

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING
NORTH METRO FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS
101 SPADER WAY, BROOMFIELD, CO 80020**

Date: January 21, 2020

BOARD MEMBERS PRESENT:

Richard Miller, President
Peter Billera, Vice President
Tim Long, Treasurer
Jenni Murphy, Secretary
Robert Nielsen, Asst. Secretary

STAFF PRESENT:

David Ramos, Fire Chief
David Anderson, Deputy Chief, Support Services
Jeff Bybee, Deputy Chief, Operations
Lisa Willis, Chief Financial Officer
Eileen Gomez, Human Resources Manager
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, Public Information Officer

LEGAL COUNSEL:

Dino Ross

A. Call to Order

President Miller called the Board of Directors meeting to order at 5:00 p.m.

B. Pledge of Allegiance – Led by Director Billera

C. Additions/Deletions to Agenda

Chief Ramos asked to remove the two sets of minutes from the Board meetings on December 12, 2019 from the Consent Calendar. He would like to move these to the February Board meeting.

D. Public Comment (Agenda Items Only)

None.

E. Staff Reports

1. PIO Presentation

Public Information Officer (PIO) Farris shared information on recent media exposures including a fire at a meat cutting business at the edge of the District adjacent to Brighton and Thornton. There were news stories on the ventilators and the search and rescue dog, Argus. Director Murphy asked if the rescue dog lives full time at the fire station. PIO Farris replied that the dog lives with Firefighter Young and goes where he is stationed, normally at Station 66. PIO Farris is exploring

ways to use the dog in community outreach events in the future. Life Safety Education Officer Kutchen partnered with the Tri-City Elks Lodge 2541 to distribute over 300 donated smoke alarms to a mobile home park in Broomfield. Upcoming events include the new truck installation at Station 62 with hot chocolate and s'mores, a youth cardiac screening event at Holy Family High School and free CPR and Stop the Bleed classes in February. Applications will be open soon for the Citizens Fire Academy, which begins April 1. Life Safety Education Officer Kutchen will invite the City Council members from Broomfield and Northglenn to come to any of the sessions as an observer or participant. She also invited the Board to join as well.

Director Nielsen asked if more than two Directors want to attend the new truck event at Station 62, would it need to be posted as a Board meeting. Attorney Ross replied that this public event would not be District business related and would not need to be posted as a meeting.

Director Murphy welcomed Ashley Witkovich, the new representative from the Northglenn City Council. President Miller noted that the City of Northglenn had been active in sending representatives to North Metro Fire Board meetings. He asked Ms. Witkovich to address the Board if she desires. Ms. Witkovich stated that she enjoys working with Director Murphy on city business and looks forward to working with the Board and facilitating relations between the Northglenn City Council and the Board.

2. May 2020 Board of Directors Election

Chief Ramos noted that three board members are up for election: Tim Long, Jenni Murphy and Robert Nielsen. Later in the meeting, the Board will consider a resolution to appoint a designated election official (DEO). He recommends appointing Heather Brown as the DEO and Lisa Willis as the alternate DEO. They are both experienced in elections for the District.

Ms. Brown discussed the details of the upcoming election on May 5, 2020 to elect three board members for three-year terms. The deadline for self-nominations is February 28. She noted that the proposed resolution will also identify the polling locations. She announced that she would like help from either President Miller or Director Billera to serve on the Canvass Board on the night of the election to certify the results.

3. Fire Prevention Plan Review Fees

Chief Ramos updated the Board on the fire code adoption which is underway in Broomfield. This was approved for the first reading on the consent agenda at the Broomfield City Council meeting on January 14. The second reading will take place on February 25. Approval would remove the fee table from the fire code and enable the District to establish the fees from time to time. Chief Ramos had no update on fire code adoption in the City of Northglenn. He noted that Chief Gosselin would be giving a division update at the February Board meeting.

Director Murphy asked when the District would reach out to Northglenn again. Chief Gosselin said that he had been in touch recently and will continue the dialogue.

4. Project Updates

Chief Ramos notified the Board that Chief Anderson would be attending a Broomfield City Council meeting that night for concept review on Station 61.

Chief Ramos updated the Board on the remodel at Station 62, which has included walkthroughs with the contractor in the design phase. He hopes to bring a Guaranteed Maximum Price (GMP) bid to the Board at their May meeting.

Chief Ramos noted that he would like to discuss the date of the May Board meeting as President Miller will be out of town on May 19. He proposed holding the meeting on May 14 instead. He recommended taking action at the February Board meeting.

Chief Ramos provided background on the upcoming Firefighter Gala, which would take place on January 31. He invited the Board to attend.

Chief Ramos also invited the Board to an upcoming retirement celebration at Elevate Bar on February 6.

Director Long acknowledged Captain Riley's new position. Chief Ramos noted that Captain Riley is transitioning to the position of Emergency Manager for the District. This will include emergency planning for large events and community events like Broomfield Days and Pirate Fest. Captain Riley has been involved in emergency management, in addition to his EMS responsibilities, for many years. Captain Mark Daugherty will be present at the February Board meeting for a swearing-in ceremony as the EMS Coordinator.

F. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 49119 through 49293 and online Bill Pay 2019-98 through 2019-106, 2020-01 through 2020-05 for a net total of \$894,070.02.
2. A MOTION TO APPROVE RESOLUTION #NM20-001 APPOINTING HEATHER BROWN AS DESIGNATED ELECTION OFFICIAL, LISA WILLIS AS ALTERNATE DESIGNATED ELECTION OFFICIAL; AND FURTHER AUTHORIZING DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION; AND HEREBY DESIGNATING THAT A POLLING PLACE ELECTION WILL BE HELD ON MAY 5, 2020; AND FURTHER DESIGNATES FIRE DISTRICT HEADQUARTERS, 101 SPADER WAY, BROOMFIELD, CO THE OFFICIAL POLLING PLACE FOR RECEIPT OF ABSENTEE BALLOTS WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.

G. Attorneys' Report

Attorney Ross noted a potential Action Item on expanding the bargaining unit to be considered at the next Board meeting. Chief Ramos added that the Union President and an Executive Board member were out of town tonight. They would like to attend the Board meeting when this issue is considered by the Board.

Attorney Ross anticipates that updated Civil Service Committee Rules and Regulations will be considered at the Civil Service Committee's next meeting.

President Miller noted that the Board had received the revised Board Bylaws. He would like more time to review these before discussing them at the February Board meeting.

Attorney Ross presented a brief legislative report, including upcoming legislation that would protect an employee's off-duty use of marijuana and significant changes to Colorado pension laws for paid firefighters.

Director Long asked about the Colorado Open Records Act, mentioned in the Attorneys' Report. Attorney Ross replied that he is helping the District update its policy on the fees that can be charged by the District in responding to public records requests.

H. Public Comment

None.

I. Directors' Reports

Director Murphy welcomed City Council member Witkovich to the North Metro Fire family. She stated that she would like to meet the search and rescue dog, Argus. She is excited for the new truck event in Northglenn on Sunday. She is working with Life Safety Education Officer Kutchen on a bike safety program.

Director Billera welcomed City Council member Witkovich.

Director Long announced that the audit committee had conducted an entrance conference with the auditor and Chief Staff prior to the Board meeting.

Director Nielsen asked for clarification on the change of election years and how this might affect coordinated elections with the counties. Attorney Ross replied that by moving special district director elections to odd years, the County Clerks would be able to help special districts with their director elections, and would presumably be conducted as a coordinated election. This would not happen until 2023 and would not be mandatory.

Director Nielsen asked about events at the 1ST Bank Center. Captain Riley replied that the summer is quiet due to a new concert hall in the Rino District that is booking more concerts and taking business away from the 1ST Bank Center. Current events at the 1ST Bank Center include

cheerleading and Amway meetings, which are more mellow. The Broomfield police and North Metro Fire use a unified approach in dealing with out-of-control concert patrons. Captain Riley explained that for most events, the fire department provides two paramedics and one EMT to staff the first aid room. There are also two District employees providing fire watch during the show and watching out for safety issues. The overtime costs for these personnel are reimbursed by the venue.

Director Nielsen asked for an email detailing what happened at the Broomfield City Council meeting regarding Station 61. Chief Ramos agreed to provide a summary tomorrow.

J. Executive Session

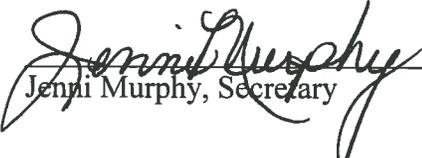
None.

K. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 6:06 p.m.


Richard Miller, President


Jenni Murphy, Secretary