

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
October 5, 2020

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Assistant Chief (via Teams)
	William Shriver, Treasurer	Vince Turner, Assistant Chief
	Hank Eng, Secretary	Dillon Miskimins, Chief Financial Officer
	Sue Roche	Jerry Rhodes, Assistant Chief
	Cindy Hathaway (via Teams)	Kevin Milan, Assistant Chief (via Teams)
	Alison Rausch	Jon Adams, Assistant Chief (absent)
		Isela Nejbauer, Human Resources Chief Officer
		Kristin Eckmann, Chief Communications Officer
		Breann Aragon, Controller
		Bob Cole, Legal Counsel

Others Present: SMFR Staff & Line Members

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:01 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Chair Albee led the Pledge of Allegiance to the United States of America.

ROLL CALL

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

PUBLIC COMMENT

N/A

CONSENT AGENDA

September 14, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
September 21, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

A motion was made by Renee Anderson and seconded by William Shriver to approve the consent agenda as presented. All were in favor and the motion carried.

ACTION ITEMS

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

- Fund balance decreased by approximately \$7.8 million compared to prior month, bringing fund balance to a total of \$93.5 million.
- Through August, the District has collected \$112.6 million in property and specific ownership tax revenue, which reflects 98.77% collection vs. 99.03% at this time last year for property taxes, 59.33% vs. 68.03% for specific ownership taxes. A total of \$599,686 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under year-to-date budget by \$711,367 which is indicative of fewer automobile sales/registrations than originally expected.
- As of August 31st, the District has expended \$84.8 million in the General Fund related to operations, which is \$3.7 million under the YTD budget, not including Capital Projects transfers.
- Through August, the District has expended \$3.5 million or 29.47% of our total budgeted expenditures in the Capital Projects Fund.
- Ambulance transport revenue is under the YTD budget by \$1.4 million due to the following factors:

- Number of year-to-date transports have decreased from 12,744 in August 2019 to 11,987 in August 2020.
- The 2020 budget reflects an increase in base transport fees to have started in January, however, the increase went into effect in Q3.
- As of September 29th, \$250,751 has been expended on COVID-19 related resources. Staff will soon begin the reimbursement process for expenses already incurred and any additional through December 31st. Staff also received information that FEMA had issued Corona Virus specific grants for Firefighter's expenses directly related to COVID-19; however, the District received a letter with no details except that we will not be awarded any of those funds. A second round of grants opportunities opens on October 6th for volunteer and combination departments only.

At the Board's request, CFO Miskimins and Controller Aragon reported that the new Ambulance Transport Fee Schedule was in effect for the full month of August and a significant increase was seen in both gross and net revenue, although still under budget (which was under budget by \$1.2 million in June) the gap should begin to narrow. No significant feedback has been received regarding the fee change but it has only been a couple of months and it takes a while for the billing to reach the patient. CFO Miskimins recognized Controller Aragon for single-handedly transitioning the collections from the state's Credit Collection Services (CCS), which closed operations during the pandemic, through an RFP from three local vendors to a new collection agency which collected \$20,000 in the first seven days. There is roughly \$3.5 million outstanding that they are working to collect, so making great progress.

A motion was made by William Shriver and seconded by Hank Eng to accept the August 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 – Chief Baker reminded that the Board approved the initial resolution at the March 25th Emergency Board Meeting and extended the resolution at each regular meeting since. For the same reasons stated at the last meeting, including determining the impact on employees from schools starting up, staff recommends taking a long-term approach and continuing the disaster declaration. Staff will continue to evaluate and give a recommendation at each regular meeting.

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

Potential Legislation: November Elections – Chief Dell'Orfano stated that in 2019, the SMFR board directed staff to pursue legislative changes that would allow special districts to voluntarily switch their regular elections from May of odd years to November of odd years. The philosophy of this change was to accomplish the following:

- Save costs & time through a coordinated election (e.g., lower printing costs, shared postage/admin costs, less reliance on SMFR staff).
- "Legitimize" special district elections by holding in November to increase visibility and voter participation.

Chief Dell'Orfano added that since that time, initial discussions with stakeholders were conducted and it was determined that there was some interest in the legislation. Assuming a special district utilizes a coordinated election in November of odd years, a list of discovered pros and cons were reviewed.

At the Board's request, Legal Counsel Cole reminded that there are two election timing requirements: regular special district elections can only be held in May. For Tabor questions or tax increases, special districts have the opportunity to ask at the regular election or November of any year. Once the elections transition to odd years in 2023, special districts can hold their regular elections every other May or endorse the legislative concept to hold them in November.

Chief Dell'Orfano reminded that the May election costs came in much lower than originally anticipated. The original estimate was that it could have been as high as \$900,000 but we were able to secure similar printing costs and other benefits as a larger organization, at a cost of a little over \$400,000, and expect that we will be able to continue to do so in the future.

Legal Counsel Cole noted that the City Clerk's have expressed concerns about handling large, multi-city special district elections in November but those concerns may be eased if the election could only take place in November if the District and the Counties agree. Both Legal Counsel Cole and Chief Dell'Orfano stated that if the District supports the concept, they should be committed to it for an extended period of time, because it would be either a SMFR initiative or we help lobbying efforts for the Special District Association's proposal. Or the District could wait until we have had a couple more elections as a combined district. Chief Baker concurred with the suggestion to wait and recommend focus on the bigger de-Gallagher battle.

After discussion, it was agreed to conduct mail ballot elections in the future, whether stand-alone or coordinated, as they provide a greater opportunity for eligible voters to participate. It was also agreed that the District has other higher priority issues to address in the same timeframe and would like to reserve the capacity to focus on those and keep the regular district elections in May and see what happens in the next few elections.

INFORMATION ITEMS

- Board Committee Reports:
 - Fire Chief Performance – Nothing new to report.
 - Salary & Benefits – Director Anderson stated that the kick-off meeting with Korn Ferry is on Thursday.
 - Bylaws/Boardsmanship - Nothing new to report.
 - Community Outreach – Director Anderson stated that the Partnership of Douglas County Governments is holding an Elected Officials Reception on the evening of November 19th. This is an annual event that is held after the elections to meet the potential newly elected leaders.
- Director Anderson opened the discussion of Christmas gift ideas from the board to the Line and Staff.
- Chief Baker reported that CPR Classes were held for Staff and Line last week and one of the attendees tested positive for COVID and now the entire class is in quarantine.
- Chief Turner distributed Station 20 pictures earlier today and added that they are looking at February 19th as the substantial completion date and move-in to follow. Landscaping will be completed next spring, when the weather warms, and fresh plant material is available.
- CFO Miskimins reported that this is likely his last meeting for a while as he and his wife are expecting a baby girl sometime this week.
- CCO Eckmann stated that the resolution approved at the last meeting in support of Amendment B will be posted on our website and Next Door. The Board will be notified when it has been posted.
- Chief Baker informed that the Executive Team spent 6-7 hours today discussing the organizational structures that he thought about during his sabbatical. It was good conversation and discussion. The exercise will continue at tomorrow's ETeam meeting and Staff should have something to present to the Board in the next month or two.

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

- A thank you email was received by Chief Rhodes from Centennial City Council expressing appreciation for SMFR's contribution to "quell the fires in our state".
- A thank you note was received from Modern Woodmen Fraternal Financial for SMFR's continued support for the Northwest Douglas County Chamber and EDC & their communities.
- A thank you letter was received by a SMFR Firefighter, who contracted the COVID virus, expressing appreciation to the department, and particularly CRRS Members Selena Silva and Chelsea Tegtmeier & Wellness Manager Chris Macklin for the support to him and his family.
- A thank you note was received from a young citizen for sending one of the SMFR's commemorative patches.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Sue Roche at 7:22 p.m. to convene to Executive Session for the purpose of consulting with Legal Counsel Pursuant to §24-6-402(4)(a), C. R. S., concerning the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest for liquidation of assets and §24-6-402(4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing

strategy for negotiations, and instructing negotiators in regard to the Local 2086 Working Agreement. All were in favor and the motion carried.

The regular meeting reconvened at 9:42 p.m. with no action taken.

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' Meeting will take place on October 19, 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 November 2, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 9:43 pm.

Attested by: Jamuel Albee Date: 11/02/2020