety.

(s) Section 5806.2 Limitations, is deleted in its entirety.

(t) Section 6104.2 Maximum capacity within established limits, is deleted in its entirety.

(u) Section D101.1 is deleted and replaced by the following:

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix, all other applicable requirements of the International Fire Code, and the roadway design standards adopted by the applicable county or municipality. Should any provision of this code conflict with the roadway design provisions, the fire code official and the designated city or county official shall jointly make the final determination regarding applicable requirements.

(v) Section D102.1 is deleted and replaced by the following:

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing up to 80,000 pounds (34 050 kg).

(w) Section D103.1 is deleted in its entirety.

(x) Section D103.2 is deleted and replaced by the following:

D103.2 Grade. The grade of the fire apparatus access road shall be a maximum of 6% or as otherwise determined by the fire code official based on fire department apparatus specifications.

(y) Section D104.1 is deleted and replaced by the following:

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

3. Miscellaneous.

(a) If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution.

(b) Nothing in this Resolution or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or resolution hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Resolution.

(c) All resolutions, or parts thereof, in conflict with this Resolution, are hereby repealed, provided that this section shall not repeal the repealer clauses of any prior resolutions or hereby revive any ordinances or resolutions previously repealed.

(d) This Resolution and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect immediately upon adoption.

[Signature Page Follows]

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT

By \_\_\_\_\_  
Jim Albee, Chairman

Attest:

\_\_\_\_\_  
Sue Roche, Secretary

# BOARD OF DIRECTORS AGENDA ITEM

## STAFF REPORT



**Meeting Date:** 5/4/2026

**Agenda Item Type:** Action Item

**Agenda Item:** Third Amendment to Professional Services Agreement (Lobbyist)

**Submitted By:** Mike Dell'Orfano, Chief Government Affairs Officer

**Approved:** John Curtis, Fire Chief

### SUMMARY:

In 2023, SMFR entered into a professional services agreement with 3015 Policy Center, Ltd. for lobbying services. That agreement expires on May 31, 2026 and staff recommends an extension through the next legislative session.

### BACKGROUND:

On September 26, 2023, SMFR entered into a Professional Services Agreement with 3015 Policy Center, Ltd. to provide lobbying services. Our lobbyist is Camille Driver. The purpose of the lobbying services is to assist the organization in navigating, tracking, and crafting legislation, providing updates to the board, and building relationships with state legislators. Since then, Director Anderson and Chief Dell'Orfano have worked with Camille to draft and navigate the process for SMFR's legislation, track proposed bills of interest, strategize with other stakeholders, coordinate SMFR subject matter experts, testify before legislative committees, and provide updates to the board. Camille's services are beneficial to SMFR and notably have led to the successful passage of SMFR's election bill, SB25-172. It is recommended that we renew the agreement through the next legislative session (May 31, 2027). During the off-season, she will help us track interim committees, participate in bill drafting/reviewing/stakeholder discussions, strategically build relationships with new and returning legislators, begin lobbying, and prepare future SMFR legislation.

### FINANCIAL IMPACT:

During the off-season (June 1, 2026 through September 30, 2026), the cost will be \$1,750 per month. The cost during the legislative session (October 1, 2026 through May 31, 2027) will be \$3,500 per month. These costs have remained unchanged since the previous extension.

### STRATEGIC INITIATIVE:

The ability to influence legislation that impacts our employees, infrastructure, funding, services, partnerships, and other aspects of the fire service is in alignment with our legislative philosophy and our strategic plan's Key Focus Area – Partnerships, which includes the strategic goal – Influence collaborative policymaking at the local, state, and national levels.

**RECOMMENDED ACTION/MOTION:**

Recommended motion:

MOTION: I move to approve the Third Amendment to Professional Services Agreement, extending lobbying services with 3015 Policy Center, Ltd. through May 31, 2027. I direct the Fire Chief or his designee to execute the necessary documents to implement this board action.

**ALTERNATIVE OPTIONS:**

The board could choose not to extend the agreement, direct staff to search for an alternative lobbyist, or pursue different terms of the agreement.

**ATTACHMENTS:**

Third Amendment to Professional Services Agreement between SMFR and 3015 Policy Center

## THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Third Amendment to Professional Services Agreement (this “Amendment”) is made and entered into the most recent day and year set forth below by and between **South Metro Fire Rescue Fire Protection District**, a quasi-municipal corporation and political subdivision of the State of Colorado (the “Principal”), whose mailing address is 9195 East Mineral Avenue, Centennial Colorado, 80112, and **3015 Policy Center, Ltd.** (the “Contractor”), whose mailing address is 1410 North Grant Street, Suite B205, Denver Colorado, 80203, (the Principal and the Contractor are sometimes referred to herein individually as a “Party” and collectively as the “Parties”).

### RECITALS

- A. The Principal and Contractor entered into that certain Professional Services Agreement dated as of September 26, 2023, as amended by that certain First Amendment to Professional Services Agreement, dated May 13, 2024, and further amended by that certain Second Amendment to Professional Services Agreement, dated May 23, 2025 (together, the “Agreement”); and
- B. The Parties desire to amend the Agreement, as further described herein.

### AGREEMENT

1. Extension of Term. Section 2 of the Agreement is modified to delete the stricken text and add the underlined text, as follows:
  2. Term. The term of this Agreement shall begin June 1, ~~2024~~2026 and shall continue until May 31, ~~2025~~2027. This Agreement may be renewed upon written agreement between the Parties.
2. Compensation. Exhibit B of the Agreement is deleted in its entirety and replaced with the following:

**Exhibit B. Compensation.** The Principal agrees to pay the Contractor a monthly retainer of one thousand, seven hundred, fifty dollars (\$1,750) from June 1, 2026 through September 30, 2026. The Principal agrees to pay the Contractor a monthly retainer of three thousand, five hundred dollars (\$3,500) from October 1, 2026 through May 31, 2027. The compensation may be modified by written agreement of the Parties prior to the services being performed.
3. Capitalized Terms. Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.
4. No Other Modifications. Except as expressly set forth herein, no other terms or provisions of the Agreement are modified or amended hereby.

{


5. Counterpart Execution. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the Parties have caused this Amendment to be executed effective as of the most recent date stated below.

**PRINCIPAL:  
SOUTH METRO FIRE RESCUE  
FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONTRACTOR:  
3015 Policy Center, Ltd.**

By:  \_\_\_\_\_  
Name: Camille Driver Rigdon  
Title: Owner  
Date: April 20, 2026

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 5/4/2026

**Agenda Item Type:** Discussion Item

**Agenda Item:** Fire Chief Annual Performance Evaluation Process

**Submitted By:** Camie Chapman, Human Resources Director

**Approved:** John Curtis, Fire Chief

## **SUMMARY:**

The Board of Director's Fire Chief Performance Committee has worked with members of staff to develop a new form and process to conduct annual performance assessments of the Fire Chief. The purpose of this discussion is to present the new form and outline the process for the full Board of Directors to obtain feedback and move towards finalizing the process.

## **BACKGROUND:**

It is essential for the Board of Directors to have a process to effectively evaluate the performance of the Fire Chief. The current process was revised in 2021. With the retirement of the former Fire Chief, the Board spent a great deal of time identifying specific responsibilities in key performance areas expected of the new Fire Chief. Since the appointment of the current Fire Chief, a Board Committee has been working with staff to use those specific responsibilities to develop a new process to effectively evaluate the Fire Chief's performance. The result is a form and process designed to obtain feedback from each Board member, the Fire Chief, and the direct reports of the Fire Chief to gather a comprehensive look at the Fire Chief's performance in each key performance area. The process will begin with the identification of goals the Board establishes for the Fire Chief to accomplish during the evaluation period and ends with a comprehensive review of performance throughout the year. The information will be distributed, gathered, and compiled by HR Director Chapman and presented to the Board for discussion in January of each year.

## **FINANCIAL IMPACT:**

The annual performance evaluation of the Fire Chief may result in a salary increase at the Board's discretion.

## **STRATEGIC INITIATIVE:**

All key focus areas are directly impacted by the Fire Chief as the leader of South Metro Fire Rescue.

**RECOMMENDED ACTION/MOTION:**

For discussion purposes only.

**ALTERNATIVE OPTIONS:**

Maintain the current Fire Chief performance evaluation process, which is not aligned with current key performance areas established for the current Fire Chief.

**ATTACHMENTS:**

2026 Fire Chief Annual Performance Evaluation Form



## FIRE CHIEF ANNUAL PERFORMANCE EVALUATION

<b>Fire Chief:</b>	
<b>Evaluation Period:</b>	
<b>Evaluation Completed By:</b>	
<b>Date:</b>	

**Purpose:**

In order to establish and maintain effective Board of Directors (BOD)-Fire Chief relations, it is essential for the BOD to conduct routine performance evaluations that offer the BOD an opportunity to review the performance of the Fire Chief. This evaluation should focus on how effectively the Fire Chief is in carrying out responsibilities in key performance areas and accomplishing the goals established by the Board of Directors.

The Performance Evaluation consists of seven sections. Each section shall be completed by the Fire Chief, BOD, or Fire Chief direct reports, as identified in each section. Instructions are provided for each section.

The Fire Chief, each BOD member, and each Fire Chief direct report shall complete their identified sections and provide those to the Human Resources Director by an established deadline. All completed evaluations will be summarized and provided to the BOD for review and preparation to meet with the Fire Chief.

**SECTION 1**  
**To be completed by the Fire Chief**

INSTRUCTIONS: This section identifies the key performance standards established by the Board of Directors. The Fire Chief should review each standard and provide a summary of supporting information describing how the standard was met or, if applicable, not fully met. The performance rating scale below should be applied to each performance area.

Performance Rating:

- 5 = Outstanding** – Performance consistently far exceeds job expectations.
- 4 = Exceeds Expectations** – Performance consistently meets and frequently exceeds job expectations.
- 3 = Successful** – Performance fully meets job expectations.
- 2 = Needs Improvement** – Performance meets some, but no all, job expectations.
- 1 = Unsatisfactory** – Performance is below job expectations.

**SET & EXECUTE STRATEGY**

**Performance Standards:**

- Works with the Board of Directors to develop the District’s Strategic Plan to meet current and future community needs; leads the implementation of established District strategy consistent with the vision, mission, and overall direction of the Board of Directors.
- Oversees the development, implementation, and administration of all District programs and services, including fire protection response, emergency medical services, business operations, training and professional development, prevention programs, safety, and emergency management programs, emphasizing safety of first responders.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.
- Continuously develops and enhances effective working relationship with Local 2086; negotiates collective bargaining agreement on behalf of the Board; maintains connectivity with Local 2086 through the Meet and Confer process and disciplinary process.

Rating: Evidence:

**ALLOCATE RESOURCES**

**Performance Standard:**

- Oversees the development and presentation of the operating and capital budgets for public review and Board approval; ensures the District meets all fiscal obligations and operates within available revenue and the District’s long-term financial plan.

Rating: Evidence:

**BUILD SENIOR LEADERSHIP TEAM & SET CULTURE**

**Performance Standards:**

- Hires and develops senior leadership team; plans and implements leadership development programs throughout the organization; identifies high potential leadership candidates.
- Establishes and regularly measures positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization.
- Ensures proper personnel administration is practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.

Rating: Evidence:

**COMMUNICATE & WORK EFFECTIVELY WITH STAKEHOLDERS**

**Performance Standards:**

- Serves as the primary point of communications to the Board of Directors; advises the Board on complex and significant organizational matters; provides Board with information, data, and reports on plans, proposals, alternatives, and recommendations.
- Meets with citizen groups regarding the activities of the District; presents, explains, justifies, promotes, and defends various programs and priorities.
- Actively coordinates with contiguous fire departments fostering positive relationships and collaboration; develops mutual assistance programs, where appropriate.
- Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations.

Rating: Evidence:

**EMERGENCY RESPONSE**

**Performance Standard:**

- Responds to major incidents as a senior advisor and as an interface with the community, community leaders, and other elected officials.

Rating: Evidence:



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**SECTION 2**  
**To be completed by the Fire Chief**

Instructions: This section provides the Fire Chief with an opportunity to self-reflect on his overall performance over the evaluation period. The Fire Chief shall provide responses to the following questions.

Identify and explain the greatest achievement during this evaluation period.

Identify and explain where further development or growth is needed?

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**SECTION 3**  
**To be completed by the Board of Directors**

INSTRUCTIONS: This section identifies the key performance standards established by the Board of Directors. Each Board Director should review each standard and provide a summary of supporting information describing how the standard was met or, if applicable, not fully met. The performance rating scale below should be applied to each performance area.

Performance Rating:

- 5 = Outstanding** – Performance consistently far exceeds job expectations.
- 4 = Exceeds Expectations** – Performance consistently meets and frequently exceeds job expectations.
- 3 = Successful** – Performance fully meets job expectations.
- 2 = Needs Improvement** – Performance meets some, but no all, job expectations.
- 1 = Unsatisfactory** – Performance is below job expectations.

**SET & EXECUTE STRATEGY**

**Performance Standards:**

- Works with the Board of Directors to develop the District’s Strategic Plan to meet current and future community needs; leads the implementation of established District strategy consistent with the vision, mission, and overall direction of the Board of Directors.
- Oversees the development, implementation, and administration of all District programs and services, including fire protection response, emergency medical services, business operations, training and professional development, prevention programs, safety, and emergency management programs, emphasizing safety of first responders.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.

- Continuously develops and enhances effective working relationship with Local 2086; negotiates collective bargaining agreement on behalf of the Board; maintains connectivity with Local 2086 through the Meet and Confer process and disciplinary process.

Rating: Evidence:



**ALLOCATE RESOURCES**

**Performance Standard:**

- Oversees the development and presentation of the operating and capital budgets for public review and Board approval; ensures the District meets all fiscal obligations and operates within available revenue and the District’s long-term financial plan.

Rating: Evidence:



**BUILD SENIOR LEADERSHIP TEAM & SET CULTURE**

**Performance Standards:**

- Hires and develops senior leadership team; plans and implements leadership development programs throughout the organization; identifies high potential leadership candidates.
- Establishes and regularly measures positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization.
- Ensures proper personnel administration is practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.

Rating: Evidence:



**COMMUNICATE & WORK EFFECTIVELY WITH STAKEHOLDERS**

**Performance Standards:**

- Serves as the primary point of communications to the Board of Directors; advises the Board on complex and significant organizational matters; provides Board with information, data, and reports on plans, proposals, alternatives, and recommendations.
- Meets with citizen groups regarding the activities of the District; presents, explains, justifies, promotes, and defends various programs and priorities.
- Actively coordinates with contiguous fire departments fostering positive relationships and collaboration; develops mutual assistance programs, where appropriate.

- Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations.

Rating: Evidence:

## EMERGENCY RESPONSE

### Performance Standard:

- Responds to major incidents as a senior advisor and as an interface with the community, community leaders, and other elected officials.

Rating: Evidence:

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### SECTION 4 To be completed by the Board of Directors

Provide any comments to support or contradict any information in the Fire Chief's self-assessment of his performance during this performance evaluation period.

Provide an overall summary of feedback obtained from the SMFR Executive Team members or other SMFR personnel on the Fire Chief's performance during this performance evaluation period.

Provide an overall summary of observations made by the BOD on the Fire Chief's performance during this performance evaluation period.

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**SECTION 5**

**To be completed by the Board of Directors**

**Review Period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name of Board Director** \_\_\_\_\_

Instructions: Each Board Director shall review the specific goals established for the Fire Chief during the current evaluation period. Identify if the goal was successfully accomplished and provide evidence of how the goal(s) was successfully accomplished and the impact it had on the District.

ANNUAL PERFORMANCE GOALS			
Performance Planning Section	Performance Assessment Section		
The proposed goal(s) will be identified by the BOD.	Was the goal successfully accomplished?		Provide a summary to support whether or not this goal was successfully achieved.
Description of Proposed Goal	Yes	No	Comments
<b>Leadership Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.
<b>Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.
<b>Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.

**OVERALL RATING**

Instructions: The Board of Directors should establish an overall performance rating based on the performance rating scale and provide an overall summary to support the rating.

Rating:

Comments:

<b>Fire Chief's Signature:</b>	<b>Date:</b>
<b>Chair of the Board of Director's Signature:</b>	<b>Date:</b>

**SECTION 6**

**To be completed by the Board of Directors**

**Review Period:** \_\_\_\_\_ **to** \_\_\_\_\_

Instructions: The Board of Directors shall work with the Fire Chief to identify specific goals for the Fire Chief to achieve during the upcoming evaluation period. One to three goals shall be identified at the beginning of the evaluation period. Goals shall be specific projects or outcomes desired by the BOD or specific to the development of the Fire Chief as related to the key areas of performance. One goal specific to the leadership provided by the Fire Chief is required.

<b>ANNUAL PERFORMANCE GOALS</b>			
<b>Performance Planning Section</b>	<b>Performance Assessment Section</b>		
The proposed goal(s) will be identified by the BOD.	Was the goal successfully accomplished?		Provide a summary to support whether or not this goal was successfully achieved.
<b>Description of Proposed Goal</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Leadership Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.
<b>Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.
<b>Goal:</b> Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b> Click or tap here to enter text.



**SECTION 7**  
**To be completed by the Fire Chief Direct Reports**

Name of Direct Report \_\_\_\_\_

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**INSTRUCTIONS:** This section identifies the key performance standards established by the Board of Directors. The Fire Chief's direct reports should review each standard and provide a summary of supporting information describing how the standard was met or, if applicable, not fully met. Direct reports may or may not have supporting information for each standard based on day-to-day roles. Leave a section blank if no information is available. The performance rating scale below should be applied to each performance area.

Performance Rating:

- 5 = Outstanding** – Performance consistently far exceeds job expectations.
- 4 = Exceeds Expectations** – Performance consistently meets and frequently exceeds job expectations.
- 3 = Successful** – Performance fully meets job expectations.
- 2 = Needs Improvement** – Performance meets some, but no all, job expectations.
- 1 = Unsatisfactory** – Performance is below job expectations.

**SET & EXECUTE STRATEGY**

**Performance Standards:**

- Works with the Board of Directors to develop the District's Strategic Plan to meet current and future community needs; leads the implementation of established District strategy consistent with the vision, mission, and overall direction of the Board of Directors.
- Oversees the development, implementation, and administration of all District programs and services, including fire protection response, emergency medical services, business operations, training and professional development, prevention programs, safety, and emergency management programs, emphasizing safety of first responders.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.
- Continuously develops and enhances effective working relationship with Local 2086; negotiates collective bargaining agreement on behalf of the Board; maintains connectivity with Local 2086 through the Meet and Confer process and disciplinary process.

Rating: Evidence:

**ALLOCATE RESOURCES**

**Performance Standard:**

- Oversees the development and presentation of the operating and capital budgets for public review and Board approval; ensures the District meets all fiscal obligations and operates within available revenue and the District's long-term financial plan.

Rating: Evidence:

## BUILD SENIOR LEADERSHIP TEAM & SET CULTURE

### Performance Standards:

- Hires and develops senior leadership team; plans and implements leadership development programs throughout the organization; identifies high potential leadership candidates.
- Establishes and regularly measures positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization.
- Ensures proper personnel administration is practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.

Rating: Evidence:

## COMMUNICATE & WORK EFFECTIVELY WITH STAKEHOLDERS

### Performance Standards:

- Serves as the primary point of communications to the Board of Directors; advises the Board on complex and significant organizational matters; provides Board with information, data, and reports on plans, proposals, alternatives, and recommendations.
- Meets with citizen groups regarding the activities of the District; presents, explains, justifies, promotes, and defends various programs and priorities.
- Actively coordinates with contiguous fire departments fostering positive relationships and collaboration; develops mutual assistance programs, where appropriate.
- Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations.

Rating: Evidence:

## EMERGENCY RESPONSE

### Performance Standard:

- Responds to major incidents as a senior advisor and as an interface with the community, community leaders, and other elected officials.

Rating: Evidence:

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Instructions: This section provides the Fire Chief direct reports with an opportunity to reflect on the Fire Chief's overall performance over the review period. The Fire Chief direct reports shall provide responses to the following questions.

Identify and explain the Fire Chief's greatest achievement during this evaluation period.

Identify and explain where further development or growth is needed for the Fire Chief?

