

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
June 1, 2020
AMENDED

Participants:	William Shriver, Vice Chair	Bob Baker, Fire Chief
	Hank Eng	Mike Dell'Orfano, Assistant Chief
	Sue Roche	Jon Adams, Assistant Chief
	Jim Albee	Kevin Milan, Assistant Chief
	Renee Anderson	Jerry Rhodes, Assistant Chief
	Cindy Hathaway	Vince Turner, Assistant Chief
		Dillon Miskimins, Chief Financial Officer
		Isela Nejbauer, Chief Human Resources Officer
		Kristin Eckmann, Chief Communications Officer
		Bob Cole, Legal Counsel

Others Participating: Citizens and SMFR Employees

This meeting was conducted via video conference

MEETING CALL TO ORDER

Vice Chair Shriver called the regular meeting of the South Metro Fire Rescue Fire Protection District to order at 6:00 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

N/A

PRESENTATION

1st Quarter Investment Presentation – CFO Miskimins provided context of the investment portfolio funds and introduced Chandler Asset Management Representative Julie Hughes, who reviewed the investment report for the first quarter of 2020, provided an economic update with highlights from the SMFR account profile and answered questions regarding forbearance, investment strategies during the pandemic and purchase yield.

CONSENT AGENDA

April 6, 2020 South Metro Fire Rescue Fire Protection District Board of Directors' Regular Board Meeting Minutes
May 18, 2020 South Metro Fire Rescue Fire Protection District Board of Directors' Special Board Meeting Minutes

A motion was made by Renee Anderson and seconded by Sue Roche to approve the consent agenda as presented. All were in favor and the motion carried.

ACTION ITEMS

Election of Officers – Vice Chair Shriver reminded that per the South Metro Fire Rescue district bylaws, the board may elect officers at the first regular meeting after the election or “at such time as deemed appropriate” by the board. The positions include Chair/President, Vice Chair/Vice President, Secretary, and Treasurer.

Chair: William Shriver nominated Jim Albee and Renee Anderson seconded the nomination. Jim Albee accepted the nomination. All were in favor and Jim Albee was elected as Chair.

Vice Chair: Jim Albee nominated Renee Anderson and William Shriver seconded the nomination. Renee Anderson accepted the nomination. All were in favor and Renee Anderson was elected as Vice Chair.

Treasurer: Renee Anderson nominated William Shriver and Hank Eng seconded the nomination. William Shriver accepted the nomination. All were in favor and William Shriver was elected as Treasurer.

Secretary: William Shriver nominated Hank Eng and Renee Anderson seconded the nomination. Hank Eng accepted the nomination. All were in favor and Hank Eng was elected as Secretary.

April 2020 Financial Statements – CFO Miskimins reviewed the financial statements, noting:

- Fund balance increased by approximately \$11 million compared to prior month bringing fund balance to a total of \$89 million;
- Through April, the district has collected \$71 million in property and specific ownership tax revenue, which reflects 58.37% collection vs. 59.04% at this time last year. A total of \$430,881 of property taxes have been diverted to TIF in 2020. Specific ownership tax revenue is trending under budget currently by \$1.7 million which is indicative of fewer automobile sales than originally expected;
- As of April 30th, the District has expended \$41.2 million in the General Fund related to operations, which is \$1.5 million under the YTD budget not including Capital Projects transfers.
- Through April, the District has expended \$985,545 or 8.2% of our total budgeted expenditures in the Capital Fund;
- In April, the District received a Medicare/Medicaid stimulus payment from the federal government in the amount of \$146,890 and this number has been reflected in the April financial statements;
- A short-term lease has been negotiated for the third floor in which the State will pay \$8,670 per month and this income has been reflected in the Building Rental Fund;
- The Fire Marshal's office recently completed a review of past due accounts that are considered to be either uncollectable or not due from the customer resulting in \$43,000 reduction in the revenue account that is reflected in the General Fund, Permit/Plan review line item;
- As of May 21st, \$181,903 has been expended on COVID-19 related resources;
- Two columns were added to the statements that reflect the prior month's totals and variance to prior month.

CFO Miskimins presented a Transport Revenue Overview, noting:

- Net transport revenue is in a similar position as this time last year – under budget by 18% vs. 20% last year;
- Actual net revenues are within a \$10,000 difference from this time last year;
- A significant shift in payor mix occurred with the unification of LFR, negatively impacting net revenue per call – causing transport revenue to be under budget in 2019;
- Planned for a fee increase to be in effect at the beginning of the year to true up net revenue – but the fee increase has been delayed and is currently scheduled for the Board's review at the June 15th meeting.

A motion was made by Jim Albee and seconded by William Shriver to accept the April 2020 Financial Statements as presented. All were in favor and the motion carried.

SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency – Chief Baker reminded that the Board approved the initial resolution at the March 25th Emergency Board Meeting and extended the resolution at the April 6th Regular Board Meeting. Termination, modification, continuation or renewal of the resolution is required at each of the next regular meetings until the declaration is terminated.

Chief Baker requested the declaration be extended at least through to July 6th meeting to allow staff to explore reimbursement options. Not sure whether another extension will be required. Legal Counsel Cole confirmed that there is no time limit on the declaration but recommended watching to see what the State does and if the District's particular situation improves believes it would be prudent to sunset the declaration.

A motion was made by Sue Roche and seconded by Hank Eng to approve SMFR Resolution No. 2020-06 Continuation of Declaration of Local Disaster Emergency as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Election Recap – Chief Dell’Orfano introduced Community Resource Services of Colorado CEO Sue Blair and Collins Cockrel & Cole Paralegal Peggy Rupp, representatives of the two vendors that assisted with the May 5th Board Election.

CRS CEO Sue Blair thanked the Board for allowing CRS to assist with the election and reviewed the election events, highlighting the challenges, statistics, comparison to other district elections, successes, total estimated election costs and clarified undeliverable versus not returned ballot numbers.

Legal Counsel Cole reiterated the obstacles related to the election during the pandemic and lessons learned, adding that despite everything, it was a well-coordinated effort and the most successful regular election turnout.

Board Vacancy – Legal Counsel Cole reminded that per statute, the board is charged with filling a board vacancy, through some process of appointment within 60 days or the County Commissioner can take over and appoint someone. Legal Counsel Cole provided various processes that could be utilized and some benchmarks to ensure completion within the 60-day deadline.

Chair Albee reminded that the action plan from the last meeting was to gauge Laura Simon’s interest in submitting for appointment to represent District 6 and subsequent individual discussions on whether or not and how to expand the pool of candidates.

After discussion, two potential candidates have expressed interest in serving as the representative for District 6 and will be invited to submit a letter of interest.

After discussion, all agreed to the following:

Submission Process: letter of interest to be submitted to Chair Albee. Letter should include contact information.

Interview Process: Chair Albee will reach out to the candidates and set a Special Meeting on either April 11th or 12th, where the candidates will be interviewed by the entire board.

Appointment: Plan to appoint new board member at the June 15th Special Board Meeting.

Staff Salary Model/Structure – Chief Baker stated, at the Board’s direction, staff is to obtain outside assistance to review staffing, compensation and the development of a pay for performance plan for staff positions and provided an update on the progress in developing an RFP. Chief Baker added that Staff is in a holding pattern awaiting the Board’s input for finalizing and noted that there already exists a sub-committee of two board members for the Salary and Benefits Committee so a second sub-committee may not be needed since they will be evaluating the same information.

After discussion, the Board agreed that the current scope of the RFP to nail down salaries, pay for performance and salary ranges, it is comprehensive. Chair Albee proposed Renee Anderson and Bill Shriver participate on both Salary & Benefits and RFP Boards. Both agreed and thanked Albee for asking. The Board gave Staff the go ahead to release the RFP.

INFORMATION ITEMS

Board Committee Updates:

- Fire Chief Performance Committee: Director Shriver stated there are no updates. A concerted effort of the last few months of last year and first couple of this year to put this together and Chief has the feedback.
- Salary & Benefits Committee: Chair Albee stated no update.
- Bylaws/Boardsmanship Committee: Chair Albee stated no update.

- Community Outreach Committee: Director Anderson does not know if any updates. Noted that SDA will be posting some recorded trainings in the near future. Dell'Orfano stated that so far counties are continuing to meet virtually. The Board agreed that the June 15th Board meeting be in-person since we will be in a more study session/PowerPoint presentation set up.

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

- Dell'Orfano informed that on June 17th a Board Orientation will be conducted from 12:00 p.m. to 4:00 p.m. which will provide a general overview of the fire district, financial information and procedural & legal issues specific to the district, and a tour of MetCom. This is primarily intended for new Board Members Roche and Hathaway but all of the Board members are welcome to attend.
- Dell'Orfano reminded that the Board has an all-day Study Session scheduled for June 27th. Staff would like to make this an opportunity to recognize the efforts of the entire Authority Board so will be carving out some of the session for food and fellowship.
- Chief Turner confirmed that the Station 20 groundbreaking is schedule for June 4th from 3:00 p.m. to 4:00 p.m. and the current and former board members are invited to attend.
- Baker noted that he will be out on vacation starting tomorrow and will be back on June 14th. Chief Rhodes will be in charge.
- Director Anderson informed that HRMD General Manager Terry Nolan reached out to SDA Executive Director Ann Terry to find out if anything could be done to make the special district election process better. Being that SMFR and HRMD are the two largest special districts in Colorado, **Executive Director Terry** asked Director Anderson to sit on the SDA Legislative Council as a representative for both districts. Chief Dell'Orfano reminded that there is a good possibility that special district elections will have the option to join the November general election ballot in 2023.
- The Quarterly Performance – First Quarter 2020 reports were included in the board packet.
- A thank you note was received for Engine 14 and Medic 15 for their quick response from a grateful citizen.
- Two thank you notes were received from citizens to the "Whole Fire Department" and "Fire Rescue Team" expressing appreciation for the services provided to the community.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' Meeting will take place next week to interview Board candidates at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

A motion was made by William Shriver and seconded by Hank Eng to adjourn the meeting at 8:55 p.m. All were in favor and the motion carried.

Attested by: James E. Alban Date: July 6, 2020