

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
January 4, 2021

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

Others Present: SMFR Staff Members

This meeting was conducted via video conference

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:04 p.m.

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.

PUBLIC COMMENT

N/A

CONSENT AGENDA

December 7, 2020 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
December 28, 2020 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes
SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency

Director Shriver recommended the December 7th meeting, first paragraph on page 3, total expenditures be changed to \$168,527,820.

A motion was made by Hank Eng and seconded by Sue Roche to approve the consent agenda as amended. All were in favor and the motion carried.

ACTION ITEMS

November 20 Financial Statements – Chief Financial Officer Miskimins reviewed the financial statements, highlighting:

- Fund balance decreased by approximately \$8.6 million compared to prior month, bringing fund balance to a total of \$67.7 million.
- Through November, the District has collected \$119.8 million in property and specific ownership tax revenue, which reflects 99.37% collection vs. 99.68% at this time last year for property taxes, and 84.56% vs. 95.44% for specific ownership taxes. A total of \$599,359 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under year-to-date budget by \$688,650 which is indicative of fewer automobile registrations than originally expected.

- As of November 30th, the District has expended \$121.9 million in the General Fund related to operations, which is \$2.4 million under the YTD budget, not including Capital Projects transfers.
- Through November, the District has expended \$6.2 million or 52.06% of our total budgeted expenditures in the Capital Fund.
- Ambulance transport revenue is under the YTD budget by \$1.5 million due to the following factors:
 - a. Number of year-to-date transports have decreased from 17,607 in November 2019 to 16,815 in November 2020.
 - b. Statistics related to the updated fee schedule:
 - i. Gross revenue per call has increased from a year-to-date average of \$1,049/call in June 2020 to \$1,164/call in November 2020.
 - ii. Net revenue per call has increased from a year-to-date average of \$471/call in June 2020 to \$525/call in November 2020.
- As of December 29th, \$1,068,245 has been expended on COVID-19 related resources. Grant proceeds in the amount of \$500k have been received from the Department of Local Affairs Corona Virus Relief Fund for the reimbursement of expenses. The grant request timeline extended, so will be applying for additional Federal grant funds.
- In December, the District received two stimulus grant payments from the CARES Act grant application totaling \$319,772.91.
- In 2020 there was a significant number of wildland fire deployments and an increase in USAR deployments:
 - a. This year SMFR processed 23 wildland invoices for total billings of \$1,492,082. Comparatively, in 2019 there were 12 invoices billed totaling \$389,799.
 - b. This year SMFR billed for 2 large USAR hurricane deployments totaling \$142,413. Comparatively, in 2019 there were multiple smaller support billings totaling \$32,340.

At Director Shriver's request, CFO Miskimins reminded that the Excise Tax is for building permits pulled in the Town of Parker. Adding that it is very difficult to forecast the 4th quarter revenue & Staff continues to work with the Town to audit the numbers; although they were pleasantly surprised at the 3rd quarter number.

Chair Albee commented on the ambulance transport fees, noting that this might be the first month that the number of transports and revenue per transport are coming in line with the new fee schedule and stabilizing.

At Chair Albee's request, CFO Miskimins reminded that new apparatus is placed on the books when they go into service. That is the case with the medic units that were budgeted in 2019, they were placed on the books when they went into service in 2020.

A motion was made by William Shriver and seconded by Renee Anderson to accept the November 2020 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2021-01 Adopting 2021 Regular Board Meeting Schedule – Chief Dell'Orfano noted the 2021 Board Meeting schedule that was approved at the last meeting, which reflects the Regular meetings be held on the first Monday of each month, and a Special Meeting to be held on the third Monday of each month February through October, here at the Mineral HQ beginning at 6:00 p.m. Also noted was that the meeting dates in February, July and September have been adjusted and noted to avoid conflict with national holidays at the Board's direction.

Chief Dell'Orfano reviewed some of the items for discussion at the special meetings each month and how this allows some flexibility throughout the year.

At Director Eng's request, Chief Dell'Orfano confirmed that both the regular and special meetings are in open session.

A motion was made by Cindy Hathaway and seconded by Hank Eng to approve SMFR Resolution No. 2021-01 Adopting 2021 Regular Board Meeting Schedule as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

February 1, 2021 Board Meeting Upcoming Topics – Chief Dell’Orfano stated that since it is unlikely that there will be a second meeting in January, Staff wanted to look ahead to the February 1st meeting topics, particularly because we will have a couple of inclusions/exclusions that will be presented in a public hearing and there will be a request for the board to take action or table for a later date. Chief Dell’Orfano provided a quick refresher on how the process works and some details about each parcel, adding that if the inclusions are approved before May 1st this year, we can include it in the taxes for the following year.

- Lockheed Martin was previously served via contract by the Littleton Fire Protection District. When the districts merged, SMFR agreed to honor the contract through 2021 and approved an agreement that mapped out the entire process, including pre-filled inclusion documents, that SMFR would process prior to the May 1st deadline. At Director Eng’s request, Chief Dell’Orfano confirmed that Lockheed will eventually pay at least \$400,000 in taxes to SMFR via Jefferson County and that they have never been within the borders of a fire protection district, and that is why they were not a part of the SMFR merger. Chair Albee and Director Anderson provided additional history as to how the contract for service provided by LFPD came about.
- Parcel of land on Santa Fe just south of C-470 should have been a part of the Littleton Fire Protection District. This and another parcel were identified and one petition for inclusion has been received. There may be one for the other parcel sometime between now and February/March.
- Parcel of land containing 13 homes that lies within land that was annexed by the City of Aurora; however, the boundary changes did not exclude all of the other services provided. The landowners have been contacted and Staff is in the process of providing them an easy avenue to exclude from SMFR. Only one official petition for exclusion has been received. Staff will continue to reach out to the other landowners, so there may be more exclusions in the near future.

Chair Albee polled the board members to see if there is anything additional that they need in order to be ready to act in the timeframe needed.

At Director Anderson’s request, Chief Dell’Orfano stated that there have not been any requests for refunds from the Aurora property owners, but rather more inquiries about why they received the letter, details and whether or not this will cost them anything. Legal Counsel Cole added that the taxes were properly imposed and there were opportunities for the current and previous landowners to request exclusion and reviewed the petition approval process.

At Director Eng’s suggestion, Staff will reach out the HOA for additional assistance with contacting the landowners.

Chair Albee offered the Board members to reach out to him and Chief Dell’Orfano if they have any further questions or need additional information between now and the February meeting.

INFORMATION ITEMS

- Annual Acknowledgement of Bylaws – Chief Dell’Orfano reminded that per Section 17 of the Board’s Bylaws, each member is required to annually acknowledge that he/she has received and reviewed the Bylaws along with the associated Rules of Procedure and Guidelines for Board Member Conduct and requested each board member sign and return the form on the last page at their earliest convenience.
- Board Committee Reports:
 - Fire Chief Performance – Chair Albee stated nothing new to report.
 - Salary & Benefits – Director Anderson reported no updates from the Board’s side. Dell’Orfano stated there are some additional draft reports from the consultant and Staff is meeting with them on Thursday. At some point in the near future they will meet with the larger committee, including Directors Shriver and Anderson. Initially, though there may be a need for a second January meeting but will wait and see the reports and let Staff figure out what we want to do, where we want to be and what we want to implement. It is a work in progress and Staff will keep the Board updated.
 - Bylaws/Boardsmanship – Chair Albee stated nothing new to report. Recommended the Board Members review the bylaws and present any recommendations for change and the sub-committee could be resurrected to review.

- Community Outreach – Director Anderson stated hope to be able to outreach with the community soon now that Colorado is at level orange. Chief Dell’Orfano reminded that one Sig-Up Genius meeting invite sent out for the Castle Pines Chamber of Commerce. Director Shriver stated that he was on the Partnership of Douglas County Governments leadership meeting, provided an update, and stated it was interesting to put faces with the names. Director Anderson reported that the 2021 Partnership of Douglas County Governments standing meeting schedule has been sent out.

Chief Dell’Orfano stated that some of the committees are not really designed to meet regularly and suggested taking them off the agenda and put them back on when a committee reconvenes or just leave the general header and provide updates as needed.

Chair Albee stated that he was okay with removing the committees from the agenda because they can always be put back on or have an update provided even if it is not a specific item on the agenda.

At Chair Albee’s request, Staff will provide copies of the committee charters to the Board to remind the intent and activity that should be occurring. It will also provide an opportunity for the Board to review and provide input on which committees should be on-going and which ones have specific timelines.

Director Rausch and the other board members thanked Director Hathaway and Staff for putting together the holiday baskets for the Stations and Administrative Offices and all concurred that they turned out lovely and were very well-received. On behalf of the Line, Chief Adams thanked the Board for the gift baskets. He has received a lot of positive responses and expressions of appreciation that the Board was thinking of them.

At the Board’s request, Chief Adams reported that SMFR is one of two departments in the state that would provide COVID vaccinations internally. Staff worked through the process but at the last minute, SMFR was moved down in the 1B category, was potentially because nationally a lot of fire districts do not respond on EMS calls. A big thank you to Chief Curtis for reaching out to a friend at UC Health to allow SMFR to start vaccinations last week. While Staff is still working out the strategy, the vaccine will likely be administered to Line, Dispatch, Fleet, Logistics, Bureau and then Staff within the next two months. Chief Adams reminded that the vaccine is voluntary and a big thank you to Chief Curtis for making this happen and to UC Health for offering to manage and administer the vaccinations, which takes a huge load off of Staff. Staff will work with UC Health to track how many SMFR members have received the vaccine and how many have chosen not to receive it. Staff will also pass along the suggestion to use retired medical workers to administer vaccines.

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

- A copy of the December Dispatch Dashboard for MetCom KPI was included in the packet.
- A thank you note was received for Station 17 saving the life of a mother and her baby when the mother experienced a placental abruption and hemorrhage.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Hank Eng at 7:15 p.m. to convene to Executive Session pursuant to §24-6-402(4)(b) C.R.S., to conference with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions related to McKnight vs. South Metro, et. al. and Consult with Legal Counsel Pursuant to §24-6-402(4)(b), C.R.S., for the purpose of receiving advice from legal counsel on specific legal questions related to a request to accept service in Estancia 80, LLC v. South Metro Fire Rescue.

A break was taken at 7:15 p.m.

The executive session convened at 7:20 p.m.

The regular meeting reconvened at 8:22 p.m. with no action taken.

NEXT MEETING

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on February 1, 2021 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 8:24 pm.

Attested by: James E Albee

Date: Feb 1, 2021