

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
August 3, 2020

Present: Jim Albee, Chair  
Renee Anderson, Vice Chair  
William Shriver, Treasurer  
Hank Eng, Secretary  
Sue Roche  
Cindy Hathaway  
Alison Rausch

Bob Baker, Fire Chief (absent)  
Mike Dell'Orfano, Assistant Chief  
Vince Turner, Assistant Chief  
Dillon Miskimins, Chief Financial Officer  
Jerry Rhodes, Assistant Chief  
Kevin Milan, Assistant Chief  
Jon Adams, Assistant Chief  
Isela Nejbauer, Human Resources Chief Officer  
Kristin Eckmann, Chief Communications Officer  
Breann Aragon, Controller  
Bob Cole, Legal Counsel

Others Present: SMFR Staff Members and SM Foundation Board Members

**MEETING CALL TO ORDER**

Chair Albee called the Regular Meeting to order at 6:15 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited at the South Metro Fire Rescue Volunteer Firefighter Board of Trustees' Meeting.

**ROLL CALL**

All members of the Board were present. All audience members were introduced.

**PUBLIC COMMENT**

N/A

**RECOGNITION**

Chief Turner introduced former South Metro Safety Foundation Executive Director Brenda Poage, provided a history of the foundation and a synopsis of her work with the foundation and thanked her for her service for the past 22 years, highlighting that she was instrumental in the creation of the Sweetheart's Ball, AED Program, Engine and a Half, not to mention the numerous young lives that have been touched through the education program.

Brenda thanked the District for the opportunities provided to her through the foundation and SMFR district collaboration, which has been a huge part of her adult career with tens of thousands of people having benefited from the foundation's work.

Chief Rhodes stated that in addition to recognizing Brenda, tonight is also intended to introduce the Boards to each other to recognize all the work they have done together. Chief Rhodes introduced SM Foundation Board Chair Mike Cotsworth, who in turn introduced the new Foundation Executive Director Theo Mink, a former Parker Police Officer who has been a member of the foundation for 15 years. They all thanked Brenda again for her dedication to the Foundation.

A break was taken at 6:28 p.m.

The regular meeting reconvened at 7:03 p.m.

**CONSENT AGENDA**

July 6, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

July 20, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Chair Albee noted 07/06/20 minutes, page 2 talking about setting of ambulance transport fees, recommend tabling discussion until the July 20<sup>th</sup> meeting.

Chair Albee noted 07/06/20 minutes, page 3 under Information Items, the conversation was whether board would like to consider having a point of view on the upcoming ballot initiative which would repeal the Gallagher Amendment from the Colorado Constitution.

A motion was made by Renee Anderson and seconded by Cindy Hathaway to approve the consent agenda as amended. All were in favor and the motion carried.

**ACTION ITEMS**

Public Hearing: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property – Aurora Holdings LLC

Chair Albee opened the public hearing at 7:08 p.m.

Chief Dell’Orfano provided a brief overview of the reasons and processes for exclusion.

Chief Dell’Orfano continued that this property is located near the southwest corner of Smoky Hill Road and E-470. It was annexed by the City of Aurora in 2019 as part of the Smoky Hill Crossing future commercial development. It has been determined that the city can adequately serve the property and there is no need for it to remain in SMFR boundaries. The 2020 assessed value is approximately \$157,000, resulting in a revenue loss of approximately \$1,450 and the owner will be paying for the costs associated with the exclusion process.

At the Board’s request, Legal Counsel Cole confirmed that a unanimous decision is not required for exclusion/inclusion.

There was no public comment and Chair Albee closed the hearing at 7:23 p.m.

A motion was made by Sue Roche and seconded by Hank Eng to approve the Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property – Aurora Holdings LLC. All were in favor and the motion carried.

Public Hearing: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Bow Mar Owners, Inc.

Chair Albee opened the public hearing at 7:23 p.m.

Chief Dell’Orfano provided a brief overview of the reasons and processes for inclusion.

Chief Dell’Orfano continued that after unifications were completed, SMFR staff began auditing properties to ensure proper inclusion into the fire protection district boundaries. This property was not originally within the Littleton Fire Protection District boundaries and therefore not currently within SMFR’s jurisdiction as part of unification. The Bow Mar Owners, Inc. property is located in both Arapahoe and Jefferson Counties. While only the Jefferson County parcel needs to be included, the legal description includes the entire lake area. The property owner has submitted a Petition for Inclusion and has agreed to pay the costs associated with the inclusion. The anticipated revenue, based on 2019 assessed values, is \$152. This facility has received emergency services for several years and there are no concerns with SMFR’s ability to continue serving.

At Board’s request, Chief Dell’Orfano clarified that there are several properties that staff has determined need to be included into the district. However, it can difficult to motivate some property owners despite the potential insurance

savings and avoidance of response charges. Also at the Board's request, Legal Counsel Cole noted that only metropolitan districts are required to report their mil levy at the time properties are sold.

There was no public comment and the hearing was closed at 7:48 p.m.

A motion was made by Renee Anderson and seconded by Sue Roche to approve the Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Inclusion of Real Property – Bow Mar Owners, Inc. All were in favor and the motion carried.

June 2020 Financial Statements –Chief Financial Officer Miskimins reviewed the financial statements, highlighting:

- Fund balance increased by approximately \$23 million compared to prior month bringing fund balance to a total of \$108 million.
- Through June, the District has collected \$113 million in property and specific ownership tax revenue, which reflects 97.4% collection vs. 97.68% at this time last year for property taxes, and 42.02% vs. 49.36% for specific ownership taxes. A total of \$586,814 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under year-to date budget by \$773,169 which is indicative of fewer automobile sales than originally expected.
- As of June 30<sup>th</sup>, the District has expended \$65.5 million in the General Fund related to operations, which is \$2.7 million under the YTD budget not including Capital Projects transfers.
- Through June, the District has expended \$2.5 million or 21.13% of our total budgeting expenditures in the Capital Fund.
- Ambulance transport revenue is under the YTD budget by \$1.3 million due to the following factors:
  - Number of year-to-date transports have decreased from 9,452 in June 2019 to 8,892 in June 2020.
  - Amounts sent to collections have increased from \$808K YTD last year to \$1.2 million this year.
  - The 2020 budget reflects an increase in base transport fees to have started in January, however, the increase went into effect in Q3.
- Second quarter excise tax of \$25,961 have been recorded which brings the total excise taxes amount to \$78,505.
- Salaries are approximately \$1 million in excess of the year-to-date budget. A portion of the overage is related to the vacation, sick and holiday balance buyouts processed during terminations. As of June 30<sup>th</sup>, buyouts totaling \$259,355 have been paid, while the entire buyout budget has been captured in November 2020 to align with the holiday hours buyout processing timeline. The remainder of the overage is being evaluated and contributing factors will be presented in conjunction with the long-term plan discussion on August 17<sup>th</sup>.
- As of July 27<sup>th</sup>, \$222,571 has been expended on COVID-19 related resources.

After discussion, it was suggested that the low Specific Ownership Tax collection could be due to the DMVs being closed and they have not had time to catch up in processing all of the new vehicle purchases. It was also clarified that the Q1 excise tax numbers were exactly ½ of the Q2 because they reflect the excise tax for specific time periods. CFO Miskimins added that Staff has asked to sit down with Parker to talk through how the excise tax number is determined.

A motion was made by William Shriver and seconded by Hank Eng to accept the June 2020 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency – On behalf of Chief Baker, Chief Turner reminded that the Board approved the initial resolution at the March 25<sup>th</sup> Emergency Board Meeting and extended the resolution at the April, May, June, and July Regular Board Meetings. Staff has evaluated the need to continue the disaster declaration and finds that it would be beneficial as we draw near the start of the school year and evaluate the impact on employee work schedules and services, allow for expanded work-from-home arrangements, maintain flexibility with policy implementation, and maintain a consistent message to the organization on the importance of vigilance during this pandemic. Additionally, our Emergency Manager has been working with the county Emergency Managers and they are recommending we continue the disaster declaration for alignment with local, state and federal declarations and on-going tracking of supplies and financial reimbursement methods.

A motion was made by Sue Roche and seconded by Hank Eng to approve SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency as presented. All were in favor and the motion carried.

## DISCUSSION ITEMS

N/A

## INFORMATION ITEMS

- Board Committee Reports:
  - Fire Chief Performance – Nothing new to report.
  - Salary & Benefits – Directors Shriver and Anderson attended the recent Committee meeting where they received an update and there were discussions about benefits and continuing contracts. CHRO Nejbauer added that she and CFO Miskimins provided a model of employee/employer costs and it looks favorable for the contract to continue with CIGNA as the healthcare provider. There were only two responses to the Long-Term Disability RFP, Hartford and Reliant Standard. Current references were not strong on Reliant and Hartford agreed to hold their rate for a year. Strategy is to continue with Hartford for 2021 and work on a new RFP for 2022. Chief Dell’Orfano added that there were five responses to the Staff Salary RFP and he will work with Directors Shriver and Anderson after this meeting to come up with a strategy for interviews and work with the Committee to come up with a recommendation.
  - Bylaws/Boardsmanship - Nothing new to report.
  - Community Outreach – Directors Anderson and Rausch reported that the Citizens Academy is conducting an ARFF Training and Graduation at Centennial Airport on Wednesday evening. Board Members are invited to attend. Staff will send invites to the Board members via Sign Up Genius.
- Chair Albee reported that CRRS Silva recently sent out some information about the 2020 Senior Summer Safety Series and encouraged reaching out to other cities to see if they have similar programs that the District can partner with. Director Shriver stated that he received similar information and did reach out to Parker’s Rotary Club.
- Chair Albee requested, and the Board concurred, continuing conversations and presentations that provide some of the metrics that are used to evaluate functions of the organization along with more insight into the impacts of any future revenue reductions.

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

- Chief Turner informed that the steel is topped out in the apparatus bay at Station 20. Additional supplies are also being delivered. He will send out some pictures.
- Director Shriver will be out of town and requested to call in or virtually attend the August 17<sup>th</sup> meeting.
- The 2<sup>nd</sup> quarter 2020 Quarterly Performance report was included in the Board packet.
- A copy of the resolution from the Highlands Ranch Metropolitan District expressing appreciation of exceptional response to the Backcountry Wilderness Area Fire was included in the packet.
- A thank you letter was received for CRRS Einar Jensen, Fire Inspector Justin Lewis and HRMD Open Space’s Scott Nelson for their authentic and age appropriate fire safety presentations in Highlands Ranch.
- An email from the City of Littleton thanking Plan Reviewer Brad Gleason for his assistance with the plan review for Don Juan’s & Fresas.
- A thank you email to Station 15 for a birthday drive-by.
- A thank you was received from Cherry Creek Village North neighborhood for Station 12’s participation in their 4<sup>th</sup> of July parade.
- A thank you note was received from the daughter of a citizen in Station 13’s district thanking the crew for taking care of her parents and neighbors.
- Thank you note from the Hunting Hill Metro District and Verona Community was received for the crew from Station 16 for extinguishing a fire in the Richmond Homes near County Lane and Primo Road.
- A thank you note was received for the crew from Engine 41 and Medic 41 from the wife of a patient thanking them for the great job they did with taking care of his belongings.
- A thank you note was received for Station 13 for their assistance from the family of a combative diabetic patient.
- A thank you note was received for the crew of Station 33 in appreciation of their service to the community during the current crisis in the world.

- A thank you note was received for the District for bravery and resiliency during these tough times.
- A thank you note was received from Ben, a fire patch collector who also watches SMFR's YouTube videos.

**NEXT MEETING**

The next Special South Metro Fire Rescue District Board of Directors' Meeting will take place on August 17<sup>th</sup>, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on September 14<sup>th</sup>, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

The meeting was adjourned by Chair Albee at 8:23 pm.

Attested by: James E. Albee Date: Sept 14, 2020