



South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
July 20, 2026, at 6:00 p.m.
9195 E. Mineral Avenue, Centennial, CO 80112

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 Leung – Director Leung disclosed that he is an official candidate for the November 3, 2026, election for Colorado State Senate District 30. Board counsel advised that this does not constitute a conflict of interest but recommended it be disclosed to the Board.

PUBLIC COMMENT

There was no public comment

CONSENT AGENDA

N/A

ACTION ITEMS

1. **Resolution No. 2026-08 Delegating Authority to the Chief to Dispose of Surplus Personal and Real Property on Behalf of the District** – John Curtis, Fire Chief – South Metro Fire Rescue: Chief Curtis, presented Resolution No. 2026-08 Delegating Authority to the Fire Chief to Dispose of Surplus Personal and Real Property on Behalf of the District to the Board for approval. The Board considered the resolution delegating authority to the Fire Chief to dispose of surplus personal and real property with a value of up to \$100,000, consistent with the District's financial policies. He explained the resolution codifies an existing practice and aligns the disposal threshold with the purchasing authority previously approved by the Board.

Chief Curtis explained that surplus property typically consists of vehicles managed by the Fleet Division and is enforced by the District's policies, valuation methods, public sale procedures, financial reporting, and internal controls. He confirmed that surplus property is sold through a public process with appropriate financial oversight and disclosures

Motion: Sue Roche, Board Secretary, moved to approved Resolution No. 2026-08 Delegating Authority to the Fire Chief to Dispose of Surplus Personal and Real Property on Behalf of the District. Renee Anderson, Vice Board Chair, seconded. All were in favor 0 opposed, the motion carried.



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ACTION ITEMS (cont.)

2. **Contract Approval for South Metro Fire Station 23 Shower Remodel (Crossland Construction)** – Berry Jones, Construction Manager – South metro Fire Rescue: Berry Jones, presented a recommendation to award the construction contract for the Fire Station 23 shower renovation project. The project will renovate the existing shower and restroom facilities into four private, lockable restroom/shower rooms to support a mixed-gender workforce and meet current station design standards. The Total Project Budget is \$350,000. Soft Costs and Hazardous Materials testing costs of \$29,210 have already been assigned to the project. The lowest qualified bidder was Crossland Construction with contract value for this renovation being \$259,000. The remaining project budget will provide contingency. South Metro Fire received 12 bids and recommended awarding the contract to the lowest qualified bidder within the approved project budget. The Board discussed project costs, contingency funding, and the operational need for the renovation. Berry Jones also noted that temporary shower facilities will be provided during construction, which are included in the bid cost and that contingency funds are included to address unforeseen conditions in the existing facility. Rich Sokol, Board of Director, expressed concern regarding the project cost and voted in opposition.

Motion: Sue Roche, Board Secretary, moved to approve the contract for Station 23 Shower Remodel. Vice Chair Renee Anderson seconded the motion. The motion carried by a vote of 6-1, with Director Rich Sokol opposed.

DISCUSSION/POTENTIAL ACTION ITEMS

1. **South Metro Fire/State of Colorado CO-Ownership Arrangement (*Mineral Building – 9195 E. Mineral Avenue, Centennial, CO 80112*)** – Mike Dell’Orfano, Chief Government Affairs Officer – South Metro Fire Rescue; Stephanie Corbo, CFO – South Metro Fire Rescue; Bob Cole, Attorney: All provided an update on ongoing discussions with the State of Colorado regarding the future ownership structure of their portion of the second floor of the administration building. The 2004 lease agreement includes the option for the State to pursue a condominium ownership model. Staff outlined legal, financial, governance, tax, and administrative challenges associated with this approach. An alternative co-ownership model was recommended that would provide the State with an undivided ownership interest in the building which would preserve their second-floor exclusive use areas and reduce administrative complexity compared to a condominium. This would be a similar model to the Joint Services Facility and South Metro Fire Rescue Station 38. The Board discussed governance, property rights, long-term flexibility, and future sale considerations, and expressed general support for staff to continue pursuing the co-ownership model while providing updates as negotiations progress.



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DISCUSSION/POTENTIAL ACTION ITEMS (cont.):

2. **Overtime Overview – Series #1: Mike Burke, Division Chief of Operations, Support – South Metro Fire Rescue:** Chief Burke, presented the first in a series of informational reports explaining the District's staffing and overtime management process. The presentation outlined monthly staffing balance meetings, roster development, vacation scheduling, use of acting assignments, reimbursable versus minimum staffing overtime, and staffing efficiencies. Chief Burke explained that overtime is influenced by staffing levels, attrition, vacation utilization, training requirements, and operational demands. The Board discussed vacation efficiency, staffing balance, succession planning, and the relationship between staffing levels and overtime costs. Chief Burke indicated additional analysis will be presented during the upcoming budget process to better define overtime drivers and improve budget forecasting.

3. **Financial Standardization Policy Update – Mike Smith, Financial Planning & Analysis Manager – South Metro Fire Rescue:** Mike Smith announced completion of the District's Financial Standardization Manual following approximately 18 months of development. Mike explained the manual consolidates and updates financial policies, purchasing procedures, procurement practices, travel policies, technology policies, standardized forms, and exception processes. He also noted the manual is intended to improve consistency, transparency, collaboration, internal controls, and financial stewardship throughout the organization. The Board recognized the significant effort by staff in developing the manual and commended the collaborative work across departments.



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INFORMATION ITEMS

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

1. **Microsoft Dynamics 365 ERP Update Two Years After Implementation – Stephanie Corbo, CFO - South Metro Fire Rescue:** CFO Corbo, provided an informational update on the District's implementation of the Microsoft Dynamics 365 (D365) Enterprise Resource Planning (ERP) system. The presentation reviewed the project's objectives, including consolidating multiple legacy systems, improving financial controls, strengthening compliance, and enhancing reporting capabilities. CFO Corbo discussed implementation challenges, including ongoing system instability, required manual workarounds, consultant turnover, limitations associated with the government cloud environment, and the impact of Microsoft system updates on customized functionality. She also reported that a Request for Information (RFI) process and benchmarking with other government agencies was implemented and proved that D365 remains the appropriate platform; However, optimization and a new implementation partner are recommended. The Board discussed the potential of minimizing system customizations, improving vendor accountability through stronger contractual requirements and service level expectations, increasing in-house technical expertise, software testing and quality assurance practices, as well as reducing long term reliance on consultants. CFO Corbo assured the Board and staff these have been appropriately researched, however will take an extra look at all of these requirements and for further discussion on August 3, 2026, for direction from the board, on a proposal outlining recommended support, optimization efforts, and associated funding requirements. Director Leung asked whether the ROI projections presented to the Board approximately two years ago remained valid, Stephanie Corbo, CFO responded that they were no longer valid.
2. **Facilities Update – Matt Weller, Deputy Chief, Internal Services – South Metro Fire Rescue:** Chief Weller, presented an update on current and planned facilities projects across the District. Updates included progress on the structural repairs at Station 41, where deck repairs have been completed and foundation pier testing and installation are underway, followed by joist and wall repairs. Design efforts continue for Stations 33 and 16, with architectural firms being evaluated through the District's pre-qualified consultant selection process, which will also be used for the Mineral Headquarters project. Additional updates included ongoing improvements at the Joint Services Facility (JSF), including but not limited to enhancements for training props, burn building repairs and infrastructure upgrades, planned roof assessments and fire alarm system upgrades at multiple stations, continued evaluation of future space and operational needs at the Mineral Headquarters building, including the pending FBI lease renewal, and the receipt and evaluation of two proposals for the Fleet/Logistics building project.



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INFORMATION ITEMS (cont.)

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

3. **Wildland Personal Protective Equipment** – Mike Burke, Division Chief of Operations Support: Chief Burke, informed the Board that the National Multi-Agency Coordinating Group issued a notice identifying certain fire shelters that were either non-conforming or manufactured prior to 2006 and potentially susceptible to delamination, requiring inspection and replacement. Upon receiving the notification on July 13, this initiated a districtwide inspection of all wildland fire shelters, completing approximately 50% of inspections and identifying 39 shelters requiring replacement. Staff has ordered 55 replacement shelters at an estimated cost of approximately \$27,000 and expect the total replacement need could reach approximately 100 shelters. Chief Burke advised that if additional replacements become required, it may require a request for additional funding or budget adjustments to ensure all personnel are equipped with compliant emergency fire shelters.

Remarks:

Mike Burke Division Chief, Operations Support, reported current wildland deployment activity, including personnel assigned to the Fishhook Fire, Gold Mountain Fire, and pre-positioned resources supporting wildfire response efforts.

Mike Dell'Orfano, Chief Government Affairs Officer, reminded the Board and staff that the August 17, 2026, Board meeting is proposed to be rescheduled to **August 24, 2026**, to accommodate travel for the accreditation hearing.

John Curtis, Fire Chief, informed the Board of a recent increase in water-related calls including fatalities within and near the district and advised that staff will work with Colorado Parks and Wildlife to evaluate additional public safety and enforcement measures. Chief Curtis also expressed his gratitude for all the work that was put forth into the standardization manual collectively, specifically to Finance.

Jake Mayhew Deputy Chief, Operations, provided an operational update on recent emergency incidents, including multiple significant structure fires, wildland/interface fires, technical rescues, and water rescue incidents, and recognized the efforts of personnel and regional partners. He also announced that two South Metro Fire Rescue members will graduate from the Arapahoe Community College paramedic program, with an additional four (4) members enrolled in future classes.



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Remarks:

Scott Richardson, Deputy Chief Special Ops, advised that five (5) members of Colorado Task Force 1 remain deployed in Texas supporting flood response operations and may be reassigned based on tropical storm activity.

Andy Powell, Division Chief of Training, announced that Recruit Class 26-1 Family Day will be Saturday, August 1, 2026, from 10:00a.m. to 2p.m. As well as graduation will take place on Thursday, August 6, 2026 from 6:00 p.m. to 8:00 p.m. at Arapahoe Community College 5900 S. Santa Fe Dr. Littleton, CO 80120.

Phil McCart, Board Director reported that he attended the Littleton Police Chief Candidate Meet and Greet and discussed his interactions regarding interagency relationships between law enforcement and fire agencies and received positive feedback. He also spoke to Denver Fire, and he reported the same feedback from Denver Fire.

Renee Anderson shared that she recently visited the area where the Troublesome Fire was and shared that there is lots of regrowth happening. She also shared her appreciation for the District's firefighter trading card, kudos to Matthew Assell for his hard work on creating them.

Kevin Leung, on behalf of a Highlands Ranch resident, shared their appreciation to Station 17 for providing exceptional service, specifically for lift assists and encouraged continued public awareness of the District's community assistance programs. He also encouraged increasing community presence at future Fourth of July events in Castle Pines Village.

Jim Albee outlined the upcoming 2027 budget development schedule, including all presentations presented on revenue assumptions, operating expenses, property tax assumptions, personnel costs, and the proposed budget consolidated over the next several board meetings, starting on August 3, 2026. Highlighted dates noted were September 14, 2026, property tax assumptions and abatements, September 21, 2026, will show the salaries and benefits, and finally October 5, 2026, will show the combined view of the budget.

NEXT MEETINGS

Regular Board of Directors' and Volunteer Firefighter Pension Board meetings to be held on August 3, 2026 at 6:00p.m. at 9195 E. Mineral Avenue, Centennial, CO 80112.

ADJOURNMENT

Chair Albee adjourned the meeting at 9:03 p.m.

*****SIGNATURE PAGE TO FOLLOW*****



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Signature Page Only

The foregoing minutes of the Board of Directors Meeting held on 7/20/26, were approved by the Board of Directors on 8/3/26

Attested by: James Allen

Date: Aug 3, 2026