

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

Present:	Ronda Scholting, Chair (via phone)	Bob Baker, Fire Chief
	William Shriver, Vice Chair	Mike Dell'Orfano, Assistant Chief (absent)
	Rich Sokol, Treasurer	Jon Adams, Assistant Chief
	Danny Gaddy, Secretary	Kevin Milan, Assistant Chief
	Hank Eng	Jerry Rhodes, Assistant Chief
	Laura Simon	Vince Turner, Assistant Chief
	David Jackson	Dillon Miskimins, Chief Financial Officer
		Isela Nejbauer, Chief Human Resources Officer
		Kristin Eckmann, Chief Communications Officer
		Bob Cole, Legal Counsel

Others Present: SMFR Personnel, Guests

**MEETING CALL TO ORDER**

Vice Chair Shriver called the regular meeting of the South Metro Fire Rescue Fire Protection District to order at 6:12 p.m. and welcomed everyone to the South Metro Fire Rescue District Meeting.

**PLEDGE OF ALLEGIANCE**

Vice Chair Shriver led the Pledge of Allegiance to the United States of America.

**ROLL CALL**

All of the Board Members were present.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

January 6, 2020 South Metro Fire Rescue Board of Directors' Regular Meeting Minutes

Vice Chair Shriver recommended the minutes be changed to reflect the next regular meeting is on February 3<sup>rd</sup>.

A motion was made by Danny Gaddy and seconded by David Jackson to approve the consent agenda as amended. All were in favor and the motion carried.

**ACTION ITEMS**

December 2019 Financial Statements – CFO Miskimins reviewed the financial statements, highlighting that the fund balance decreased by \$8.9 million over November activity to a total of \$54 million; 100.06% of all budgeted property and specific ownership taxes, in the amount of \$104.2 million have been collected for 2019 as compared to 100% collected in December of 2018 with just over \$568,000 of property taxes diverted to TIF in 2019; as of December 31<sup>st</sup>, the Authority has expended \$121.6 million in the General Fund related to operations, which is 4% under the annual budget not including Capital Projects transfers; through December, the Authority has expended \$2.8 million or 30% of total budget expenditures in the Capital Fund, which is well below budget due to the delayed start of Station 20; the Authority's General Fund loaned the Self-Insured Medical Fund another \$500,000 to pay claims and operations costs, bringing the total amount loaned between the funds to \$1 million; prepaid expenses increased by \$896,830 over the November activity mostly due to Workers' Comp 2020 insurance; and additional deferred revenues in the amount of \$153,876 has been recorded for EMT Class 2020 and McNeil & Co. reimbursements for fleet and Station 15 damages, these repairs will take place in 2020.

CFO Miskimins noted that the numbers are not final until after the auditor review and that the status of the Self-Insured Medical Fund will be a discussion item at the February 17<sup>th</sup> meeting. At the Board's request, CFO Miskimins and Chief Baker estimated the excise tax SMFR will receive versus funds diverted to TIF; transfers from General Fund to other funds; and takeaways from how the various budgets are prepared and unifications.

Director Jackson, noting the magnitude of the entire budget, commended and expressed appreciation to Staff for coming in under budget.

A motion was made by Rich Sokol and seconded by David Jackson to accept the December 2019 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-05 Adopting the February 3, 2020 Restated Bylaws of the Board of Directors – Legal Counsel Cole reviewed the restated bylaws that include the revisions recommended at the January 6<sup>th</sup> meeting, which includes Section 8.b regarding the Use of District Technology Systems, to provide a more robust explanation of the concerns and requirements regarding digital communications and Section 17 regarding Modification of Bylaws, to require amendments to be approved by 2/3 of the Directors in office, instead of a simple majority. Legal Counsel Cole added that the revisions do not address a dress code, as there was no consensus on the Bylaws Committee of whether there was a need, and if so, how to address a dress code. If a majority of the Board members believe it is appropriate to address a dress code one option would be to add it to Exhibit B.

After discussion, Legal Counsel Cole will take recommendations back to the committee and update the document for approval at the February 17<sup>th</sup> meeting.

A motion was made by Laura Simon and seconded by Ronda Scholting to table SMFR Resolution No. 2020-05 Adopting the February 3, 2020 Restated Bylaws of the Board of Directors as presented. All were in favor and the motion carried.

## **DISCUSSION ITEMS**

Chief Baker reported on several recent items, including:

- Status update on Chief Dell'Orfano.
- Promotion & Awards Ceremony Saturday went well and had a good turnout.
- He and Chiefs Adams, J. Tasker, Milan and Porter attended the Large District/Authority Roundtable in Orange County, California and took extra time to tour the district and get their perspective on unification. An after-action review will be created.
- He is one of two Colorado Fire Chief appointed as representatives on the Colorado Fire Commission, which is looking at funding options for assistance with disaster cost recovery.
- West Metro Fire Rescue Board Member & Colorado Fallen Firefighter Director, Pam Feely, sent a nice sympathy note and indicated that Chief Jackson will likely be added to the wall in Emmitsburg. The Jackson family is already planning on attending the ceremony in October.

## **INFORMATION ITEMS**

Board Committee Updates:

- Fire Chief Performance Committee: Director Simon distributed the committee charter for review and approval at the February 17<sup>th</sup> meeting.
- Salary & Benefits Committee: CHRO Nejbauer reported that a committee meeting is scheduled for February 27<sup>th</sup> that will include a 2019 financial update and potential vendors will provide information on additional benefit options.
- Bylaws/Boardsmanship Committee: Update provided earlier in the meeting.
- Community Outreach Committee: Director Anderson stated that there are no updates. Using Sign Up Genius to notify of events seems to be working well.

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

- MetCom and OUCH January Newsletters were included in the Board's packet.
- Happy Holidays email received from Captain Jens Pietrzyk as they were readying to return home from their deployment.
- Note received from Douglas County Regional SWAT Team Commander McMillan reporting that SMFR supported with Medics and coordination with the DEA and the 18<sup>th</sup> District Attorney's Office on two search warrants in Castle Rock.
- Thank you note received from Summit Fire & EMS for our support of their Fallen Firefighter Ken Jones.
- Thank you note received from the Shiloh House for providing a medic and fire truck tour during their event.
- Thank you notes received from a local school for Receptionist Shauna Stephens' assistance arranging 911 interviews with Captain West and Chief Tasker.
- Op-Ed from Greenwood Village Mayor Emeritus in the Villager regarding the passing of Chief Troy Jackson.
- Thank you email received from FF Jared Lombardi and Matt Talafuse to all who donated toys and gifts to their toy drive.
- Director Williams-Thompson reminded that February is Black History month and thanked Chief Rhodes for introducing her to the Community Services staff, who will be participating in upcoming National Association of Realtors events.

**EXECUTIVE SESSION (UPON MOTION)**

N/A


**NEXT MEETING**

The next special South Metro Fire Rescue District Board of Directors' Meeting is to be held on February 17, 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 is to be held on March 2, 2020 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

A motion was made by Laura Simon and seconded by Danny Gaddy to adjourn the meeting at 7:20 p.m. All were in favor and the motion carried.

Attested by:  Date: 3 / 2 / 2020