

South Metro/Cunningham Fire Rescue Authority
Regular Board of Directors' Meeting Minutes
August 5, 2019

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

Others Present: SMFR Personnel, CFPD Advisory Board, Guests

MEETING CALL TO ORDER

Chair Jackson called the regular meeting of the South Metro Fire Rescue Authority to order at 7:01 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States of America was recited at the SMFR Volunteer Firefighter Pension Board of Trustees meeting.

ROLL CALL

Rich Sokol's and Debbie Brinkman's absences were excused. Patricia Shaver participated via phone. All of the other Board Members were present.

PUBLIC COMMENT

There was no public comment.

PRESENTATION

Chair Jackson congratulated Chief Baker on his appointment to the State Fire Commission. He stated has no doubt Chief Baker will bring a lot of value to that Board.

Chief Baker presented Board Members Lampert, Shaver, Jensen with the South Metro Fire Rescue one year of service award. Director Smith will receive one year service award at the next meeting.

Wellness Manager Chris Macklin provided an overview of the Peer Support Program, the new Emergency Responder Service Dog program and introduced the department's first two ERSDs, Molson and Champ. Hope to have a third dog soon, one for each shift.

Oath of Office - Assistant to the Fire Chief Barb Andrews administered the Oath of Office for the South Metro/Cunningham Fire Rescue Authority Emergency Responder Service Dogs Molson and Champ.

CONSENT AGENDA

June 24, 2019 South Metro/Cunningham Fire Rescue Authority Board of Directors' Special Meeting Minutes

Director Scholting requested the spelling of her name be corrected.

A motion was made by Ronda Scholting and seconded by Laura Simon to approve the consent agenda as amended. All were in favor and the motion carried.

ACTION ITEMS

Colorado Special Districts Property and Liability Pool Repayment Agreement – Wellness Manager Macklin reminded that through our membership in the Colorado Special Districts' workers' compensation pool, the Authority participates in the Colorado Firefighter Heart and Cancer Benefits Trust. The Heart Trust premium is paid by the Authority to the CSD Pool and once paid, we apply and receive reimbursement through the Colorado Department of Local Affairs (DOLA) Firefighter Cardiac Benefit Program. The CSD Pool also pays the premium for the Cancer Award Program. The CSD Pool requires the Repayment Agreement between the CSD Pool and the Authority acknowledging SMFR's repayment obligation in case we cancel or choose not to renew the workers' compensation coverage during the coverage period from July 1, 2019 and June 30, 2020 and as with previous years, needs to be executed by the Authority's governing body.

A motion was made by Mark Lampert and seconded by Hank Eng to approve the Colorado Special Districts Property and Liability Pool Repayment Agreement as presented. All were in favor and the motion carried.

SMFRA Resolution No. 2019-06 – A Joint Resolution Supporting the Fire and EMS Component of the Town of Parker's Excise Tax Ballot Issue – Chief Dell'Orfano reminded that the Colorado Fair Campaign Practices Act expressly authorizes local governments to adopt and distribute in normal fashion a Resolution regarding any ballot issues of importance to that local government. Per the Mutual Release and Settlement Agreement with the Town of Parker that was approved by this Board on June 24, 2019, it was agreed that the District and Authority Boards would adopt a Resolution that supports Parker's November 5, 2019 excise tax ballot question, which will include a public safety component provided to South Metro.

A motion was made by Hank Eng and seconded by Ronda Scholting to approve SMFRA Resolution No. 2019-06 Supporting the Fire and EMS Services Component of the Town of Parker's Excise Tax Ballot Issue. All were in favor and the motion carried.

Final Payment – Station 32 – CFO Miskimins reported that we have received the Full and Final Payment Certification from all subcontractors on the project and are asking the Board to approve the final settlement and payout of retaining for Station 32's construction to Golden Triangle Construction, Inc. in the amount of \$200,000, which is the residual amount withheld from each payment until receiving all settlements that the sub-contractors have been paid and eliminates SMFR's liability.

At the Board's direction, Legal Counsel will review the document to ensure that SMFR is released from any liability and re-distribute for signatures.

A motion was made by David Jackson and seconded by Laura Simon to approve the Final Settlement Payment to Golden Triangle Construction, Inc. as amended. All were in favor and the motion carried.

June 2019 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting the fund balance increased by \$21.6 million over April activity to a total of \$100 million; 93.85% of all budgeted Property and Specific Ownership taxes have been collected for 2019 as compared to 93.76% collected in June of 2018; the District received \$27.1 million from taxes in June with \$194,047 of property taxes diverted to TIF; the Authority has expended \$59.3 million in the General Fund, which is 4.8% below the YTD budget; the Authority has expended 18.3% or \$1.7 million of our total budgeted expenditures in the Capital Fund with second quarter expenditures well below budget due to the delayed start of Station 20; and an upgrade to Operative IQ inventory software has enabled a monthly inventory balance so since December 2018 Uniforms and PPE increased \$41,000, EMS inventory decreased \$21,000, station supplies increased \$5,000 and fleet parts increased \$65,000 with general increase in inventory attributed to the unification and increased par levels of inventory in each of the categories.

CFO Miskimins also provided a review of the cumulative number of transports, gross revenues, net revenues, average gross revenue per call and average net revenue per call. A payer mix analysis (total number of calls that are allocated to Medicare, Medicaid, and private insurance) will be provided to the board in a future update. He believes a shift in the payer mix accounts for the majority of the reduced revenue compared to the year-to-date budget.

A motion was made by Mark Lampert and seconded by Danny Gaddy to accept the June 2019 Financial Statements as presented. All were in favor and the motion carried.

SMFRA Resolution No. 2019-07 – Charter for the Board of Trustees of the 401(a) and 457(b) Plans and Plan Name Changes – CFO Miskimins explained that the SMFR money purchase and deferred compensation plans were created at the merge of SMFR and the Parker Fire Protection District in 2008. At that time, the Authority Board of Directors delegated authority over the plans' administrative responsibilities to the Retirement Board of Trustees who act as fiduciaries of the plans. The powers and duties of the retirement board of trustees were included in the plans' documents. Approval of the presented resolution ratifies the charter for both the SMFR Money Purchase (401a) and the deferred compensation (457b) plans and eliminates the word "Authority" in the plans' names.

CFO Miskimins introduced Brenda Berg and Kevin Selzer from Holland Hart LLP, principal advisors to the Pension Board, who were present to answer any questions. CFO Miskimins added that the creation of the charter that is presented and subject to approval by the Board, serves two purposes: more clearly delegates the authority and oversight of the plans' administrative responsibilities from the Board of Directors to the Retirement Board Trustees and pulls the powers and duties out of the plan document themselves, aligning our plan and their administration with best practices. Delegation of administrative authority from an organization's Board of Directors is best practice also. The delegation limits board members' responsibility to broad oversight of the retirement trustees board rather than acting as a fiduciary of the plan.

A motion was made by Mark Lampert and seconded by Laura Simon to approve SMFRA Resolution No. 2019-07 Charter for the Board of Trustees of the 401(a) and 457(b) Plans and Plan Name Changes as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

N/A

INFORMATION ITEMS

Class B Foam Legislation – Chief Dell'Orfano stated that, as the board may have heard, there are some contamination issues that have been identified over the past few years related to the use of certain types of firefighting foam on military bases and fire service agencies. Additionally, the Colorado Legislature recently passed HB 19-1279 which restricts the use of those foams and sets a deadline for replacement.

At the Board's request, Staff answered questions regarding the transition to non-toxic foam on the SMFR apparatus, disposal of unused foam supplies, and environmental testing to determine whether or not there is contamination at the SMFR facilities and what needs to be done in the future.

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

- A thank you note was received from Congressman Crow to SMFR for hosting his visit at HQ and for the department's professional response to the STEM Shooting, stating that during his visit with students and survivors, it was clear that the community recognizes and appreciates the work of SMFR first responders.
- A copy of the ISOs Recent Public Protection Classification survey results was included in the Board's packet. Our entire unified district has been awarded an ISO 1 rating.
- A copy of the recent MetCom, OUCH, Regional Peer Support and Wellness Newsletters along with the 2nd Quarter Performance Report were included in the Board's packet.
- Director Lampert stated that the recent graduation ceremony was attended by several board members and the location was excellent and very proud that 23 started the academy and 23 graduated. He received many

compliments on the academy being tough but also a great experience. SMFR's reputation is reflected in cadets from all over the world vying to be a part of our organization.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by David Jackson and seconded by Laura Simon at 8:08 p.m. to convene to Executive Session Pursuant to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters and §24-6-402(4)(e), C.R.S. to determine positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators regarding the Fire Chief's contract. All were in favor and the motion carried.

The regular meeting reconvened at 9:15 p.m.

A motion was made by William Shriver and seconded by Ronda Scholting to approve the recommendation for a standing committee to develop and codify the performance evaluation process for the Fire Chief and appoint Danny Gaddy, Laura Simon and Mark Lampert to the Committee. Six were in favor, one opposed, and the motion passed.

NEXT MEETING

The next Special South Metro Fire Rescue Authority Board of Directors' Meeting is to be held on September 9, 2019 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

A motion was made by Danny Gaddy and seconded by William Shriver to adjourn the meeting at 9:20 p.m. All were in favor and the motion carried.

Attested by: David M. Jackson Date: 09/09/19