

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

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	Kristin Eckmann, Deputy Chief – Community Services (absent)
	Kevin Leung	Dillon Miskimins, CFO Business Services
	William Shriver (via Phone)	Camie Chapman, CHRO Employee Services
	Bruce Stahlman (via Phone)	Allison Ulmer, Legal Counsel (absent)

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 Station 22, 16758 East Smoky Hill Road, Aurora, CO at 6:06 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

Directors Shriver and Stahlman attended via conference call. All of the Board members were present in person.

APPROVAL OF THE AGENDA

Chair Albee suggested moving agenda Items H, I, J up on the agenda and then move the station tour and dispatch center overview to the end of the agenda.

Director Anderson motioned to approve the agenda as amended. Director Roche seconded the motion. All were in favor and the motion carried.

PUBLIC COMMENT

N/A

CONSENT AGENDA ITEMS

1. [Enterprise Resource Planning \(ERP\) Software Implementation Proposal](#)

Director Leung motioned to remove this from the consent agenda. Director Anderson seconded the motion. All were in favor and the motion carried.

At Directors Sokol's & Leung's request, CFO Miskimins stated that nothing has changed from the information presented last week, at \$900,000 it was a 4-year breakeven and at the \$1.2M it is more like a 6-year breakeven. There are 9 dedicated resources on the vendor's side, which would be the additional \$100,000 per month cost. There will likely be as many internal resources, who will still be responsible to do their current jobs but serve as the internal team for implementation support. The \$900,000 to \$1.2M is a range, the quote is for a 7-month implementation at a cost of \$900,000 and Staff is requesting three months of flexibility, not to exceed \$1.2M. Chair Albee reiterated that it is the same language as presented last week.

At Director Anderson's request, CFO Miskimins stated that our Project Manager Cathy Kidder will oversee the project to make sure there are no delays.

Chair Albee polled the Board to see if there was a higher level of comfort to approve the project as scoped and bid and if it goes over that cost have Staff come back to the Board for approval, or is the preference to do the recommended action. Director Sokol stated that if the project is at 90% completion and additional funds are needed, we are going to approve it anyway. Director Anderson stated that she feels similar. Director Stahlman stated that he is comfortable with the cushion for contingencies and feels CFO Miskimins and the team will keep a lid on the project. Director Shriver stated he, of course, would rather see it on the low end but however feels the benefit will outweigh the cost. Chair Albee agreed. Director Anderson stated that she does not want to set up a delay by needing to come back to the Board.

At Chair Albee's request, CFO Miskimins informed that the vendor only does Microsoft implementation for government agencies.

At Director Sokol's request, Technical Services Director Sund stated that the District has completed several of these types of projects.

Director Leung stated that he has overseen projects like this and most go over by 20%. We need to do it and not delay the project but wants to make sure that there is a mechanism in place so that \$1.2M is the absolute maximum and that is all the Board is willing to spend unless there is a very good reason for needing more.

At Director Sokol's request, CFO Miskimins stated that the original bid for the same scope was \$1.2M and Staff was able to negotiate that down to the \$900,000, so there is no leverage at this point to further reduce the bid.

Director Anderson motioned to approve Staff's recommendation to implement a new Enterprise Resource Planning Software beginning in 2023 with a project budget not to exceed \$1,200,000 and further delegates the execution of any necessary agreements to the Fire Chief or his designee. Director Roche seconded the motion. All were in favor and the motion carried.

POTENTIAL DISCUSSION/ACTION ITEMS

- 1. 2024 Budget Update** – CFO Miskimins stated he does not have much of an update but plans to have the in-depth budget presentation at the October 2nd meeting.

At Director Anderson's request, CFO Miskimins stated that the budget is as up to date as possible until the assessed valuations are received and if the Proposition HH is approved by the voters, the Board may have to adopt the budget and amend it as needed. CFO Miskimins added that there is some talk of delaying the mill levy approvals, but the Board can always amend the budget at the beginning of next year.

Director Sokol stated that the Board had briefly discussed taking a position on Proposition HH and wondered if the board still wanted to put something together for posting on the website to publicly state the effects its approval would have on SMFR.

After discussion, the Board directed Chief Baker to reach out to WMFR's Chief Lombardi to see if their Board intends to make a statement & Staff will see if SDA has any statements posted on their website. Staff will also draft talking points on how Proposition HH will affect SMFR for the next meeting.

INFORMATION ITEMS

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

- Director Anderson shared that she and Chief Dell'Orfano attended the SDA conference last week. There were good breakout sessions, reminders about executive session rules and DOLA's role. SMFR is doing very well because we have a great Board and great Staff; SMFR is not having a lot of issues that other districts are experiencing. She is going to have a meeting with HRMD's Stephanie Stanley and some DOLA representatives to understand their role with Special Districts. She will bring the information back to the Board.
- Director Sokol stated that he and Chief Dell'Orfano are having a conference call on Friday with a representative from the Secretary of State's Office discussing the ability to cancel elections in director districts with only one candidate.
- Director Anderson stated that the lobbyist interviews are this week and that is another step to support change in elections laws.
- Director Shriver reported that the Parker Rotary is holding its 2nd annual wine tasting event and fundraiser on Saturday, October 7th at the Vehicle Vault in Parker. Information available to distribute to all personnel and any interested, can also contact him about the 20% discount for SMFR personnel.
- Chair Albee stated that he had the opportunity to attend the IAFF Memorial in Colorado Springs over the weekend with Director Leung and Chief Baker. It was a remarkable event that named the Line of Duty Deaths for 2021 and 2022, and as the definition has changed, names added to the wall dated back as far as 1927. There were 572 names added to the wall and 2/3 of those were from job-related cancer. Director Stahlman stated there was an article recently in the Post about PFAS chemicals in bunker gear with interesting information regarding the pervasive nature of the chemicals. Director Leung noted that a lot of the people added to the wall were people from New York and responded on 9/11.
- Chief Dell'Orfano informed that the City of Lone Tree is in the process of creating an Urban Renewal Authority (URA) in their city's entertainment district. The proposal will be heard tomorrow night, presumably to approve the resolution. SMFR received a letter from the city that was provided to all of the special districts just letting them know there will be a seat on the URA Board, so seems to be a similar process to Castle Pines URA. Staff's intent would be to bring representatives from the city to present an overview in an upcoming board meeting.
- Director Stahlman reminded that the Douglas County Community Foundation Heroes Gala is Thursday. He hopes to attend. Director Anderson stated that she unfortunately cannot attend. Chief Dell'Orfano stated that the Gala is sold out with over 600 tickets sold.
- Chief Baker:
 - Thanked Directors Albee and Leung for attending the IAFF Memorial, noting that SMFR's Deputy Chiefs, Chief Valdez and quite a few chief officers, including 22 Honor Guard and Pipes & Drums members participated in the ceremony and was very proud of their involvement. He guessed that was the largest number from any one department.
 - Last Friday, he and Wellness Director Macklin attended the Denver Metro Fire Chiefs' Meeting where Dr. James Min, Founder and CEO of Cleerly Health, which uses a coronary computed tomography scan to measure a person's risk for a heart attack, was present. Based on feedback from the other metro fire chiefs they did not know this technology was available. He has agreed to do a presentation for the metro chiefs on this diagnostic tool, which is significant in saving the lives of our folks and the Board will probably see a significant grant request to get all of our people scanned.

DISPATCH CENTER OVERVIEW

1. **Back Up Center** – Emergency Communications Center Director March stated that right before COVID, it was identified that although a lot of the technology is portable, they needed a really good backup location. The first rendition of the center was created here at Station 22. During COVID additional challenges were identified. The center has become fully redundant to Mineral's center. Once the CAD update is completed mid-next year, the center will be fully functional for internal and external agencies. The Arapahoe County E-911 Authority funded the backup center on the main floor as well as the backup generator system. Another backup system is going to be built in Littleton, funded by the E-911 Authority, and will provide a full redundancy when they open up in November. It will be a larger center where multiple agencies could utilize if needed.
2. **AC E911 Q&A Award** – Emergency Communications Manager Carnahan informed that AC E-911's Executive Director wanted to start recognizing dispatchers and requested data from the area communication centers to

evaluate their call accuracy. Out of the 10% of the total calls that were Q&A'd, SMFR's Communications Center received a perfect score, 98.4% of the time. He stated he is proud to report that SMFR is the first ever winner of the award. It is a rotating award that is given out once every six months. The team is very proud of it and hopes that SMFR's name continues to be on it. The award will be displayed in the Communications Center. The Communications Center will also be recognized at the Douglas County Community Foundation Heroes Gala on Thursday night where everyone who was on duty in the center was invited to receive the first Hero Award for their work during the tornado that ripped through Highlands Ranch.

- 3. **ECC Performance** – Emergency Communications Director March reported that Chief Baker forwarded him a copy of the August 15th NFPA article titled "Please Hold", which linked to the results of a new Fire Protection Research Foundation analysis of Public Safety Call Answering and Event Processing Times. NFPA 1225 Section 15.4.1 states that calls to emergency phone lines should be answered within 15 seconds 90% of the time and within 20 seconds 95% of the time for all calls received by the PSAP. The standard goes on to recommend that calls are processed within 60 seconds 90% of the time if they are deemed to be high priority in nature. Over 52 organizations submitted data and approximately 47 of those datasets were in a format consistent with the needs of the study, consisting of 1.3M calls. SMFR pulled information from September 2022 to September 2023. The center took 35,000 truly 911 calls, which were answered in 10 seconds or less and in 15 seconds or less 99.9% of the time. The average time to process the call averaged 28 seconds, and 48 seconds at the 90th percentile. The Communications Center is currently short one dispatcher, which is unusual but finding that people are not wanting to work in this industry post COVID. SMFR has a great relationship with other agencies and the Arapahoe County CAD to CAD project has significantly reduced call processing times. Working toward completing a similar project with Douglas County.

Directors Stahlman and Shriver exited the meeting at 7:29 p.m.

STATION TOUR

The crew at Station 22 provided the Board with a tour of the station & Emergency Communications Center Director March and Center Manager Carnahan and the Emergency Dispatch Supervisors provided the Board with a hands-on experience in the backup communications center.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on October 2, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Attested by: 

Date: Oct 02, 2023