

South Metro Fire Rescue Fire Protection District
Special Board of Directors' Meeting Minutes
July 20, 2020

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

Others Present: SMFR Staff Members

MEETING CALLED TO ORDER

Chair Albee called the special meeting of the South Metro Fire Rescue Fire Protection District to order at 6:01 p.m. and welcomed everyone to the South Metro Fire Rescue District Meeting.

PLEDGE OF ALLEGIANCE

Chair Albee led the Pledge of Allegiance to the United States of America.

ROLL CALL

All of the Board Members were present. All audience members introduced themselves.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

N/A

ACTION ITEMS

SMFR Resolution No. 2020-10 Repealing and Adopting a Fee Schedule for Ambulance and EMS Services – CFO Miskimins presented the resolution that sets the fee schedule for ambulance transports at a base fee of \$1,270.00 and a per mile fee of \$15.00. CFO Miskimins reminded that at the last board meeting there was conversation about charging for incidentals – certain procedures and medications – above and beyond the base fee and per mile fee. It has been SMFR's past practice to charge for these incidentals; however, the transport fee analysis includes the cost of these incidentals in their determination of the base fee and/or the per mile fee & provided a review of what area departments are charging. Therefore, it is Staff's recommendation that we no longer charge for these incidentals and recommended approval of the resolution.

At the Board's request, CFO Miskimins clarified that the base fee is the same whether private or insurance pay, and Medicare and Medicaid will pay \$164 and \$102, respectively, whether there were incidentals or not and Chair Albee clarified that the new fee schedule is effective upon approval tonight.

A motion was made by William Shriver and seconded by Sue Roche to approve SMFR Resolution No. 2020-10 Repealing and Adopting a Fee Schedule for Ambulance and EMS Services as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Handling Media Requests – Communications Chief Officer Eckmann, at the Board’s request, provided an overview of the integral role that communication plays within SMFR, which encompasses strategic, internal, external social media, digital and crisis communications; media relations; and more. CCO Eckman added that there are designated Staff spokespersons, provided pointers on handling media inquiries as a representative of the district or as a citizen, and offered her team’s assistance with creating talking points, appropriate statements, and any other additional training to ensure the message is clear, concise and correct.

Long-Term Capital Planning – Chief Dell’Orfano explained that as a continuation of the recent conversations regarding revenues, expenditures and long-term planning, various members of Staff will be discussing long-term capital projects such as potential future station locations and their impact on response times, other future facility needs, and fleet replacement schedule.

Chief Dell’Orfano reviewed the first quarter 2020 performance report and YTD responses for the legacy departments, PSAP call transfer times and travel time non-compliance map. Chief Dell’Orfano informed that over the years, the legacy departments have each accumulated land that has been earmarked for fire stations and provided an overview of their location, current/future population densities & accessibility, and pros and cons of each location.

Chief Milan and Fleet Manager John Frank informed that the legacy fleet capital replacement schedule was based on ‘scores’ – age, maintenance cost, and meters (hours, mileage) of which significant discrepancies were uncovered and it does not meet SMFR’s current needs nor does it meet NFPA standards. Contextual reference materials were provided, which supports Staff’s recommendation to maintain a ratio of 1:4 -reserve to front line apparatus and set new replacement timelines. Specialty apparatus replacement will be determined by Operations. The advantages of sole sourcing, standardized specifications, leveling of apparatus (swapping apparatus from busy stations to slower stations) and costs were also discussed. At the Board’s request, a copy of the executive summary and staff recommendation will be sent to them and Chief Milan is available if additional information is needed or questions answered.

Chief Financial Officer Miskimins, referring to the Long-Term Capital Improvement Plan provided in the Board’s packet, reminded that it is a living document and that everything presented by Chief Milan and FM Frank are included in the vehicles total line. CFO Miskimins reviewed the equipment, facilities and total capital projects and how those numbers are compiled.

Chief Turner reviewed the facilities that are need of upgrades, and that with a \$1 million budget, it allows for about \$27,000 per station/year. The upgrades, which may include remodel or replacement, are prioritized by safety, functionality and then aesthetics. CFO Miskimins added that the plan to buyout of the Douglas County School District for a remodel of the JSF has been removed from the plan and Chief Milan and Logistics Manager Luft elaborated on how that led to discussions about a purpose built space where Logistics could be run out of one location and free up space at the JSF to accommodate the needs for Training and Fleet.

Discussion continued regarding apparatus, facilities, equipment, station locations/remodels.

CFO Miskimins reminded that the intent is to have further discussion and direction provided at the August 17th special board meeting that can be incorporated into the Long-Term Capital Improvement Plan.

INFORMATION ITEMS

Directors Anderson and Rausch met with the Mayor of Lone Tree and Castle Pines to explain how the district appointed a board member and it went very well.

CHRO Nejbauer informed that the Salary and Benefits Committee is meeting on Thursday and Directors Shriver and Anderson will be serving as the Board representatives on the committee.

Chief Dell’Orfano stated that the Partnership of Douglas County Governments is comprised of county commissioners and elected officials who help to fund items and help with big projects within the county. SMFR participates in their monthly meetings and provide district updates, attend trainings and connect with the leaders in Douglas County. Former

Director Simon served as the board representative and asked if the board wanted to appoint a new representative. Directors Anderson, Shriver and Rausch agreed to share the responsibility.

Chief Turner informed that he is meeting with the engineers tomorrow to discuss the Board Room audio/visual upgrades that will begin in mid-August.

Chief Turner reminded that he sent out updated photos of progress at Station 20 last week.

EXECUTIVE SESSION (upon motion)

NEXT MEETING

The next Regular Board of Directors' meeting to be held on August 3, 2020, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

The next Regular SMFR Volunteer Firefighter Pension Board of Trustees' meeting to be held on August 3, 2020, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

ADJOURNMENT

Chair Albee adjourned the meeting at 8:40 p.m.

Attested by: James Albee Date: August 3, 2020