

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
August 2, 2021

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (absent)
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Assistant Chief
	William Shriver, Treasurer	Tobias Kirschke, Assistant Chief
	Hank Eng, Secretary	Kevin Milan, Assistant Chief
	Sue Roche	Jon Adams, Assistant Chief (absent)
	Cindy Hathaway	Dillon Miskimins, Chief Financial Officer
	Alison Rausch	Kristin Eckmann, Chief Communications Officer (absent)
		Bob Cole, Legal Counsel

Others Present: SMFR Staff Members

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:02 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 in person.

PUBLIC COMMENT

N/A

PRESENTATION

Arapahoe County Update – Commissioner Nancy Jackson provided a brief personal biography, highlighting that she is serving her third term as commissioner representing District 4, which includes the unincorporated area in north Arapahoe County and portions of the City of Aurora. Commissioner Jackson provided an update on the County's COVID precautions, new 10-year strategic plan, new DEI (Diversity, Equity and Inclusion) program, new Homeless Coordinating Committee, transportation plan for 2040, recent county fair, challenges and opportunities, along with a review of how the county is funded, who they serve, and how they work to conserve open spaces.

The Board thanked Commissioner Jackson for providing the update.

The meeting was suspended at 6:58 p.m. to continue the South Metro Fire Rescue Volunteer Firefighter Pension Board of Trustees Meeting.

The meeting reconvened at 7:17 p.m.

CONSENT AGENDA

July 12, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
July 19, 2021 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Anderson suggested the word "property" be changed to "properly" on page 4 of the July 19th meeting minutes.

Director Shriver suggested adding “one versus day two” at the bottom of page 2 of the July 12th meeting minutes.

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

ACTION ITEMS

June 2021 Financial Statements – Chief Financial Officer Miskimins reviewed the financial statements, highlighting:

1. Fund balance increased by \$22.6 million compared to prior month bringing fund balance to a total of \$113 million.
2. Through June, the District has collected \$112.4 million in property and specific ownership tax revenue, which reflects 97.65% collection vs. 97.04% at this time last year for property taxes, and 54.54% vs. 42.02% for specific ownership taxes. A total of \$774,560 of property taxes have been diverted to TIF in 2021.
3. As of June 30th, the District has expended \$66.6 million in the General Fund related to operations or 47.89% of the annual budget not including Capital Project transfers.
4. Second quarter excise taxes of \$99,928 have been recorded which brings the total excise tax amount to \$201,667.
5. Ambulance transports are on trend to meet budget expectations in 2021. The District has made 1,087 more transports year-to-date this year than in the same period last year and 880 transports over our expected amounts. The District’s net revenue is \$348k over budgeted amounts and \$1.4 million more than the same period last year.
6. The bond market environment has caused investment income to be drastically under budget largely due to losses in the value of our portfolios. In June, the District has collected \$40k in interest income and had a market loss of \$82k.
7. Plan review fees are trending \$209k under budget due to lower than expected plan reviews and inspections to date. A chart of historical permitting activity has been included on page 12 of the update. The number of plan reviews completed have jumped in the last few months which is a leading indicator for increased inspections and thus revenue to follow in the next couple of months.
8. Through June, the District has expended \$2.9 million or 45.48% of our total budgeted expenditures in the Capital Fund.
9. Through June, Salaries are \$400k under budget while benefits are \$10k over budget. Minimum staffing overtime is \$700k over budget and project/meeting overtime is \$365k under budget. Due to higher attrition than budgeted, we expect for salaries to continue being under budget with increased savings realized as the year goes on. Minimum staffing should continue to trend upward to cover for the higher attrition.

At Director Anderson’s request, Chief Dell’Orfano informed that the increase in permit requests includes all kinds of permits from special events to new construction projects; unfortunately, most of the increase in requests is not for tenant finishes so a lot of buildings are still sitting empty.

At Chair Albee’s request, CFO Miskimins confirmed that the main cause for the minimum staffing increase is attrition and it is not likely that this is going to moderate since the next academy is not until Fall of 2022. At Director Shriver’s request, Chief Kirschke provided a breakdown of attrition as mostly retirement, a couple were where a spouse got a great job opportunity out of state, and Chris Macklin interjected there were five medical retirements. CFO Miskimins added that the minimum staffing is not all due to attrition, it is also filling in for sick leave, vacation, etc.

In response to various Director inquiries, CFO Miskimins confirmed that even seasoned firefighters have to go through our academy. Chief Kirschke informed that Staff is pacing the process by working through the details of creating a list of candidates and that in order to attract candidates Staff has eliminated the need for EMT Certification at the time of hire and will be creating an in-house class following the academy for anyone who does not have the certification. Adding the removal of the requirement opens the net of candidates; in essence, those who are EMT certified go directly to Line upon completion of the academy and the others will be on Line about a month later.

A motion was made by William Shriver and seconded by Sue Roche to accept the June 2021 Financial Statements as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Shift Schedules – Chief Dell’Orfano opened the continued discussion by expressing appreciation of the Board’s on-going willingness to delve into the subject, which reflects their understanding of the weight of the conversation. Chief Dell’Orfano provided a PowerPoint presentation, highlighting the path options; where does the shift schedule fit in relation to the management of risks like cancer, cardiac, injury, mental health; level of comfort with the associated costs; and continuing discussions such as shift schedules 101, revenue & costs, working agreement overview, other revenue decisions that will continue over the next couple of months.

At Director Anderson’s request, Chief Dell’Orfano reviewed the modified Kelly schedule that was in place prior to the current 48/96 schedule.

Chair Albee informed that he asked Staff to bring back the abatement discussion so the entire board is prepared with context as to our history with abatements and what is common practice with other districts. Director Shriver provided his thoughts on abatements.

A break was taken at 8:10 p.m.

The meeting reconvened at 8:20 p.m.

Chief Kirschke informed that a committee was formed that has been working through different iterations of the shift schedule options. Employee Services Executive Officer Macklin presented a PowerPoint that reviewed Denver FD’s (48-hour workweek), Seattle FD’s (45.23-hour workweek) and a hybrid (47.38-hour workweek) shift schedule. Controller Aragon presented the costs associated with each schedule which included a 3 percent salary increase estimate. Chief Kirschke reviewed the “feathering” in of the new schedule.

In response to various Director inquiries, Local 2086 President Joel Heineman confirmed that depending on the workweek, the more debit days that are added, the fewer the consecutive four-days off duty. Chief Kirschke stated the academy size would likely increase to 30 recruits, outlined the Rookie Book, and how the Officers help the probationary employees navigate it.

Financial Planning – Chief Financial Officer Miskimins confirmed that the difference in costs between the various shifts include the difference in hours per week/per employee, the additional personnel, and variations in PTO. CFO Miskimins reviewed how the numbers are plugged into the long-term financial plan and reviewed each of the assumptions. CFO Miskimins stated that he believes each of the potential revenue scenarios are realistic and will bring more information to the next meeting confirming that belief.

At the Board’s request, CFO Miskimins will provide the Board with a copy of the long-term financial plan with the variables.

At Director Anderson’s request, CFO Miskimins clarified that Staff is not asking the Board to decide on the schedule but more what scenarios the Board Members are most comfortable with and, with direction provided, Staff will continue to negotiate the rest.

INFORMATION ITEMS

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

- Director Shriver invited Chief Curtis to talk to the Parker Rotary Club and he did a great job.
- At Director Anderson’s request, Chief Dell’Orfano stated that Staff is still finalizing the meeting location for the August 16th meeting. Directors Hathaway and Shriver stated that they will not be able to attend the meeting in person but may be able to attend virtually.
- Chief Dell’Orfano:

- The SDA Conference, a combination of both live and virtual, is coming up in September. Directors Anderson, Roche, Rausch will be attending live. Other Board members were invited to let Staff know if they would like to attend virtually.
- Chief Dell'Orfano and Director Anderson met with Colorado Rising Action's Michael Fields. The meeting went well and everyone appreciated the ability to talk about the issues and solutions. Now that Senate Bill 293 has passed there may be very limited impact of the ballot measure he is helping create, although there may be some legal challenges.
- Thanks to Director Eng for attending the Boots Not Suits event. A lot of elected officials were in attendance.
- Thanks go to Chief Milan who is attending the Parker Town Council meeting tonight. Anthology North, including about 6,500 homes, had promised land for a fire station along Hess Road which is in the back yard of some of the homes. Staff believes they have found some acceptable land to allow the plan for a station to move forward.
- The first promotional ceremony in over a year was held last week to recognize some of our promoted individuals. Another ceremony is scheduled for this Friday at 4:30 p.m. The ceremonies will now be more timely.
- The HRMD Ice Cream Social is this Wednesday, at Civic Green Park & will have SMFR presence.
- At Chair Albee's request, BC Major provided a short personal bio. Chief Kirschke added that he has served as the SCBA coordinator for years.
- 2021 Second Quarter Investment Reports & last month's Dispatch Report were included in the packet.
- Message from one of the Directors at Sky Ridge about the great job Dispatcher Jenn Koscelnik did on a call with a 4-year-old child choking, the child had stopped breathing and went unconscious, and thanks to her help the child was released from the hospital the same day.
- A thank you letter was received from Orchard Valley at Cherry Creek Park HOA Board for SMFR's participation in their 4th of July parade.
- An anonymous thank you letter was received from out of state expressing thankfulness and appreciation for what our members strive to do in protecting and serving our community.

EXECUTIVE SESSION (UPON MOTION)

N/A

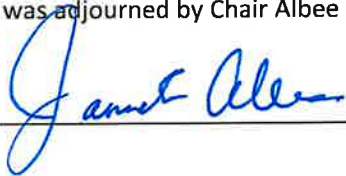
NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on August 16, 2021 at 6:00 p.m. at Station 41.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 9:33 pm.

Attested by: _____



Date: _____

Sep 13, 2021