

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
March 2, 2020
AMENDED

Present:	Ronda Scholting, Chair	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 (absent)
	Hank Eng	Jerry Rhodes, Assistant Chief (absent)
	Laura Simon (absent)	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

Chair Scholting called the regular meeting of the South Metro Fire Rescue Fire Protection District to order at 6:06 p.m. and welcomed everyone to the South Metro Fire Rescue District Meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States of America was recited at the South Metro/Cunningham Fire Rescue Authority meeting.

ROLL CALL

Director Simon's absence was excused. Director Sokol will join the meeting later via phone. All of other the Board Members were present.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

February 3, 2020 South Metro Fire Rescue Fire Protection District Board of Directors' Regular Meeting Minutes
February 17, 2020 South Metro Fire Rescue Fire Protection District Board of Directors' Special Meeting Minutes

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

ACTION ITEMS

January 2020 Financial Statements – Controller Aragon reviewed the financial statements, noting that the statements are in draft form until the annual audit is completed, highlighting that the fund balance decreased by \$5.3 million over last month to a total of \$48.6 million; through January, the District has collected \$3.2 million in property and specific ownership tax revenue, which reflects 2.64% collection vs. 2.12% at this time last year; \$30,907 of property taxes were diverted to TIF; as of January 31st, the District has expended \$10 million in the General Fund related to operation, which is \$1.1 million under the year to date budget not including Capital Projects transfers; through January, the District has expended \$39,908 or 0.33% of our total budget expenditures in the Capital Fund; the large increase in prepaid expenses is related to the purchase of ambulance and fire apparatus that won't go into service until later this year; In January, the District transferred \$4 million out of investment accounts to cover seasonal cash flow challenges and the investment levels will be restored in March when the District collects property taxes; to help alleviate the cash flow challenge mentioned above, the District has stuck with a strict net 30 policy for invoice payments resulting in higher than normal accounts payable balances; and benefit expenses in the General Fund are 10.74% of the annual budgeted amount due to

HSA contribution payments in January. As noted by CFO Miskimins at the last meeting, excise taxes will be collected from the Town of Parker on a quarterly basis and it is estimated that \$5.3 million in excise tax will be received over the course of 10 years and possibly \$10-\$12 million over the course of 20 years.

At the Board's request, Controller Aragon and CFO Miskimins reviewed the revenue comparison and transport revenue variance, adding that a transport fee schedule analysis should be completed for presentation at the April meeting which should reduce the delta between the transport numbers and the fees collected for the 2020 of transports not covered by Medicare or Medicaid.

A motion was made by William Shriver and seconded by Hank Eng to accept the January 2020 Financial Statements as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Organizational Structure, Salary, Budget, Policy Hiring Process Updates – Chief Baker opened the discussion item by recommending that the March and April Special Board meetings be cancelled as well as the May 4th Regular Board meeting since the majority of the seated board will change on May 5th.

A motion was made by Danny Gaddy and seconded by Hank Eng to cancel the March 16th and April 20th Special Board meetings & the May 4th Regular Board meeting. All were in favor and the motion carried.

CHRO Nejbauer outlined the key areas used to maintain SMFR's philosophy to be the fire service employer of choice in Colorado by reviewing the 2020 comparable data from five area agencies, Denver Metro municipalities, Arapahoe & Douglas Counties, and the private sector for Line and Staff, 2019-2020 wage comparisons and provided calculation examples.

Director Sokol joined the meeting at 7:10 p.m. via phone.

After discussion, it was agreed that a merit-based system be created to determine wage ranges for each staff position and suggested an impartial audit be conducted.

A motion was made by Hank Eng and seconded by Ronda Scholting directing staff to obtain outside assistance to review staffing, compensation and the development of a pay for performance plan for staff positions. Four were in favor and two opposed. The motion carried.

INFORMATION ITEMS

Board Committee Updates:

- Fire Chief Performance Committee: Director Shriver reported that the committee pulled information from outside organizations, boiled down that information and provided recommendations.
- Salary & Benefits Committee: CHRO Nejbauer reported that a committee meeting took place on February 27th which included a 2019 financial update and potential vendors provided information on additional benefit options. Key items will go out for bid this year, including medical care, life and disability insurance this year. Next year the Broker will go out for bid. Director Jackson noted that this is an organizational committee, not a board committee, and was very impressed with the committee's work. Director Jackson also recommended the report presented by Lockton, which was very informative, for the new board members.
- Bylaws/Boardsmanship Committee: Director Albee noted that the bylaws have been approved and the Acknowledgement of Receipt and Review of District Bylaws have been signed so the committee has completed its project.
- Community Outreach Committee: Director Anderson stated there have been a few updated items posted on Sign Up Genius and the system continues to be working well. May want to look at some option to notify that you are unable to attend an event.

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

- West Metro Fire Protection District, SMFR Authority, and City of Thornton are among 16 total applicants invited to participate in the Center for Medicare & Medicaid Innovation's Emergency Triage, Treat and Transport (ET3) Model. The Notice of Funding Opportunity (NOFO) will provide up to two years of funding for entities that operate or have authority over a 911 system to establish or expand upon a medical triage line.
- Staff has put a procedure in place in the event of Coronavirus exposure.
- Legal Counsel Cole stated that Friday, February 28th was the deadline to submit self-nominations, today is the deadline for write-in board candidates and reviewed the candidates for each district seat.
- Legal Counsel Cole stated that he provided Board with direction in response to a citizen's complaint. A consensus was received from the Board for legal counsel to proceed with the recommended direction.
- MetCom and OUCH February Newsletters were included in the Board's packet.
- A resignation and thank you email was received from Strength and Conditioning Coach James Hardy who accepted a position with the Houston Texans.
- A heartfelt thank you was received from a local physician who became the patient, thanking Paramedics Mike Fisher and Ryan Strachan for their prompt response which contributed to saving her life.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Danny Gaddy and seconded by Hank Eng at 8:22 p.m. to convene to Executive Session pursuant to §24-6-402(4)(f), C.R.S., for the purposes of discussing personnel matters related to the Fire Chief's Performance Evaluation. Fire Chief Bob Baker consented to the discussion being conducted in executive session. All were in favor and the motion carried.

The regular meeting reconvened at 9:48 p.m.

A motion was made by Hank Eng and seconded by William Shriver to approve Chief Baker's sabbatical leave as presented. All were in favor and the motion carried.

NEXT MEETING

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

ADJOURNMENT

A motion was made by Danny Gaddy and seconded by Hank Eng to adjourn the meeting at 9:48 p.m. All were in favor and the motion carried.

Attested by:

Date:


Ronda Scholting, Chair

April 6, 2020