

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

Date: February 18, 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 Murphy

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Introduce Chrisha Coriz, Accounting Clerk

Chief Financial Officer (CFO) Lisa Willis introduced Chrisha Coriz, the new accounting clerk for payroll and benefits. Chrisha has 10 years of experience in accounting and administrative assistant work. President Miller welcomed Chrisha to North Metro Fire.

2. Oath of Office for Captain Mark Daugherty

Chief Bybee talked about Mark Daugherty's history with the District. Mark has a vision for what

EMS should look like at North Metro Fire and in the region. He has been responsible for the pre-hire medical assessment center, the Medicine on Fire newsletter and has been instrumental in refining the Field Training Officer program. He is a smart and confident leader who enjoys respect throughout the region. Chief Ramos added that he is excited about Mark's energy and knowledge.

President Miller administered the oath of office to Captain Daugherty. Captain Daugherty's wife pinned his new badge.

3. Inclusion of Line Captains in the Collective Bargaining Unit

Chief Ramos gave the Board background on Local 2203. The first bargaining agreement, done in 1989, included only Lieutenants and below. At that time, the District did not have Captains. Since then, the District added the rank of Captain. Over the past 30 years, the District has had a great relationship with the Bargaining Unit. Local 2203 has asked the District to include Line Captains in the Bargaining Unit. Staff believes it is appropriate to include Line Captains in the Bargaining Unit and recommends approval of proposed Resolution #NM20-002. Vice President of Local 2203, Jake Cohen, thanked the Board for considering adding the Line Captains to the Bargaining Unit. Chief Ramos noted that the membership of Local 2203 had voted 100% in favor of moving the Line Captains to the Bargaining Unit. In addition, each Line Captain had sent a letter to Chief Ramos requesting to be included in the Bargaining Unit.

President Miller asked if this would include Line Captains only. Chief Ramos confirmed that that this resolution would include Line Captains only and would not include administrative Captains. The District currently has two administrative captains, EMS Captain Daugherty and Emergency Manager Captain Riley, who would not be included in the Bargaining Unit. Any Captain temporarily assigned to a non-line position that would rotate back to line at the end of their assignment would be included in the Bargaining Unit (e.g., Training Captain and Accreditation Captain).

President Miller recognized that the degree of cooperation between the union and senior management at North Metro Fire is outstanding.

A MOTION TO APPROVE RESOLUTION #NM20-002 RECOGNIZING ALL SWORN EMPLOYEES HOLDING THE RANK OF LINE CAPTAIN OR BELOW AS PART OF THE COLLECTIVE BARGAINING UNIT FOR PURPOSES OF NEGOTIATING A COLLECTIVE BARGAINING AGREEMENT WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

Director Long stated that he supports the efforts the District is taking in EMS.

The Board took a short recess to enjoy cake with Captain Daugherty and his family.

4. Division Update – Fire Prevention

Chief Gosselin presented a division year-end review. He discussed the primary functions of the division, beginning with 1ST Bank Center firewatch support. Chief Gosselin reviewed engineering services. Plan review turnaround time has decreased since the hiring of two Fire Prevention Specialists in 2019.

President Miller asked what the goal is for plan review turnaround time. Chief Gosselin replied that 14-21 calendar days is the division's goal for plan review turnaround time.

Chief Gosselin reported that the District is supporting City and County of Broomfield's proposed adoption of the 2018 International Fire Code (IFC), which includes the removal of specified fees for fire engineering and inspection service. This will allow the District to independently establish and amend fee structuring for fire prevention services. Broomfield City Council's second reading is scheduled for next week in Broomfield, with an effective date of April 15, 2020 if approved. The division had also been preparing for a move to ImageTrend software for permits, which the division began using January 1, 2020.

Director Long asked if the City of Northglenn had discussed adoption of the 2018 IFC. Chief Gosselin stated that he has submitted his proposed amendments to Northglenn Community Development and is awaiting its response. Chief Gosselin reviewed significant projects from 2019, including JP Morgan Chase data center, Children's Hospital, Broomfield Community Center and multiple apartment complexes.

Chief Gosselin discussed the engine company/business inspections program and the newly authorized full-time position for this program. President Miller asked about the rank of this position. Chief Gosselin replied that this would be a fire inspector, which would not correspond to an officer position.

Chief Gosselin reviewed fire investigation services. The shift investigator program has been successful. They investigated 19 incidents in 2019. Fire losses in 2019 totaled \$1,117,691. Director Long asked if any of the fires were the result of a meth lab. Chief Gosselin replied that there were no meth lab fires in 2019.

Chief Gosselin discussed future plans for the division, including better data analytics from ImageTrend, a third party software that tracks inspection compliance and new fees.

Director Murphy asked about the IKEA project in Broomfield. Chief Gosselin stated that he does not have any news, other than that they downsized the size of the building. They have not broken ground yet, and the project is currently on hold. Director Long asked about the Amazon fulfillment building. Chief Gosselin replied that this building is located in Thornton.

Director Nielsen asked about the construction west of Sheridan and Highway 7. Chief Gosselin replied this is higher density residential, called Baseline West.

President Miller asked Chief Gosselin to introduce his staff who were present at the meeting. Following introductions, President Miller thanked the staff for their work in the trenches.

F. Staff Reports

1. PIO Report

Public Information Officer (PIO) Farris gave an overview of recent events, incidents and media

coverage from January and February. There was an article and letter to the editor about the renovation of Station 61. The Citizens Academy begins April 1. Applications are due by March 2. The District recently held ice rescue training with Thornton Fire Department. Upcoming events include CPR classes, the 11th Annual Bowl for A Precious Child tournament, St. Baldrick's head shaving event on March 25 and the Craig Moilanen hockey cup.

2. December 31, 2019, YTD Financial Statements – All Funds

CFO Willis presented the unaudited year-end financial statements for 2019. She noted that the auditors are present at headquarters this week and will present the audited financial statements at the May Board meeting. The audit must be filed with the Colorado State Auditor by July 31.

Director Long asked about investment revenue. CFO Willis noted that she reviews both Morgan Stanley and the pooled investments rates of returns before she invests. Director Long complimented her on shifting investments to maximize the return.

CFO Willis noted that legal expenses were lower than budget for the year. Emergency Services overtime was over budget, due to paramedic school backfill, off-duty and on-the-job injuries, and unanticipated resignations. Chief Ramos noted that the Board had authorized the District to hire two firefighters to cover overtime for the paramedic students, but several firefighter resignations occurred early in the year, and there were no extra firefighters to cover this backfill.

CFO Willis discussed unanticipated repairs. She has been tracking the amount spent per year for the last seven years, and uses the average in preparing the annual budget.

CFO Willis reviewed the other funds with the Board.

CFO Willis informed the Board that the District would need a special audit for the Medicaid supplemental reimbursement. Because Medicaid reimbursements are considered federal funds, and the District's 2019 reimbursement exceeded \$750,000, the District will need a special audit which may cost as much as \$10,000. The auditors are conducting testing and will produce a data collection form that will be filed with the federal government.

President Miller applauded CFO Willis for her thorough reporting to educate the Board, which he felt is above and beyond what most boards receive. CFO Willis informed the Board that she had recently taught all employees some financial education.

3. Board Bylaws

Chief Ramos reminded the Board that Attorney Ross had edited the Board Bylaws to bring them into compliance with current laws. In Executive Session, the Board will have a chance to ask any questions of the Attorney and provide direction for additional edits. Staff and Attorney Ross anticipate that the Board will be presented with the final Bylaws for consideration at the March Board meeting.

4. Adams County Fire Rescue IGA for Fleet Services

Chief Ramos stated that after the Executive Session, the Board will consider a motion to approve an Intergovernmental Agreement (IGA) between North Metro Fire Rescue District and Adams

County Fire Protection District to establish joint fleet maintenance and repair operations to provide greater efficiencies. The IGA will provide both districts greater capabilities by sharing resources.

5. May 2020 Board of Directors Election

Chief Ramos advised the Board that there are three positions open. Three Board members have submitted their self-nomination forms. The deadline to submit a self-nomination form is February 28.

6. Project Updates

Chief Anderson updated the Board on the construction projects at Stations 61 and 62. The District presented to the Broomfield City Council its initial concept for the new building for Station 61. The next step is to attend the Broomfield Parks and Recreation Advisory Committee tomorrow, February 19. He continues to work with the City Planner on the next steps after this meeting.

For Station 62, Chief Anderson is working on securing the Guaranteed Maximum Price, which he is hoping to present to the Board in March or April. The scope of the Station 62 project has changed, including items such as a new compressor for the air packs, which affected the electrical system requirements.

Director Long asked if there is a compressor at Station 63. Chief Anderson replied that there are three compressors in the District now: one of which is mobile, one at Station 62 and one at Station 61. Chief Anderson noted that Thornton Fire Department is purchasing a compressor for the Training Center. This will allow the District to relocate the mobile compressor to service the Broomfield stations, especially during the construction of Station 61.

Director Billera asked about the difference in the new SCBA bottles. Chief Bybee replied that it is a smaller bottle with higher pressure. The North Area fire departments are all moving to the same bottle and air packs.

Director Nielsen asked if a temporary site had been determined for Station 61 during construction. Chief Anderson is working with representatives of the City and doesn't have a final answer yet.

Chief Ramos added that he plans to discuss a potential IGA with Broomfield in Executive Session and to request legal advice on the IGA. He would also be seeking legal advice for potential locations for a new station in the southwest area of the District.

Chief Ramos updated the Board on the CAD-to-CAD project. He expects to be in the live testing phases in August or September. Westminster is creating a new dispatch center and is ahead of schedule. Chief Ramos hopes that the CAD-to-CAD will be live and functional in fourth quarter 2020.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

- a) Approval of accounts payable checks 49294 through 49404 and online Bill Pay 2020-06 through 2020-07 for a net total of \$248,652.75.
 - b) Approval of minutes from the December 12, 2019 regular Board meeting.
 - c) Approval of minutes from the December 12, 2019 special Board meeting.
 - d) Approval of minutes from the January 21, 2020 regular Board meeting.
2. A MOTION TO CHANGE THE MAY BOARD MEETING DATE TO MAY 14, 2020 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

H. Attorneys' Report

Attorney Ross stated that he assisted in documenting the IGA with Adams County Fire Rescue for Fleet Services. He will discuss this further in Executive Session. He distributed an updated legislative tracker to the Board, and discussed specific proposed bills of interest to the District. He noted that the FPPA bill is moving forward, but is still being opposed by CML. Other bills of note include:

- HB 20-1017: Substance Use Disorder Treatment in Criminal Justice System. The Bill allows a person to dispose of any controlled substance at a "safe station" which is defined to include any fire station in the State. Part of the Bill is focused on the opioid crisis and that is good. However, the section of the Bill that focuses on the "safe stations" imposes requirements with which many fire departments could not comply, and it is possible certain aspects of the bill would violate federal law. Attorney Ross stated that he believes this Bill should be opposed more vigorously.
- HB20-1089 is a bill that would protect off-duty use of marijuana activity. Currently, off-duty marijuana use is not protected because it remains illegal under Federal Law even though it is legal under Colorado law; it is this conflict between federal and state law that the bill addresses.
- HB20-1171: Remote Camera Wildfire Alert Pilot Program. The Bill requires the Division of Fire Prevention and Control (DFPC) to establish a remote camera technology pilot program. DFPC is opposed to the bill because the technology is expensive, and it is not clear that it is the best approach to the issue.
- HB20-1293 would authorize an extensive overhaul of 911 funding. Attorney Ross is still studying this bill before offering his opinion.

Attorney Ross will continue to monitor these and other potential bills on behalf of the District.

President Miller stated that he appreciated the legislative update. He thanked Attorney Ross for his work on the Board Bylaws.

I. Public Comment

Dave Feineman asked about the update to the Broomfield Fire Code and whether it makes residential sprinkler systems mandatory. Chief Ramos replied that residential sprinklers in newly constructed residential homes are part of the Residential Fire Code. Broomfield has exempted this

out of its adopted Fire Code. The City is working with developers to determine when the time is right to include requiring sprinklers. The District continues to advocate for residential sprinkler systems being mandated in the Fire Code, but it will not be included in the 2018 fire code adoption in Broomfield.

J. Directors' Reports

Director Nielsen attended three social events for the District and found them worthwhile. He enjoyed the Firefighter Gala, the ladder truck ceremony and the retirement celebration.

Director Long enjoyed the ladder truck ceremony at Station 62. He would like to receive the EMS newsletter. He complimented Chief Gosselin on the reduction in turnaround times. He complimented CFO Willis on a great budget for 2019. He enjoyed the Firefighter Gala.

Director Billera stated that the Firefighter Gala was a great event. It was a great opportunity to get together. He is looking forward to the next one. He complimented Chief Gosselin on his positive results. He is excited to see the future efficiencies. He also complimented CFO Willis on her presentation. He mentioned a newspaper article in the Northglenn paper on the District's the new ladder truck. He appreciated the details provided in the article. Chief Ramos replied that PIO Farris and Chief Bybee were responsible for the background provided to the journalist.

Director Murphy said she felt all of the presentations and remarks tonight show how much the District's personnel love the work they do and how much they prioritize the safety of the community and personnel.

President Miller commented that there was a funeral for a firefighter from West Metro Fire Protection District. He supports the District's efforts to prevent these kinds of deaths. He reminded the Board of the Heart of Broomfield awards on March 9. Chief Ramos noted that the District has purchased a table for 10 to support the former Board president. Three Board members stated they would like to attend.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA TO GO INTO EXECUTIVE SESSION AT 7:32 P.M. PURSUANT TO C.R.S. § 24-6-402 (4) (a), (b), (e) AND (f) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING POSSIBLE FIRE STATION LAND ACQUISITIONS, UPDATES TO THE BOARD BYLAWS, OLD HIRE PENSION PLAN VALUATION, SALARY SURVEY FOR THE COLLECTIVE BARGAINING AGREEMENT AND THE PROPOSED IGA WITH ADAMS COUNTY FIRE RESCUE FOR FLEET SERVICES. THE MOTION PASSED UNANIMOUSLY.

Attorney Ross certified for the record that Executive Session will constitute privileged attorney-client communications and will not be recorded.

A MOTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 9:03 P.M. THE MOTION PASSED UNANIMOUSLY.

L. Action Item

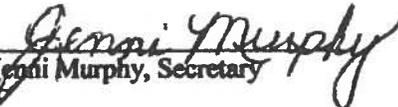
A MOTION TO APPROVE IGA WITH ADAMS COUNTY FIRE RESCUE FOR FLEET SERVICES WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

M. Recess/Adjournment

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

The meeting adjourned at 9:04 p.m.


Richard Miller, President


Jenni Murphy, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Dino Ross, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4) (a), (b), (c) and (f).


Richard Miller, President

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L. Action Item

A MOTION TO APPROVE IGA WITH ADAMS COUNTY FIRE RESCUE FOR FLEET SERVICES WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

M. Recess/Adjournment

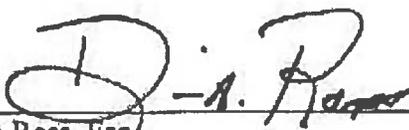
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Richard Miller, President

Jenni Murphy, Secretary

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Dino Ross, Esq.

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Richard Miller, President