

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

Date: March 17, 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
Sara Farris, Public Information Officer

LEGAL COUNSEL:

Dino Ross (appearing via teleconference)

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

No additions or deletions to the agenda. Chief Ramos announced that Attorney Ross was attending by telephone and was available to answer any questions.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Presentation of Actuarial Valuation as of December 31, 2019 – Bill Detweiler, Senior Analyst, Gabriel, Roeder, Smith & Company

Chief Financial Officer Willis introduced Bill Detweiler of Gabriel, Roeder, Smith & Company. The actuarial valuation of the Old Hire Pension Plan is conducted every other year. Mr. Detweiler noted that COVID-19 has affected the stock market and the Old Hire Pension plan's portfolio investments. The valuation is a snapshot as of December 31, 2019. The current market value of the assets may have dropped since then. Mr. Detweiler reviewed the results of the plan's valuation.

In order to pay off the unfunded liability in 10 years, the District should contribute \$210,000 each year. If the District continues contributing \$500,000 each year, the unfunded liability should be paid off in four years. The average life expectancy of the retirees in the plan is 13-14 years.

Director Long asked if the 10-year period to cover the unfunded liability is an industry standard. Mr. Detweiler noted that with a closed plan, he recommends less than the life expectancy of the retirees. For open plans with active members, he recommends 20 years. Ten years is what the plan has been assuming for several years.

President Miller asked if life expectancy includes the spouses as well. Mr. Detweiler replied that on average, he expects all benefit payments to occur in the next 13-14 years.

There is investment return risk to the plan, as his valuation assumes 6.5% return on investments. Mortality is also a risk. The final risk is contributions from the District.

Mr. Detweiler reviewed the Cost of Living Adjustment (COLA) options.

Director Nielsen asked about survivor benefits. There are currently nine retirees and one beneficiary. CFO Willis confirmed that all but one retiree have a beneficiary who would receive benefits if the retiree dies first. This is factored into the calculation.

Director Long asked if the unfunded liability appears on the District's balance sheet. CFO Willis replied that the audited financials will contain this unfunded liability but that it does not appear on the quarterly financials that she prepares.

2. COVID-19

Chief Ramos noted that Staff had been working tirelessly on preparations for the COVID-19 response. It has been challenging, and the workload demands for it will most likely increase. The District's goal, as always, is to protect the community and its employees. Continuity of operations planning has moved to the forefront and will be key to keeping the District functioning. Local 2203 has been an excellent partner in finding creative ways to support and protect the employees.

Chief Bybee thanked the Board for their support to move Captain Ross Riley to Emergency Manager, Captain Mark Daugherty to EMS Coordinator and to promote the EMS supervisors.

Chief Bybee shared the Incident Command Structure for COVID-19, which defines command and control for the incident as well as outlines information flow. The District continues its cooperation with North Area departments.

Capt. Daugherty replied to Director Billera's question about testing patients and employees. Capt. Daugherty is focusing on preventing COVID-19 exposure for employees. He has worked with dispatch agencies to use a code word if the address has a known or suspected COVID-19 patient, or if the symptoms suggest the patient might have COVID-19. The firefighters will approach the patient differently and will be wearing appropriate Personal Protective Equipment (PPE). The District has responded to 31 potential COVID-19 patients so far. In most situations, only one

firefighter will approach the patient for initial assessment. Patient testing for COVID-19 will only be conducted if a patient is admitted to the hospital.

Capt. Daugherty discussed the PPE worn by firefighters and additional procedures.

Director Murphy asked about the virus living on the bottom of shoes. Capt. Daugherty replied that the virus can live two to three days on a surface. The District did purchase booty covers to use during calls. He is encouraging the use of station shoes and slippers to avoid bringing the virus into station living areas. Director Long asked if patients are asking to be tested by paramedics. Capt. Daugherty replied that the firefighters do not administer COVID-19 tests to patients. If a patient is stable, the paramedics will encourage the patient to recover at home. PIO Farris has developed a handout the responders can give out to educate patients.

Director Long inquired about the availability of testing. Capt. Daugherty replied that the capacity of the testing centers is limited. Hospitals are only testing if a patient is admitted. Director Long asked to which hospitals the District is transporting patients. Capt. Daugherty replied that the District transports to North Suburban, Good Samaritan, St. Anthony's North and Avista.

The District has added additional data collection fields to the incident reporting software to better track contact with each potential COVID-19 patient. This includes firefighter names and what kind of PPE was worn by each firefighter. If a patient tests positive a week or two later, Capt. Daugherty can look back at what PPE was worn and if there was a high risk of exposure.

Director Murphy asked if the crews were having their temperature taken. Capt. Daugherty replied that as of Thursday morning, crews would have four screenings while working, including temporal temperature and symptom questions.

Director Long asked how many conversations Capt. Daugherty had had with the Medical Director. Capt. Daugherty replied that he had been in contact with the Associate Medical Director that day about exposures, and the open lines of communication have been very good.

Director Billera asked Capt. Daugherty what is his biggest concern. Capt. Daugherty responded that his biggest concern is employees getting sick and taking it home to their families. The other concern is the prediction of where this pandemic will go and how to prepare for a large spike in calls.

Director Long asked if there is any coordination between hospitals and ambulance services coming together to discuss best practices and test kits. Capt. Daugherty replied that regionally, the hospitals and fire departments are communicating well together.

Captain Riley, Emergency Manager, had been working on the preparedness of the District and has updated Standard Operating Procedures. He had written a Continuity of Operations Plan. He is advising social distancing to flatten the curve below the healthcare system capacity and minimize deaths.

Capt. Riley informed the Board that the Mile High Regional Emergency Medical and Trauma Advisory Council had stored some equipment at the Training Center. The District has been able to borrow some of this equipment to hold in reserve. Director Long asked if the paramedics are still using ventilators. Capt. Riley responded that the District's medical direction had asked the District to discontinue using the ventilators.

President Miller asked if there is a possibility of a drop in flu cases. Capt. Riley noted that flu virus often tapers off when the weather gets warmer. This will open up more hospital beds for COVID-19 patients.

Chief Ramos wrapped up the conversation. The District is practicing safe workplace practices. He would like the Board to consider adopting a resolution to hold virtual meetings to further reduce risk. The District has stopped travel and training and reduced people coming to headquarters and training. He will be encouraging employees to work from home when they can. There will be a need for some core people at headquarters. CFO Willis is establishing accounting measures to track spending on COVID-19 supplies and response. At this time, the Board does not need to appropriate additional funds for this effort. The District will shift how it spends. Overtime expenditures will increase, but will be tracked if due to COVID-19.

He advised the Board that workers' compensation insurance may be reluctant to attribute employee COVID-19 illness to exposure at work. He had informed employees that they will not have to use sick time if they become ill due to exposure at work. He asked the Board for feedback. The Board expressed support of this direction.

Director Long asked to see the Incident Command System organizational chart again. He asked about quarantine and isolation. Chief Anderson replied that Station 68 had been established as a quarantine facility. It had been outfitted with beds, washing machine and dryer. He is also working on a secondary location at the Training Center and possibly other stations. If the District has to reduce staffing, there have been discussions with the north area departments on how to staff the area under contingency planning.

Director Murphy agreed with the District's plan, which is similar to what the City of Northglenn is doing. She agrees that employees should be paid for time off associated with COVID-19, which will help reduce stress.

President Miller noted that the District may experience increased overtime and other employee costs due to the COVID-19, but this is hopefully a once in 100-year event, and the Board wants to take care of the employees.

Director Murphy asked if the District could apply for reimbursement for the increased labor costs. Chief Ramos replied that he is waiting for federal and state disaster relief plans to be released.

Director Long asked if the District is working with counterparts at the state level. Chief Ramos replied that Capt. Riley is working with partners in emergency planning. Chief Ramos works closely with the State Fire Chiefs and Metro Chiefs associations.

F. Staff Reports

1. PIO Presentation

Public Information Officer (PIO) Farris shared information on recent-media exposures including an article about the upcoming Board of Directors election in the Northglenn Sentinel. She will get the candidate bios on the District's website shortly. She notified the Board that the Citizens Academy will be postponed until later in the year. Former Director John Abboud was awarded the Heart of Broomfield award, and the District was mentioned in his speech and in an article about it. The District again won the Bowl for A Precious Child competition against the Broomfield police. She provided an overview of how the District is sharing information on COVID-19 with residents. She has cancelled all public outreach programs for the next 30 days and will reevaluate at that time.

2. February 29, 2020, YTD Financial Statements – General Fund

CFO Willis mentioned that the District had received approximately a million more dollars in property tax revenue this year compared to last year, due to increased property values. She had no items to call out on the February income statement. Director Long requested a refresher on the funds where the extra income is invested. She agreed to discuss this in April or May.

Director Billera mentioned potential unexpected expenses. He asked if the District had considered investing the extra income. CFO Willis replied that she uses a cash flow projection process to determine when the District expects cash and when it will need to expend it. This identifies how much to invest each month. She will discuss this in further detail in the next few months.

3. Board Bylaws

President Miller announced that the Board would consider discussion of this topic at a future meeting when Attorney Ross could be present in person.

4. May 2020 Board of Directors Election

Designated Election Official Brown noted that the election would take place in seven weeks. There are seven candidates. The UOCAVA candidate ballots will be mailed this Friday. The absentee ballots will be mailed on April 6. The deadline to request an absentee ballot is April 28.

Attorney Ross noted that one of his colleagues had participated in a call with the Special District Association (SDA), and relayed that the SDA's opinion is that the District does not have the ability to unilaterally postpone the District May 5, 2020 regular election. SDA is planning to reach out to the governor to see if he has the power to postpone the local election in an emergency. Attorney Ross does not believe the District may postpone or cancel its election. He suggested that the District could look at the polling locations and how feasible social distancing could be accomplished.

Director Nielsen asked what the deadline would be for the District to make a decision to cancel or postpone the election. Attorney Ross clarified that in his opinion, the District cannot cancel or postpone the regular 2020 election. He restated that only the Colorado Legislative or governor has the power to cancel or postpone special district director elections. His advice is to run the election as planned while looking at how to address social distancing in the polling locations. The

legislature has recessed until at least April 1.

Chief Ramos noted that the District had used senior citizen election judges in previous elections. He noted that Station 64 would be difficult to hold an election in without impacting and exposing the crews. At Station 62, the training room is located in the rear of the building with controlled access. He would recommend absentee voting. As a safety measure, he would recommend training employees to serve as election judges. At the beginning of the election season, the Board stated as part of its Resolution Calling for an Election, that the District would host three polling locations. Chief Ramos wondered how the Board could reduce that to two polling locations.

Attorney Ross recommended the Board adopt an amended resolution to reduce the polling locations. He would help draft the resolution for the Board for a future Board meeting. He would like to get back to Chief Ramos on having employees serving as election judges.

Chief Ramos agreed to begin marketing absentee voting and notifying residents that there would be only two polling locations this year.

A MOTION AUTHORIZING AND DIRECTING CHIEF STAFF AND LEGAL COUNSEL TO TAKE THE ACTIONS NECESSARY IN CONJUNCTION WITH THE DESIGNATED ELECTION OFFICIAL TO REDUCE THE NUMBER OF POLLING PLACES TO TWO AND SUCH OTHER ACTIONS AS MAY BE APPROPRIATE TO MITIGATE THE RISKS PRESENTED BY THE COVID-19 EMERGENCY WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

Director Long asked about advertising absentee ballots. Chief Ramos agreed to push articles to the Broomfield Enterprise and Northglenn Sentinel and to post information on the District's website with a social media blitz.

5. Virtual Board Meetings

Chief Ramos presented #NM20-003 ESTABLISHING ELECTRONIC BOARD MEETING POLICY DURING COVID-19 PANDEMIC, to hold virtual Board meetings to limit risk and exposure. He suggested conducting future Board meetings virtually until the threat of COVID-19 exposure has been significantly reduced. The meetings would be open to the public by both phone and video, if possible.

Attorney Ross noted that this resolution would adopt a standing policy to move Board meetings to an electronic platform until the Board takes action to terminate the policy. The District would post the login information on its website and on each agenda. This resolution would also authorize the President and Secretary to sign all resolutions in counterparts and by facsimile and electronic copies. This would allow for greater social distancing. Director Long stated that he thinks this makes sense.

6. Project Updates

Chief Ramos notified the Board that the projects at Station 61 and 62 are both on hold or delayed for at least a few months. He would request an Executive Session to discuss several personnel matters and the Old Hire Pension Plan regarding potential cost of living adjustments.

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 49405 through 49568 and online Bill Pay 2020-08 through 2020-19 for a net total of \$795,772.57.
2. A MOTION TO APPROVE RESOLUTION #NM20-003 ESTABLISHING ELECTRONIC BOARD MEETING POLICY DURING COVID-19 PANDEMIC WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.

H. Attorneys' Report

Attorney Ross stated that his partner, Kelley Duke, has been helping attain a title commitment for Station 61 for the City and County of Broomfield. He had met with Chief Bybee and Capt. Daugherty to discuss the District's HIPAA compliance process. He will update the District's open records policy as well. The Colorado legislature had recessed so there was no update to his legislative tracking document. President Miller thanked Attorney Ross for the legislative tracking document.

I. Public Comment

None.

J. Directors' Reports

Director Nielsen enjoyed the EMS reports.

Director Long was sympathetic to the current situation.

Director Billera recommended taking precautions to protect employees and the community.

Director Murphy thinks the District is blessed to have such capable and knowledgeable people protecting families in the District.

President Miller noted that the crisis is difficult to manage, but he is proud of the level of commitment and planning so far.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR BILLERA TO GO INTO EXECUTIVE SESSION AT 7:16 P.M. PURSUANT TO C.R.S. § 24-6-

402 (4) (b) AND (f) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING TWO PERSONNEL MATTERS, ISSUES RELATED TO THE OLD HIRE PENSION PLAN AND POTENTIAL CONSIDERATION OF A COST OF LIVING ADJUSTMENT AND THE ROLE DIRECTORS MILLER AND BILLERA MAY ASSUME DURING THE UPCOMING ELECTION. THE MOTION PASSED UNANIMOUSLY.

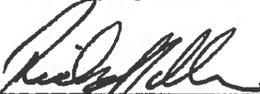
Attorney Ross certified for the record that Executive Session will constitute privileged attorney-client communications and will not be recorded.

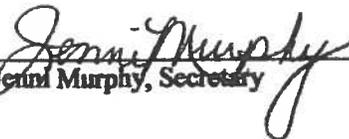
A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 8:46 P.M. THE MOTION PASSED UNANIMOUSLY.

L. Recess/Adjournment

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

The meeting adjourned at 8:46 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) (b) and (f).


Richard Miller, President

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Richard Miller, President

Jenni Murphy, Secretary

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Dino Ross, Esq.

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Richard Miller, President