

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
June 5, 2023

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (absent)
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	William Shriver, Treasurer	John Curtis, Deputy Chief – Emergency Services
	Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services (absent)
	Kevin Leung	Kristin Eckmann, Deputy Chief – Community Services
	Rich Sokol	Dillon Miskimins, CFO Business Services
	Bruce Stahlman	Camie Chapman, CHRO Employee Services (absent)
		Bob Cole, Legal Counsel

Others Present: SMFR Staff Members and Citizens

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:05 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

All of the Board members were present in person.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

N/A

CONSENT AGENDA

May 1, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
May 15, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Sokol stated he was absent from the May 1st meeting and Director Shriver stated that he was absent from the May 15th meeting and requested the consent agenda items be approved separately.

A motion was made by William Shriver and seconded by Bruce Stahlman to approve the May 1, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes as presented. All were in favor and the motion carried. Rich Sokol's absence was excused.

A motion was made by Kevin Leung and seconded by Renee Anderson to approve the May 15, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes as presented. All were in favor and the motion carried. William Shriver's absence was excused.

ACTION ITEMS

Election of Officers – Chief Dell’Orfano reminded that per the SMFR district bylaws, the Board shall elect officers at the first regular meeting after the election or “at such times as deemed appropriate” by the Board. The positions to be elected include Chair, Vice-Chair, Secretary, and Treasurer.

Chair: Renee Anderson nominated Jim Albee to continue as Chair and Kevin Leung seconded the nomination. Jim Albee accepted the nomination. All were in favor and Jim Albee was elected as Chair.

Vice-Chair: Kevin Leung nominated Renee Anderson to continue as Vice-Chair and Sue Roche seconded the nomination. Renee Anderson accepted the nomination. All were in favor and Renee Anderson was elected as Vice-Chair.

Secretary: Rich Sokol nominated Sue Roche to continue as Secretary and Kevin Leung seconded the nomination. Sue Roche accepted the nomination. All were in favor and Sue Roche was elected as Secretary.

Treasurer: Rich Sokol self-nominated for the position of Treasurer and Renee Anderson seconded the nomination. William Shriver self-nominated to continue as the Treasurer and Kevin Leung seconded the nomination. Rich Sokol and William Shriver each provided a short bio and reason that they feel they are the best candidate for the position. Renee Anderson and Kevin Leung provided their reasoning for seconding the nominations.

The Board agreed to write a name on a piece of paper and Chief Dell’Orfano would be the judge to determine who would serve in the position.

With a vote of 4 to 3 the Treasurer position went to Rich Sokol. The Board thanked William Shriver for his service as the Treasurer.

April 2023 Financial Statements – CFO Miskimins presented the financial statements executive summary:

- Fund balance increased by approximately \$6.7M compared to March bringing fund balance to a total of \$92.9M.
- Through April, the District has collected \$76.7M in property and \$3.3M in specific ownership tax revenue, which reflects 61.61% collection vs. 62.49% last year for property taxes, and 34.15% vs. 30.05% for specific ownership taxes.
- As of April 30th, the District has expended \$52.9M in the General Fund related to operations or 32.36% of the annual budget.
- Ambulance transports have exceeded 2023 budget expectations by 415 transports, for total number of transports of 7,985 through April. The District’s net revenue is \$715K over the year-to-date budgeted amount and \$1.1M more than the same period last year, though a large portion of this rise is due to increase in base fees. Total bad debt has increased in 2023 as compared to 2022. Through April this year, bad debt as a % of net revenue is at 24.5% as compared to 22.3% in 2022. Collections received as % of bad debt is at 6.12% through April this year as compared to 10.05% in 2022.
- The District received first quarter excise taxes totaling \$148,412.
- Through April, the District has billed approximately \$793K in Plan Review Fees or 34.46% of the total budgeted amount.
- Through April, the District has expended \$6.8M or 38.8% of our total budgeted expenditures in the Capital Fund.
- The District placed in service both new ARFF units and Pierce KW Tender in the total amount of \$2.5M. This amount was previously recorded in the prepaids account and has been expensed in the “vehicles and apparatus” line of the Capital Projects Fund.
- The District invested \$25M held in CSIP account in a 6-months maturity at 5.29% interest rate.

At Director Shriver’s request, CFO Miskimins stated that as a part of the analysis to determine the appropriate amount of funds needed to lock into a longer annuity, some of the cash needs are in short-term investments and, therefore, left in the Capital Funds account. CFO Miskimins added that the cash flow is in itself conservative but made even more conservative in that it was locked a month ago when construction was supposed to begin so a bell curve analysis was built in for the construction of Station 15.

Director Sokol expressed appreciation for the market-to-market information and at his request, CFO Miskimins stated that the positive market was likely because it was before the most recent rate hike as the rates had been decreasing or held flat for that time period but expect it will increase in the May report. CFO Miskimins added it could also be because of maturities and reinvestments of maturities.

At Director Sokol's request, CFO Miskimins stated that we used to include the amounts that we were going to write off as part of the bad debt but that has since been corrected to be exactly what we have sent to collections. The quarterly meeting with the collection agency is next week and they will provide the updated statistics which will be included in the July board packet. At Chair Albee's request, CFO Miskimins confirmed that the 24.5% is the overall net revenue. At the Board's request, CFO Miskimins will provide the exact bad debt numbers to the Board.

At Director Anderson's request, CFO Miskimins stated that he believes he provided the miscellaneous breakdown expense only to Director Stahlman but he will send it to the entire Board.

A motion was made by Rich Sokol and seconded by William Shriver to accept the April 2023 Financial Statements as presented. All were in favor and the motion carried.

Castle Pines URA – Chief Dell'Orfano reminded that during the February 6, 2023 board meeting, the city manager and mayor of Castle Pines expressed the city's desire to establish a URA and provided an overview of the boundaries, desired intent, estimated financial impact, and key processes. On May 9, 2023, the city council adopted Resolution No. 23-26 creating the URA. One commissioner of the URA is required to be a representative of the special districts levying a mill levy within the boundaries of the URA. The SMFR board has previously expressed interest in being the special district representative. Staff has reached out to the special districts expressing our interest and is waiting to hear back on their level of support. The city has asked for the selection to occur by June 19th. Contingent on agreement from the other special districts that SMFR will be the representative, Staff requests the Board select which SMFR Board member will be appointed. Meetings will start on September 5th and they will meet the first Tuesday of each month.

Director Leung expressed interest in serving as a commissioner since he is very familiar with the area, served on Parker's Authority for Reinvestment Advisory Committee for six years and is happy to represent SMFR.

Director Sokol summarized the Parker URA and their blight of open fields allowing all new commercial construction, their ability to keep incremental increase in taxes, & the actions taken to get legislation approved to prevent URA's from egregious actions and allows for binding mediation. Director Sokol stated that he would be happy to serve as the commissioner representing SMFR.

After discussion and determining the availability of other Board members, Director Sokol stated that he was fine with Director Leung serving as the commissioner.

Rich Sokol moved to appoint Kevin Leung as a Commissioner to the City of Castle Pines Urban Renewal authority, contingent on the other special districts in the city agreeing to South Metro Fire Rescue's representation. Chair Albee seconded. All were in favor and the motion carried.

Director Stahlman noted that blighted has a wide variety of definitions & Chief Dell'Orfano agreed and stated that there are specifics outlined that these are areas that are difficult to develop.

Lobbyist Selection Process – Chief Dell'Orfano reminded that during the March 6th Board meeting, the Board expressed interest in contracting with a legislative lobbyist. Examples of future legislation to be pursued by staff include clean-up in election laws, firearms, service plans, and monitoring the need for November elections. Staff recommended waiting until the end of the 2023 legislative session to begin soliciting lobbyists. The initial steps of the selection process will include a Request for Proposals. Staff will begin the process of selecting a lobbyist to assist the organization on a contractual basis in navigating, tracking, and crafting legislation, providing updates to the board, and building relationships with state

representatives and senators. This action item is to gauge the board's interest in participating in the selection process and appoint board members as applicable.

Director Sokol informed that his company hired a lobbyist that worked for several years down at the Capital and believes that SMFR is large enough that it would be a good idea as long as the fee is reasonable or tiered. Director Roche stated that she was involved with a much smaller fire organization that hired a lobbyist and thought the cost was outrageous; however, with the cost of the District's recent election thinks it will be worthwhile. Directors Anderson and Roche offered to assist Staff.

A motion was made by Jim Albee and seconded by Kevin Leung to appoint Renee Anderson and Sue Roche to assist staff in the selection of a contract lobbyist and report to the board on the results of the selection process. All were in favor and the motion carried.

DISCUSSION ITEMS

Station 15 – CFO Miskimins stated that at the Board's request, the full rebuild cost estimate was provided to the Board shortly after the last meeting. In the Board's packet is a Talking Points for Costs for Station 15 Rebuild that the Board had also requested as a tool to help relay the information to their constituents. RFPs are due tomorrow so on Wednesday will be able to see the results and RLB is teed up to do any reconciliations of the bid, if that is necessary, in order to make sure that Staff is comparing apples to apples & can bring a recommendation to the next Board meeting.

At Director Sokol's request, CFO Miskimins explained the reasoning behind hiring an architect to create a fully designed fire station, without a general contractor and using the hard bid construction process. A discussion ensued regarding the potential cost savings of using cost plus construction agreement.

The Board directed Staff reach out to RLB to see if there are any adjustments that can be made to the construction costs and if we are able to switch to cost plus process at this stage of the project. Staff will also bring back a comparison of prior SMFR stations and some information that has already been shared about station builds of area departments. The Board also requested that Staff provide a summary of each of the bids received when they present their recommendation at the next meeting.

INFORMATION ITEMS

Election Costs Overview - Chief Dell'Orfano referred to the spreadsheet in the Board packet, noting that the May 2023 election for four seats came in at \$493,380. Keeping in mind that, if we could have cancelled the three uncontested districts, we would save a significant chunk of the printing and postage costs, but that occurs after the self-nomination period is done, creating the lists and administrative work is already done, so it's really the nuts and bolts of creating and mailing ballots is where the cost savings would occur. The District would probably have saved \$260,000 - \$270,000 if we could have cancelled the uncontested seats. Staff will be reaching out to the counties as we head to an odd year election to see how they will be able to better assist us with the 2025 election. Douglas County is already on board with doing a coordinated election for all of the special districts and help us determine any cost savings and whether a November election should be pursued.

IGA Update – Chief Dell'Orfano reported that there was one IGA signed with the Colorado Mountain Local College District EMS Clinical affiliation, which is actually a district, so basically when they have paramedic students, they study with us and do ride-alongs with our crews.

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

- Chief Curtis thanked Chair Albee for attending the National Fire and Emergency Services Symposium in Washington, DC, allowing for the chance to combine efforts. Chair Albee added that they took every opportunity to meet with the staff members of the Senators and Representatives to discuss first responder wellness, safety, public protection and funding and he believes they made a good impression & the message was well-received. He provided an overview of the symposiums, seminars and sessions and the initiatives some departments have

taken to creating partnerships with nursing organizations and other health care resources. SMFR is very lucky to not have the challenges that some departments have; however, there are other departments that are ahead of us and we need to keep it on our radar that there are other ways to do things and it will likely be a significant expansion of services.

- Chief Eckmann reported that the open house for the closing of Station 15 went really well and good feedback has been received. She thanked the Board for allowing it to happen.
- Chief Eckmann stated that the women's leadership conference went very well. There were 120 females from around the country. She thanked Director Anderson and Local 2086 President Dzengelewski for speaking at the conference & thanked the Board for allowing SMFR to host it this year.
- Chief Eckmann reminded that the Annual Remembrance Ceremony is scheduled for June 24th here at Mineral HQ. The Board will be receiving information about the event soon.
- Chief Powell reported that 35 recruits graduated on Friday; 21 will go on line on Sunday and the rest are in EMT training and will go on line in mid-July. Director Stahlman complimented Chief Curtis on a well-done graduation ceremony and that he thought his commencement address was tremendous.
- Chief Tasker reported that there was a house fire and a two-alarm multi-unit building on Friday. The crews did an amazing job and there were no injuries. Director Sokol stated that as a result of the multi-unit fire, a young couple has lost everything and have started a Go Fund Me account for anyone who wants to donate.
- Director Roche commended Chief Powell for the recent recruitment session that was conducted. Her son attended and was very impressed.
- Director Shriver reminded that Parker held a State of the Town and there were two honorees, one of which was Chief Baker and although Chief was unable to attend, the presentation reflected well on him and SMFR.
- A thank you note was received for SMFR's assistance on the wildland fire near Simla, CA.
- A thank you note was received from Dinosaur Ridge for SMFR's assistance on the Hogback Fire on March 31st.
- A thank you letter was received for Tower 18, Medic 18 and Battalion 1 for their quick response and the compassion and kindness that was extended during a call for help on April 22nd in Highlands Ranch.
- A thank you letter was received for a VIP Station Tour that was provided to the Indian Ridge Elementary School for their online auction.
- A thank you note was received from Legal Counsel Cole's wife for the bouquet of flowers from SMFR wishing her a quick recovery.
- A thank you note was received for Chief Baker from the Southeast Christian Church in Parker for his participation as a speaker at the Parker National Day of Prayer.
- Local 2086 President Dzengelewski:
 - No report.

EXECUTIVE SESSION (UPON MOTION)

N/A


NEXT MEETING

The next Special South Metro Fire Rescue District Board of Directors' meeting will take place on June 19, 2023 at 6:00 p.m. at a to be determined location.

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on July 10, 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 8:27 p.m.

Attested by: 

Date: July 10, 2023