

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
January 6, 2020

Present:	Ronda Scholting, Chair (via phone)	Bob Baker, Fire Chief
	William Shriver, Vice Chair	Mike Dell'Orfano, Assistant Chief
	Rich Sokol, Treasurer	Jon Adams, Assistant Chief
	Danny Gaddy, Secretary	Kevin Milan, Assistant Chief
	Hank Eng	Jerry Rhodes, Assistant Chief
	Laura Simon	Vince Turner, Assistant Chief
	David Jackson	Dillon Miskimins, Chief Financial Officer
		Isela Nejbauer, Chief Human Resources Officer
		Kristin Eckmann, Chief Communications Officer
		Bob Cole, Legal Counsel

Others Present: SMFR Personnel, Guests

MEETING CALL TO ORDER

Vice Chair Shriver called the regular meeting of the South Metro Fire Rescue Fire Protection District to order at 6:14 p.m. and welcomed everyone to the South Metro Fire Rescue District Meeting.

PLEDGE OF ALLEGIANCE

Vice Chair Shriver led the Pledge of Allegiance to the United States of America.

ROLL CALL

All of the Board Members were present.

PUBLIC COMMENT

Bob Kaser, 212 Durham Court, Castle Pines, requested Staff to constitute an ad-hoc forum to review and possibly increase SMFR's "recommendations" on the mowing of flashy fuels in the wildland-urban interface areas.

Kelli Narde, Director of Communications with the City of Littleton, extended thanks to FM/Chief Valdez and Chief Dell'Orfano for going above and beyond to meet with the city, other jurisdictions and special event organizers to create the new proposed fee schedule that is scheduled to be presented later this evening. Thanks it will be very helpful to the non-profit organizations in particular.

CONSENT AGENDA

December 2, 2019 South Metro Fire Rescue Board of Directors' Regular Meeting Minutes
SMFR Resolution No. 2020-01 Authorizing Online Notice of Public Meetings

A motion was made by Laura Simon and seconded by Danny Gaddy to approve the consent agenda as presented. All were in favor and the motion carried.

ACTION ITEMS

SMFR Resolution No. 2020-02 Adopt the 2020 Meeting Schedule – Chief Dell'Orfano stated that this resolution was drafted based upon the 2019 schedule that the Regular Meeting be held on the first Monday of each month, and Special Meetings scheduled on the third Monday of each month February through October, at the Mineral Headquarters beginning at 6:00 p.m. A draft of the 2020 meeting schedule was provided in the board packet.

The Board advised the dates for the second February meeting and first July meeting need to be reflected as the 16th and 6th, respectively.

A motion was made by Hank Eng and seconded by David Jackson to approve SMFR Resolution No. 2020-02 Adopt the 2020 Meeting Schedule as amended. All were in favor and the motion carried.

November 2019 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting that the fund balance decreased by \$12.3 million over October activity to a total of \$62.9 million; 99.34% of all budgeted Property and Specific Ownership taxes have been collected for 2019 as compared to 99.31% collected in November of 2018; the District received \$1.2 million from taxes in November, with \$1,546 of property taxes diverted to TIF; as of November 30th, the Authority has expended \$110.8 million in the General Fund related to operations, which is 0.5% over the YTD budget not including Capital Projects transfers; through November, the Authority has expended 25.7% or \$2.4 million of our total budgeting expenditures in the Capital Fund and the capital expenditures are well below budget due to the delayed start of Station 20; and in December, it is expected that the Authority's General Fund will need to loan the Self-Insured Medical Fund another \$500,000 to pay claims and operational costs, bringing the total amount loaned between the funds to \$1 million.

At the Board's direction, CFO Miskimins provided three potential funding options for payback of the loan.

A motion was made by Danny Gaddy and seconded by Hank Eng to accept the November 2019 Financial Statements as presented. All were in favor and the motion carried.

Station 20 Sanitary Sewer Easement Agreement with Douglas County Schools – Chief Turner reported that the sanitary sewer connection point for Station 20 is located south of Wildcat Reserve Parkway on property owned by the Douglas County School District. An easement for the construction and maintenance of this connection point is required for construction permitting. The Douglas County School Board will hear this request at their January meeting. The School District staff and council drafted the agreement and it has been approved by Legal Counsel's office.

Chief Turner updated the status of the station noting that it is still in the permitting process with Douglas County, which was delayed due to the holidays, and Staff is looking at an early February ground breaking with an official ceremony planned when the area is more accessible.

A motion was made by Laura Simon and seconded by Hank Eng to approve Station 20 Sanitary Easement Agreement with Douglas County Schools as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-03 Amending a Fee Schedule – Fire Marshal Valdez requested an amendment to the existing fee schedule for plan reviews, permits and inspections related to special events, tents and mobile food trucks. The existing fee schedule applied a full cost-recovery model to these fees which often resulted in high costs to the event organizers and several complaints. The proposed fees are based on the salary and benefits of the staff providing the service without additional costs for overhead, software, vehicles, etc. This new approach should be more reasonable for event organizers, non-profits, and government entities, along with streamlined regulatory processes that are being implemented now. For those conducting fireworks displays, it is Staff's recommendation staying with the full cost-recovery methodology. Fireworks fees and the remainder of the existing fee schedule are anticipated to be updated in February with more discussion with the Board.

At the Board's direction, FM Valdez provided detail on the various fee changes and reiterated that this is an amendment to the original resolution to allow special event permit applicants the opportunity to take advantage of the reduced fees now instead of waiting for the whole fee schedule to be amended. The fee schedule presentation is scheduled for the February meeting.

Director Jackson requested discussion regarding the charging of special event fees for non-profit organizations, particularly those events with attendance less than 500 people.

After discussion, the Board directed the special event fee schedule be amended to apply the fee of \$130 for events with 150 – 300 people in attendance; events with attendance anticipated to be less than 150, there would be no charge for non-profit organizations.

A motion was made by David Jackson and seconded by William Shriver to approve SMFR Resolution No. 2020-03 Amending a Fee Schedule with an amendment to the fee scheduled that the \$130 fee range applies to 150 to 300; under 150 people the fee would be \$0. All were in favor and the motion carried.

SMFR Resolution No. 2020-04 Appointing a Committee for Conflicted Matters – Legal Counsel Cole explained that in matters where the Fire Chief has a conflict of interest when carrying out the duties authorized by the Board of Directors, and it is not appropriate to delegate those duties, it is recommended that this standing committee be established in order to address those matters.

Cole proposed tabling this issue until able to discuss in executive session.

DISCUSSION ITEMS

2020 Restated Bylaws Draft – The Board Bylaws & Policy Committee has developed recommendations for amendments to the bylaws. A draft was included in the Board's packet for discussion to help prepare the final draft for approval at the February 3rd Board Meeting. Committee members and staff provided a brief overview of the changes and answered questions.

Director Albee noted three particular changes: conform to law, changes/updates to Authority by-laws, changes that introduced conduct guidelines for the BOD, adding that a lot of the information was taken from other organizations and prioritized to fit our organization.

Director Jackson presented three items for discussion, after thanking the group for taking this on and for the context and hopes that the board will function within these guidelines.

After discussion, the board provided direction to include guidelines for dress code, recording of meetings, super majority of 2/3 (5 out of 7) votes of directors in office required to modify bylaws and clarify 75% attendance requirement.

Vice Chair Shriver requested that any additional changes be submitted to Director Albee by mid-January.

INFORMATION ITEMS

Board Website – Chief Dell'Orfano reviewed the new web site, particularly access to the election page and board packets.

Board Committee Updates:

- Fire Chief Performance Committee: Vice Chair Shriver stated that there have been no additional meetings since last month. Committee members have meetings scheduled with area agencies. Goal is to finalize by spring. Written performance expectations anticipated to be ready for presentation at next meeting and implementation this Spring.
- Salary & Benefits Committee: CHRO Nejbauer reported no meetings since last month.
- Bylaws/Boardsmanship Committee: Reported earlier this evening.
- Community Outreach Committee: Director Anderson reported that various items have been posted on Sign Up Genius, which seems to be working well. Let Staff know if there are any issues with the notification process.

Inclusion/Exclusion: Legal Counsel Cole reported that right before the new year the District Court approved the Exclusion of CFPD and shortly after the new year approved the inclusion of CFPD into SMFRFPD and the director districts. Consolidation should be complete this week and the Authority goes away on May 1st and we go back to one district, however, it could take up to two years for all of the paperwork to be approved by the State.

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

- MetCom and OUCH December Newsletters were included in the Board's packet.

