

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
December 6, 2021

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	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
	Cindy Hathaway	Dillon Miskimins, Chief Financial Officer
	Alison Rausch	Kristin Eckmann, Chief Communications Officer
		Camie Chapman, Human Resources Director
		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

CONSENT AGENDA

November 1, 2021 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
Letter of Engagement with Collins, Cole, Flynn, Winn and Ulmer

Director Shriver stated the consent agenda correction on page 1 should reflect abatement of .069 and on page 2 change it to read there will be two academies in 2022, not 2023.

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

PUBLIC HEARING

Chair Albee opened the public hearing at 6:07 p.m.

2021 Budget Amendment - CFO Miskimins reminded that the Board has requested that changes be made to the 2021 original budget to allow for (a) the closure of the JACC fund, (b) the funding of the capital projects fund, (c) the forgiveness of the General Fund loan to the Self-Insured Fund, and (d) the recording of the Excise Tax receipts in the Capital Projects Fund instead of the General Fund and reviewed the fund transfers.

A motion was made by William Shriver and seconded by Hank Eng to approve SMFR Resolution No. 2021-08 To Amend the 2021 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

There was no public comment and Chair Albee closed the public hearing at 6:10 p.m.

ACTION ITEMS

Adoption of the 2022 Budget – CFO Miskimins provided a review of the Board’s recommended changes that have been input into the 2022 Proposed Budget spreadsheet, primarily the Logistics Warehouse Lease, Type 3 Brush Truck Purchase and Capital Projects funds.

At Chair Albee’s request, CFO Miskimins will provide the Board with a breakdown of items that were pushed into the 2023 budget.

SMFR Resolution No. 2021-11 Adopt a Revised Staff Wage Methodology – CFO Miskimins asked that this resolution be moved up on the agenda for the board to codify the Korn Ferry process to set staff wages. It was recommended that the staff wages be moved from the Public Sector Market to the General Market, where it was found that the General Market has thousands of employers to compare positions to and a much more stable and less volatile Global Market than the Public Sector Market.

A motion was made by Renee Anderson and seconded by Hank Eng to SMFR Resolution No. 2021-11 Adopt a Revised Staff Wage Methodology as presented. All were in favor and the motion carried.

SMFR Resolution No. 2021-09 to Adopt the 2022 Budget and Appropriate Sums - CFO Miskimins a draft document was in the packet and the assessed value numbers have been received and the only changes are the transfer of funds.

A motion was made by William Shriver and seconded by Cindy Hathaway to approve SMFR Resolution No. 2021-09 To Adopt the 2022 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

SMFR Resolution No. 2021-10 To Set Mill Levies – CFO Miskimins summarized that this is to collect the \$125,723,047 from property taxes and the mill is set at 9.25 and the abatement is 0.069 mills.

CFO Miskimins added that the .5 Cherry Hills mill has not changed since he came on the department and although it is not required, the prior philosophy was not to create a separate resolution. He stated that he recommends the .5 mill be approved and offered the Board amend the resolution or add it to next year’s set of resolutions.

Chair Albee stated that although this resolution is not required, the Board should be consistent and extend that to the other mill levy. Adding that although it was an oversight this year and last, does not want to hold anything up but recommends it be included in the budget approval next year.

A motion was made by Hank Eng and seconded by Alison Rausch to approve SMFR Resolution No. 2021-10 To Set Mill Levies as presented. All were favor and the motion carried.

SMFR Resolution No. 2021-12 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests – Chief Dell’Orfano reminded that this policy was previously adopted by the Board and, as in the past, this resolution designates the Fire Chief’s Executive Assistant as the official custodian of records and adopts a policy for implementation by staff. The revised policy has changes highlighted in red and includes updates to the submittal process, statutory references, and general clean-up. Customers can now submit all types of records requests on-line through the SMFR website and sign the necessary forms. This new process will also help staff to track workload and deadlines and Chief Dell’Orfano reported that there have been approximately 1,500 record requests so far this year.

At Chair Albee's request, Chief Dell'Orfano reported that 100% of the requests received a response, even if no records were available or not within our jurisdiction.

At Director Eng's request, Chief Dell'Orfano confirmed that we are required to respond within three days, either providing the requested records or requesting an extension.

A motion was made by Sue Roche and seconded by Hank Eng to approve SMFR Resolution No. 2021-12 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests as presented. All were in favor and the motion carried.

SMFR Resolution No. 2021-13 Calling for the 2022 Regular District Election and Appointing a Designated Election Official – Chief Dell'Orfano informed that this resolution calls for the May 3, 2022 mail-ballot election of board members, designates Barb Andrews as the Designated Election Official, specifies that the election will be conducted by board district, and other related matters.

At Director Eng's request, Chief Dell'Orfano confirmed there are three director districts up for election and the printer is working on the final cost for three separate ballots. Chief Dell'Orfano added that Staff is working with Arapahoe and Douglas Counties for the use and logistics required to use their ballot boxes. Director Anderson stated that Centennial Water District will also be using the Highlands Ranch ballot boxes.

A motion was made by Renee Anderson and seconded by Sue Roche to approve SMFR Resolution No. 2021-13 Calling for the 2022 Regular District Election for Director Districts 2, 6 and 7, and Appointing a Designated Election Official as presented. All were in favor and the motion carried.

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

1. Fund balance decreased by \$13.7 million compared to the prior month bringing fund balance to a total of \$83.2 million.
2. Through October, the District has collected \$114.4 million in property and \$7.9 million in specific ownership tax revenue, which reflects 99.34% collection vs. 98.96% at this time last year for property taxes, and 91.76% vs. 76.83% for specific ownership taxes. A total of \$773,949 of property taxes have been diverted to TIF in 2021.
3. As of October 31st, the District has expended \$113.2 million in the General Fund related to operations or 81.38% of the annual budget not including Capital Project transfers.
4. Ambulance transports are on trend to exceed budget expectations in 2021 by 2.4% or \$275K. In October, number of transports decreased by 130 over September for a total of 1,746 transport calls this month and 17,369 calls year-to-date this year than in the same period last year and 1,974 transports over our expected amounts. The District's net revenue is \$969k over the year-to-date budgeted amount and \$2.3 million more than the same period last year.
5. Through October, the District has expended \$4.1 million or 63.46% of our total budgeted expenditures in the Capital Fund.
6. The apparatus for Station 39 (2020 Tender) in the amount of \$436k that was previously recorded in our prepaid account is now considered in service and has been expensed in the "vehicle and apparatus" line of the Capital Projects Fund.
7. The District increased the original transfer from the General Fund to the Capital Projects Fund from \$6.4 million to \$15 million, resulting in a net increase of \$8.6 million in the General Fund original budget.
8. Excise taxes were originally recorded in the General Fund and will now be recorded in the Capital Projects Fund. The prior year excise taxes have been transferred to the Capital Projects Fund, resulting in a net increase of \$364,817 to the General Fund original budget.
9. The loan from the General Fund to the Self-Insured Medical Fund of \$1 million is to be forgiven and instead considered a transfer to fund the self-insurance program, resulting in a net increase of \$1 million to the General Fund original budget.

10. Through October, salaries are \$946k under budget while benefits are \$394k over budget. Much of the overage in benefits is due to a \$228k true up payment for worker's compensation insurance related to 2020 experience. Minimum staffing overtime is \$1.8m over budget and project/meeting overtime is \$496k under budget. Due to higher attrition than budgeted, we expect that salaries will continue to be under budget with increased savings realized as the year goes on. Minimum staffing should continue to trend upward to cover for the higher attrition rate.

CFO Miskimins reviewed and provided explanations of the Excise Tax, Self-Insured Medical Fund and Unassigned Fund Balances, confirming that a Market to Market is conducted monthly. Chief Baker interjected that a comparison of the funds diverted due to TIF and received from Excise Tax, are pretty close to what was predicted so far. Staff and Board reviewed the anticipated revenue reimbursements.

CFO Miskimins added that at the Board's direction, he has included the schedule of TIF diverted by County to the financial statements.

A motion was made by William Shriver and seconded by Hank Eng to accept the October 2021 Financial Statements as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

2021 – 2025 Strategic Plan Update – Chief Dell'Orfano reported that a spreadsheet was included in the board packet which reflects various initiatives associated with the goals and objectives of the 2021-2025 strategic plan. These include specific initiatives completed or started in 2021, initiatives planned to be completed or started in 2022 or later (so far), and general descriptions of types of initiatives planned for a particular objective, which may be broken out into several specific initiatives in the future. Chief Dell'Orfano reviewed the pie chart which reflects those initiatives that have been identified so far and will continue to evolve as more initiatives are added. The goal is to update the spreadsheet on a quarterly basis and provide the board a year-end status and welcome feedback from the Board.

January 2022 Meetings – Chief Dell'Orfano reminded that the 2022 board meeting schedule will be discussed at the January regular meeting and in the meantime, staff recommends the board meet twice in January, each of which will need to be delayed one week due to holidays, so the meetings would occur on January 10th and 24th.

January 10th at Mineral HQ Tentative Agenda:

- 2022 board meeting schedule & posting resolution
- Board committees – charter updates
- Bylaws board member acknowledgement due
- 5 medic unit purchases in 2023
- Local 2086 Working Agreement (may be moved to the February meeting)
- Executive Session: Fire Chief performance (may be moved to the February meeting)

January 24th at Station 34 Tentative Agenda:

- Fire code adoptions
- Concealed/open carry discussion
- Service plan overview
- Tiller overview

All Board members agreed with the recommendation to meet twice in January and were good with the presented dates and locations.

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.

Working Agreement Status Update – Chief Baker stated that the agreement the District has had over the last few years has been spartan, so when Labor met with Management, they agreed they wanted the agreement to have more specifics on policies and numbers. Legal Counsel reviewed and returned the most-recent agreement today, and it will next be presented to the Local for approval. Chief Baker added that two major changes to the agreement are consistency in military leave accruals (SMFR’s benefits are higher than required and the philosophy is to continue to do right by the District’s veterans) and deleting Staff references in the agreement since Staff is not represented as a part of the bargaining agreement. Local 2086 President Heinemann reported that the original contract was presented to the membership and the vote was overwhelmingly to approve it so he is sure that the updated contract will also be approved. Legal Counsel characterized his review was just to make sure the agreement is clear and unambiguous and that the statements comply with legal requirements.

Director Eng thanked the Local, Local President Heinemann, Chief Baker and the Executive Team for working together, keep communications open, and making it work and appreciates how this organization works together for the common good of all.

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

- Chair Albee stated that this has been a terrific year considering where we started and a tremendous amount of work has been done, so everyone in the room deserves credit for the progress. Chair Albee also thanked all of those in the background and those who protect our community each and every day. Adding that he hopes plans for the rest of the year are outstanding and everyone gets a chance to relax and recover.
- Director Eng stated that he was called out the night of the air tanker crashed on November 17th to help find the crash location, which was identified by where his radio tracker stopped transmitting and the firefighters quickly proceeded to the crash site. This was the first time a fixed wing air tanker had dropped fire suppressant on a fire at night and it is speculated that when the pilot went to turn the plane around the wind direction ended up pushing the plane faster than expected toward the mountain. Director Eng added that it is a valiant effort to fight fires by air at night but the technology is just not quite there.
- The Monthly Dispatch KPI report for October and November were included in the Board packet.
- Chief Baker stated that he will be out of town and unable to attend the January 10th meeting. He will be in Michigan to celebrate a good friend’s birthday.
- Chief Baker received a letter of appreciation from Highlands Ranch Law Enforcement Training Facility Manager Dave McCaslin for the professional, respectful and genuine dealings with Inspector Ryan Long in the process of updating the preplan for their facility.
- Chief Baker received a letter of appreciation for the support SMFR provided to the U.S. Secret Service during the funeral of Senior Special Agent Marc Budke on October 5, 2021.
- Chief Baker received a thank you letter from a citizen who was very appreciative of the care his wife received from Stations 41 and 42.
- A thank you letter was received from a citizen to the EMS personnel who returned his driver’s license from the medic unit.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Regular South Metro Fire Rescue District Board of Directors’ meeting will take place on January 10, 2022 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

The next Special South Metro Fire Rescue District Board of Directors’ meeting will take place on January 24, 2022 at 6:00 p.m. at Station 34, 8871 Maximus Drive, Lone Tree, CO

ADJOURNMENT

The meeting was adjourned by Chair Albee at 7:23 pm.

Attested by: Paul Albee

Date: Jan 10, 2022