

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
February 6, 2023

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer (absent)
	William Shriver, Treasurer	John Curtis, Deputy Chief – Emergency Services
	Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services
	Kevin Leung (excused absence)	Kristin Eckmann, Deputy Chief – Community Services
	Rich Sokol	Dillon Miskimins, CFO Business Services
		Camie Chapman, CHRO Employee Services
		Allison Ulmer, 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 6:06 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Kevin Leung's absence is excused. All of the Board members were present in person.

PUBLIC COMMENT

N/A

CONSENT AGENDA

January 9, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
January 23, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

At Director Sokol's request, CFO Miskimins stated that Staff will continue to track the TIF diversion funds just not list it in the Executive Summary.

At Director Sokol's request, CFO Miskimins stated that the investments are largely T Bills and reminded that we are cash low right now, but once the property taxes come in, can invest in slightly longer terms and lock in interest rates.

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

Chair Albee requested the agenda be adjusted and moving the City of Castle Pines Urban Renewal Authority up on the agenda.

City of Castle Pines Urban Renewal Authority – City Manager Michael Penny and City Mayor Tracy Engerman reviewed the creation of the authority, highlighting:

- Key Process Steps

- Survey Area Boundaries
- Survey Area Statistics
- Tax Increment Financing (TIF) Calculations
- Tax Increment Financing (TIF) Revenue Forecasts
- How TIF Is Used

At Director Sokol's request, City Manager Penny assured that this would be a partnership & would like to see SMFR have a seat on the Board.

At Director Anderson's request, City Manager Penny stated that the planning commission would have approved the structures in the 1980's and need to be brought up to code & although the property owners are responsible for their parking lots, they are not impassible, but the City just wants to maintain the same infrastructure through the city. Adding that for the last four years the council has been working to have all of the parks and recreation & water district property transferred to the city to manage.

At Director Anderson's request, City Manager Penny stated that he is not sure whether or not specific land has been dedicated by the developer for a new station, but can find out. Director Shriver noted that there is a station in Castle Rock that is in close proximity. Director Anderson stated she wants to make sure the city is provided the same level of commitment that the rest of the District receives.

At Director Sokol's request, City Manager Penny stated that there are increments that need to be finalized, hopefully in the next two weeks, and then will work to finalize the members of the Board. Mayor Engerman concurred with City Manager Penny that they would like SMFR to have a seat on the Board & the Board will be part of every project discussion.

At Chair Albee's request, City Manager Penny stated they will confirm the baseline for the assessment and follow up with the Chief.

At Director Sokol's request, Mayor Engerman confirmed that the 25-year timeline starts on the day the council meets as an authority.

The Board thanked City Manager Penny and Mayor Engerman for the information and that they look forward to working together.

ACTION ITEMS

December 2022 Financial Statements - CFO Miskimins presented the financial statements executive summary:

1. Fund balance decreased by approximately \$11M compared to the prior month bringing the fund balance to a total of \$66.6M.
2. Through December, the District has collected \$125M in property taxes and \$9.5M in specific ownership tax revenue, which reflects 99.42% collection vs. 99.5% at this time last year for property taxes, and 88.97% vs. 108.84% for specific ownership taxes. A total of \$741,273 of property taxes have been diverted to TIF in 2022.
3. As of December 31st, the District has expended \$151.5M in the General Fund related to operations or 98.51% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,809 transports, for a total number of transports of 22,636. The District's net revenue came in over budget by \$1.2M and \$1.6M more than last year's actuals. Total bad debt has increased in 2022 as compared to 2021. This year bad debt as a % of net revenue is at 22.3% as compared to 21.3% in 2021. Collections received as percentage of bad debt is at 9.6% this year compared to 12% in 2021. The increase in net sales collections was offset by the increase in bad debt. The year ended with an increase of \$400K in total ambulance transport revenues over the budgeted amount.
5. Through December, the District has billed approximately \$2.5M in Plan Review Fees or 135.28% of the total budgeted amount.

6. Payroll liability balance increased due to 7 days of payroll accruals from the 01/13/2023 payroll along with 2022 vacation/sick time buyout which occurred on 01/06/2023.
7. Through December, the District has expended approximately \$5M or 36.67% of our total budgeted expenditures in the Capital Fund.
8. In December, the District reclassified two ARFF units of \$1.9M to the prepaid account since the units will go into service in 2023. Consequently, the \$1M ARFF apparatus reimbursement from the Centennial Airport was also reclassified to the deferred revenue account in the Capital Fund. Additionally, one medic unit was put into service in 2022 and \$208K was expenses in the Capital Fund out of prepaids. Finally, General Fund increase in prepaids is related to the December payment of 2023 workers' comp for \$1.6M.
9. Self- Insured Medical Fund will require a budget amendment due to higher claims volume than originally budgeted. The budget amendment resolution will be presented to the Board in March 2023.

CFO Miskimins provided an overview of the Executive Summary, highlighting the over and under of the Revenue and Expenses for end of year 2022.

At Director Anderson's request, Fire Marshal Valdez confirmed that 2022 was by far a record-setting year. In 2019, once Littleton was included, is the current baseline used and 2022 was 12% above that baseline.

At Director Sokol's request, CFO Miskimins stated that the Uniform Budget is comprised of Class A, Class B and PPE, which is the majority of the expense. At Chair Albee's request, CFO Miskimins stated that is it just under \$3,000 for PPE for each line position. Chief Adams added that he and Chief Curtis are currently putting the best available PPE on the District's employees but trying to see if there is a more efficient way to provide the best PPE.

A motion was made by William Shriver and seconded by Rich Sokol to accept the December 2022 Financial Statements as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Board Committee Members – On Chief Dell'Orfano's behalf, Chief Baker reminded that at the January 9th board meeting, it was determined that all of the current board committees would be continued and that the board members who are interested in serving on a particular committee should contact Chair Albee. This agenda item is to finalize those assignments and then Staff will reconvene the committees and determine future initiatives and committee charter modifications.

Chair Albee presented an overview of the current SMFR Board Committee members and adjustments for board member changes for each committee & after polling the Board, it was agreed to postpone assigning members until after the May election.

INFORMATION ITEMS

District 1 Centennial Liaison to the SMFR Board – Chair Albee introduced Robyn Carnes who provided a short personal bio and expressed her pleasure to be the liaison and grateful to the Mayor for appointing her.

Chair Albee expressed appreciation for the relationships with the cities within our boundaries and the people that serve.

I.T. Security Training – On behalf of IT Director Sund, CFO Miskimins informed the Board that they have some security training to do. These types of training have proven to reduce phishing by 80%. The Board members should have received an email on February 1st, provided an image of the email. Any questions or help needed, contact the IT Help Extension.

Director Anderson recommended that the email include instructions on how to contact IT.

South Metro's Service Delivery Expectations and Accountability – Chief Curtis stated that with the recent events that occurred in Memphis and Illinois, SMFR's Emergency Services Division wanted to provide the Board with information

regarding our procedural objectives through operations, training, culture and outcome. Staff believes that these elements help ensure a service delivery model that provides equal and elevated standards of patient care & believes the system that is in place has already produced a much-reduced chance for events like these to occur.

EMS District Chief Pietrzyk reviewed the three system levels that are used to review 100% of the calls and high acuity calls are reviewed by Quality Management.

Dr. Apfelbaum stated that he is very comfortable with SMFR's procedures and that the Academy members are taught not just the basics of FF and emergency care, but the deeper culture and expectations.

At Director Shriver's request, Chief Pietrzyk stated that throughout the review process they are looking for trends, identifying them early, addressing and providing training.

Director Anderson expressed fascination at the level of review especially when there are things that cannot be anticipated on a call and that it is still being tracked in all of the reports. In watching the interview for the Aurora Fire Chief, there was conversation about transferring of patients, and it seems as if our ALS model where we transport from start to finish makes sense and provides quality of care, better timing and now with the ultrasound capabilities, it's just amazing. Chief Curtis agreed that it is time consuming to transfer patient care and our system is consistent throughout, which is a testament to the Board supporting the current model.

Chair Albee read the email from Director Leung that led to this discussion and it helped frame his thoughts. He stated he appreciates the discussion but can't image having a policy in place that could have prevented the identified incidents from happening so focusing on culture, personality, fit, and nature of the people is the right thing to do to help them understand the department's expectations. Chief Curtis guaranteed that there are high expectations and that is enforced from day one.

At Director Sokol's request, Chief Curtis stated that quality management is where reckless or risky behavior is identified versus making a mistake. On the call, the crew is expected to step in and take self-ownership, calling out to help another crew member without disrupting the brotherhood or sisterhood. Dr. Apfelbaum added that another check and balance is with the hospital teams. He hears about anything that was a concern, which is rare here, and when something is done very well.

At Chair Albee's request, Dr. Apfelbaum stated that there has been discussion at the national level about body cameras for EMS, but there is the HIPPA component and the need to keep the images safe & HIPPA compliant so it is not gaining much traction. They are also looking into a camera in the medic unit, but the same HIPPA issues arise.

At Director Sokol's request, Chief Curtis stated that it was almost two years fighting the high-profile ketamine case & no pre-hospital treatment in the State of Colorado are using it for restraint, but it is used for other pain management. Dr. Apfelbaum stated that hospitals are still able to use it for restraint.

The Board expressed appreciation for the information and discussion.

IGA Update – on behalf of Chief Dell'Orfano, Chief Baker reported that there were no IGAs approved since the last report.

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

- Chief Adams reported that the 2023-01 academy of 37 started this morning & recognized CHRO Chapman and her team, as well as the Wellness & Training teams for their work making this academy happen. Chief Baker thanked the Deputy Chiefs who helped him address the academy for almost two hours talking about culture, maintaining your integrity as an individual, how easy it is for evil to prosper, being compassionate and engaged, and treating individuals as family, and engaging them from the day they start work at SMFR. Chief Adams added that the new

recruits will go on line in 16 weeks, some time in June. Staff will also provide the Board with the date for the Family Night.

- Chief Eckmann reported that she had the pleasure of attending the Sons of the Revolution Luncheon on Saturday where Risk Reduction Specialists Colleen Potton and Kim Spuhler were recognized for the One Second Can Change the Game program. They will be bringing an update on the program back to the board later this year.
- Chief Eckmann informed that the Citizen's Academy is open for applications until February 10th.
- Chief Adams reported that a second fire broke out at Club Valentia, the second in just a few months, and Station 21 responded with 9 people. They did a great job and there were 13 patients, two were transported. Chief Curtis echoed what Chief Adams stated, adding that it was great to see the crew at work.
- Chief Curtis said he traveled with FF/PM Meghan Pudliner to Lyon, our bunker gear vendor, to look into new PPE options to align with the Local's cancer initiatives.
- At Chair Albee's request, Captain Jeremy Bartell provided a short personal bio.
- Director Anderson thanked District Chief Mayhew for attending the HRMD Board Meeting on Tuesday, where he helped recognize two of the employees who work for Parks and Open Space for creative thinking to save a woman who was chasing her dog and fell into the pond.
- Chair Albee stated that he attended the most-recent recognition ceremony. It as good to see the promotions and recognitions. CHRO Chapman informed the next ceremony is schedule for April 13th at Rocky Canyon High School.
- The January Emergency Communications and Dispatch KPI reports were included in the Board packet.
- Officer Zelazek from Station 15 shared two stories of the crew going above and beyond in service: one for a lift assist where a male party in an electric wheelchair was high centered and unable to roll around on the ground & the crew cleared the ice and snow so the wheelchair lift had room to work properly; & a second where the crew helped assist a female party having a STEMI who was insistent on staying home so they helped the family set up hospice and assisting with pain management until the hospice worker was en route.
- A thank you note was received from a citizen whose wife experienced an elevated heart rate and shortness of breath incident. On December 23rd the crew from Station 22 quickly responded and treated her with the best care possible, noting their extreme professionalism and training. As she was loaded into the ambulance her heart converted to a normal rate and she was transported to the hospital for further evaluation.
- A thank you email was received for Station 41 for being very friendly, informative and seemed genuinely happy to have a group ranging from toddlers to grandparents visit for a station tour.
- A thank you note was received from a Parker Rotary Club member who was in the audience when Chief Baker made a presentation to the group about wildfires.
- Local 2086 President Dzengelewski:
 - Very excited about how much the department has progressed over the past few years with the mergers & the standards our people abide by, would say that SMFR is second to none in the country and very proud of the service provided.
 - Also excited to work with the Chiefs and Board on getting new PPE to reduce exposure. The Local's Board just returned from a leadership conference where they talked about labor relations primarily pertaining to health and safety. There was a great documentary called Burned that was shown about job-related cancer. The IAFF has hired a full-time doctor and formed a science and research department as well as a Chief Science Officer to work on health and safety issues.
 - Met with Chief Baker to outline the rest of the year and looking forward to the election, new fire chief hiring, women's conference, IAFF memorial, and SMFR's memorial.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Chair Albee and seconded by Sue Roche at 8:07 p.m. to convene to Executive Session pursuant §24-6-402(4)(f) C.R.S., for the purpose of discussing personnel matters related to the Fire Chief's performance evaluation. All were in favor and the motion carried.

The regular meeting reconvened at 9:52 p.m. with no action taken.

NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on February 27, 2023 at 6:00 p.m. at Sierra Nevada Corporation, Centennial, CO.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on March 6, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

A motion was made by Rich Sokol and seconded by Renee Anderson to adjourn the meeting at 9:52 p.m.

Attested by: 

Date: Mar 6, 2023