

South Metro/Cunningham Fire Rescue Authority  
Regular Board of Directors' Meeting Minutes  
January 16, 2019  
**AMENDED**

Present:	Laura Simon, Chair	Bob Baker, Fire Chief (absent)
	David Jackson, Vice Chair	Mike Dell'Orfano, Assistant Chief
	Rich Sokol, Treasurer	Vince Turner, Assistant Chief
	Mark Lampert, Secretary	Troy Jackson, Assistant Chief
	Ronda Scholting, Parliamentarian	Kevin Milan, Assistant Chief
	Hank Eng	Jerry Rhodes, Assistant Chief
	Danny Gaddy	Dillon Miskimins, Chief Financial Officer
	William Shriver	Isla Nejbauer, Chief Human Resources Officer
	Patricia Shaver	Kristin Eckmann, Communications Director
	Jim Albee	Bob Cole, Legal Counsel
	Renee Anderson	
	Debbie Brinkman	

Others Present: SMFR Personnel, CFPD Advisory Board, Guests

**MEETING CALL TO ORDER**

Chair Simon called the regular meeting of the South Metro Fire Rescue Authority to order at 6:47 p.m. and welcomed everyone to the meeting.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited at the Cunningham Fire Protection District Board Meeting.

**ROLL CALL**

All Board Members were present.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

December 12, 2018 South Metro/Cunningham Fire Rescue Authority Board of Directors' Special Meeting Minutes

A motion was made by Mark Lampert and seconded by Hank Eng to approve the consent agenda as presented. All were in favor and the motion carried.

**ACTION ITEMS**

Oaths of Office – Chief Dell'Orfano welcomed and stated that the three new Board Members, Littleton Fire Protection District Representative Jim Albee, Highlands Ranch Metropolitan District Representative Renee Anderson and Littleton Mayor Debbie Brinkman were sworn into office prior to the meeting.

SMFRA Resolution No. 2019-01 – Adopt 2019 Regular Meeting Schedule – Chief Dell'Orfano reminded that the schedule provided is just a draft based on the 2018 regular meeting schedule and requested that due to the three upcoming elections, it would be beneficial to continue having the meetings take place on the third Wednesday of each month for the first quarter of 2019.

After discussion, it was agreed to hold the regular meetings on the third Wednesday of the month for January, February and March and then meeting on the third Monday of the months April through December with the possibility that the meeting dates may change for October and December.

A motion was made by David Jackson and seconded by Rich Sokol to approve SMFRA Resolution No. 2019-01 Adopt 2019 Regular Meeting Schedule as amended to meet on the third Wednesday of the month for January, February and March and the third Monday of the month for April through December with the possibility that the meeting dates would change for the October and December meetings. All were in favor and the motion carried.

SMFRA Resolution No. 2019-02 – Designating Location to Post Meeting Notice – Chief Dell’Orfano explained that intergovernmental authorities are required to designate annually at the Board’s first meeting of each calendar year, the place at which the meeting notice will be posted at least 24 hours prior to each meeting and Staff recommends posting locations at stations in Arapahoe, Douglas and Jefferson Counties, SMFR website and Mineral headquarters.

A motion was made by Mark Lampert and seconded by Rich Sokol to approve SMFRA Resolution No. 2019-02 Designating Location to Post Meeting Notice as presented. All were in favor and the motion carried.

West Metro Fire Rescue Automatic and Mutual Aid Agreement – Chief Jackson explained that this agreement establishes a mutual aid and closest-unit automatic aid agreement between SMFRA and West Metro Fire Rescue. The format follows the typical auto aid agreement that SMFRA has with other agencies and the exhibits show that there are no boundaries to the extent of aid offered to each agency, although the majority is anticipated along SMFRA’s southwest border (Roxborough, Sterling Ranch) and western border (Station 13, Meadowbrook-Fairview Metro District, Lochmoor). Although not typical to other agreements, this agreement also includes a reimbursement to West Metro of \$100,000 in 2019, which is to be reevaluated prior to even year property value assessments and based on anticipated call volumes in Meadowbrook-Fairview, the estimated frequency that West Metro will arrive first-on-scene to those calls, and the difference in property taxes between SMFRA and West Metro. Chief Jackson outlined the reasoning behind the reimbursement.

After discussion, it was agreed to add a whereas statement that it is not customary practice for the District to pay for mutual aid, if possible.

A motion was made by David Jackson and seconded by Danny Gaddy to approve the West Metro Fire Rescue Automatic and Mutual Aid Agreement as presented.

A motion was made by Rich Sokol and seconded by William Shriver to approve the addition of a whereas statement into the West Metro Fire Rescue Automatic and Mutual Aid Agreement that it is not customary practice for the district to pay for mutual aid, if possible.

An amended motion was made by Rich Sokol and seconded by William Shriver to approve the West Metro Fire Rescue Automatic and Mutual Aid Agreement with the addition of a whereas statement that it is not customary practice for SMFR to pay for mutual aid, if possible. Ronda Scholting abstained. The remaining Board members were in favor and the motion carried.

November 2018 Financial Statements – Chief Financial Officer Miskimins reviewed the November Financial Statements, highlighting the fund balance decreased by \$6.1 million over last month to a total of \$47.7 million with the District receiving \$820,413 from taxes in November, net of \$3,527 of treasury fees and \$3,488 diverted due to TIF; 99.54% of all budgeted Property and Specific Ownership Taxes have been collected for 2018 as compared to 99.35% collected in November of 2017; 112.5% or \$1.44 million has been expended over our \$11.48 million of our total budgeted capital projects (\$3.5 million SCBA purchase -\$2 million budgeted to start construction on the training and preparedness building) and staff will be bringing a budget amendment for the Board’s consideration next month; Station 32 rebuild comprised 60.2% or \$7.7 million of the expenses to date and the SCBA equipment purchase comprised 27% or \$3.46 million of the expenses to date; 88.9% or \$75.3 million of our total budget has been expended from the General Fund which puts us on trend to be \$500,000 to \$1 million under budget at the end of the year; we are trending to end the year slightly over total budget for Revenues primarily due to the \$1.4 million reimbursed for deployments; and, we are expecting January’s payroll to be nearly \$8.3 million compared to \$5.3 million in January of 2018.

At the Board's request, CFO Miskimins distributed and reviewed an Overtime Analysis which included overtime percentages with comparable agencies, trends in overtime for minimum staffing & timecards, and statistics that affect the minimum staffing overtime.

A motion was made by Rich Sokol and seconded by Mark Lampert to accept the November 2018 Financial Statements as presented. All were in favor and the motion carried.

#### **DISCUSSION ITEMS**

Fire Code Adoption – Fire Marshal Valdez provided background information on the creation and processes of the International Code Council, how it works for special districts to adopt fire codes and how SMFR will now collaborate on code adoptions and enforcement with 10 cities and three counties.

#### **INFORMATION ITEMS**

Board Resources – Chief Dell'Orfano reviewed a new Board Information section on Office 365 that contains information that had previously been provided in hard copy as a part of the Board Handbook, which includes additional calendar of events, maps and other historical and informational documents.

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

- Congratulations to Allison C. Ulmer for becoming a shareholder at Collins Cockrel & Cole. She joined the firm in 2009 and has a broad background in local government.
- Two online customer compliments were received, one from a citizen who experienced a carbon monoxide incident in their home near Station 38 and the other from a resident of The Covington on Cherry Creek complex, owned by Cortland, thanking our crews for taking care of the families directly affected by the fire. Another email thank you note was received from Cortland CEO Mr. DeFrancis expressing his thanks and gratitude to everyone who assisted on the fire.
- A note of thanks was received from Rist Canyon Volunteer Fire Department Chief Dollard to one of her former volunteers, Firefighter Ryan Nelson, for a recent training opportunity he provided for their department personnel.
- A thank you note was received from Centura Health on behalf of the Parker and Littleton Adventist Hospitals to Chiefs Baker and Lewis for including their facilities in the recent unprecedented and extremely valuable mass casualty exercise held November 28<sup>th</sup> – 30<sup>th</sup>.
- The Jefferson County Board of County Commissioners determined that the unification did not require an immediate update to the South Metro Service Plan; however, staff plans to start updates in mid-2020.
- The Aurora Chamber of Commerce will be awarding the 2019 Community Leadership award to South Metro at their annual awards dinner. The Community Leadership Award is presented to a business or extensive civic participation that has resulted in an extensive civic participation. . SMFR has purchased a table and will be sending an invite to any board members that would like to attend.
- The next Promotion Ceremony is scheduled for January 23<sup>rd</sup> at Rocky Vista University and starts at 5:30 p.m.
- A Special New Board Member Orientation meeting will be scheduled during the last week of January or the second week of February. All Board members are welcome to attend. Staff will also be setting up district tours.
- ISO is collecting information on a combined organization to confirm that we will be able to maintain a 1 rating throughout the unified district.
- Director Lampert complimented Staff on Station 21's new signage.
- Director Lampert complimented Staff on the sale of the Dayton Building. CFO Miskimins confirmed that the funds from the sale will go into the General Fund for operating expenses.

#### **EXECUTIVE SESSION (UPON MOTION)**

A motion was made by Laura Simon and seconded by Hank Eng at 8:40 p.m. to convene to executive session to consult with legal counsel pursuant to §24-6-402(4)(b), C.R.S. for the purpose of receiving legal advice on specific legal questions regarding the Parker PAR. All were in favor and the motion carried.

The regular meeting reconvened at 9:51 p.m. with no action taken.

**NEXT MEETING**

The next Regular South Metro Fire Rescue Authority Board of Directors' Meeting is to be held on February 20, 2019 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

A motion was made by Ronda Scholting and seconded by David Jackson to adjourn the meeting at 9:51 p.m. All were in favor and the motion carried.

Attested by:  Date: 02/20/19