

**MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
NORTH METRO FIRE RESCUE DISTRICT
CONDUCTED ELECTRONICALLY**

Date: March 27, 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
Lisa Willis, Chief Financial Officer
Sara Farris, Public Information Officer
Capt. Mark Daugherty, EMS Coordinator

LEGAL COUNSEL:

Dino Ross

A. Call to Order

President Miller called the Board of Directors meeting to order at 1:45 p.m.

B. Pledge of Allegiance – skipped due to electronic meeting

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Staff Reports

1. Declaration of a Local Disaster Emergency

Chief Ramos notified the Board that he had signed a Declaration of a Local Disaster Emergency (Declaration) on Monday, March 23, 2020. The Declaration expires seven days after it is signed unless the Board formally votes to continue it. The Declaration enables the District to seek local and federal funding for the resources to address the COVID-19 pandemic. Attorney Ross had drafted the Declaration.

Director Long asked if there is a time limit to this Declaration. Chief Ramos replied that the Declaration would last until the Board takes action to end it. Attorney Ross agreed that the Board would need to take action to terminate this Declaration.

Chief Ramos updated the Board on the District's response to the COVID-19 pandemic. Captain Mark Daugherty provided the Board with an overview of potential COVID-19 medical responses to date. Additionally, he provided information regarding firefighters that had been exposed to potential COVID-19 patients during medical calls and subsequently had been offered the opportunity to self-quarantine at Station 68. The firefighters have not tested positive for the virus and are doing well.

The ability to test for COVID-19 has remained a high priority for the District, as it is for all healthcare providers. The District has purchased 50 COVID-19 tests that can be sent to a lab for 48-hour results. The District can test employees with symptoms when necessary. President Miller asked if the firefighters that are in quarantine have been tested. Capt. Daugherty replied that the two quarantined firefighters are not symptomatic and are ineligible to be tested at this time.

Capt. Daugherty showed some recent data collection on COVID-19 calls. There have been 10 confirmed COVID-19 cases in Broomfield and 50 confirmed cases in Adams County. The District is working hard to ensure a three months' supply of Personal Protection Equipment (PPE). The District has increased the level of PPE used to protect the firefighters.

Director Murphy asked about transporting patients and how do the firefighters determine which patients to transport to the hospital. Capt. Daugherty replied that 42 patients have been transported to hospitals, and 17 were left at home. Some facilities don't have the capacity to care for the sick patients. Capt. Daugherty has developed protocol using criteria from St. Anthony's regarding who to transport.

Director Murphy asked about calls from nursing homes. Capt. Daugherty has been in communication with the various care facilities located in the District, outlining the District's response capabilities. He is concerned about a potential facility outbreak.

Director Billera asked about changed protocols. Capt. Daugherty replied that Dispatch is notifying firefighters if the patient is suspected to have COVID-19. The firefighters would then don a gown, goggles, N95 mask or respirator and gloves. A normal medical call would not require the gown. A recent change is donning a gown if the firefighter has to pick up a patient, regardless of symptoms.

Director Long asked if North Metro Fire is testing patients for COVID-19. Capt. Daugherty replied that firefighters can only test employees. Hospitals are testing their patients. If a North Metro Fire employee is potentially exposed to COVID-19, the employee has to be off-duty while waiting for test results. Employees are given the choice of self-quarantining at home or at Station 68.

Chief Ramos complimented Capt. Daugherty and his team who have adjusted to the challenging times. One of the biggest challenges the District faces is adequately staffing engines and medic units during this crisis. Employees are now required to be off-duty if they have any symptoms similar to COVID-19, when they might have normally reported to work when mild symptoms present. To assist employees in complying with suspected illness policies, each line employee

received an additional 48 hours of sick leave. Administrative employees will receive an additional 40 hours of sick leave. Additionally, line firefighters have been asked to consider rescheduling or selling back vacation time to reduce overtime and ensure adequate staffing over the next few months.

Chief Anderson is in charge of logistics, and his team is working on the self-quarantine policies and ensuring the District maintains a 90-day supply of PPE, cleaning supplies, toilet paper, etc. Debbie VanWanseele is coordinating family support during self-quarantine.

Director Miller asked if the District is OK on supplies for the near future. Chief Anderson replied that the District is doing well for the immediate future, but he is concerned about the continued ability to acquire sufficient supplies, and this is one of his highest areas of focus. He is also working through shipping logistics after headquarters closed, which has made it difficult to receive supplies.

Chief Ramos added that Chief Anderson is also in charge of IT support, which has been heavily impacted by supporting administrative employees as they began to work from home.

Chief Ramos updated the Board on the Fleet, which is in good shape. Chief Bybee is interviewing for two new mechanics today.

Finance has been retooling how they record expenses related to the COVID-19 to help support potential relief grant opportunities. Director Long asked if the District would need additional funding from the Small Business Association or other sources. Chief Ramos is planning to submit requests for reimbursement for expenditures associated with emergency response. There are strict requirements to track hours spent working on COVID-19 response, overtime and PPE expenses, for example.

Fire Prevention is still busy with new plan reviews. Inspectors are still working. The District is ready to inspect temporary tents if needed.

Next week, Chief Ramos is planning to share situation reports with the Board.

Director Long asked about firefighter morale. Chief Ramos replied that the District's employees are highly committed to protecting the community, they are up to the challenge and general morale is good. Capt. Daugherty agreed.

Director Long asked about hospitals responsiveness. Chief Ramos responded that the hospitals are facing the heaviest burden, but are helping the District with information about exposures and how to best respond. Capt. Daugherty noted that communication lines have opened up during the crisis. He feels good about it.

2. Polling Place Locations for Board of Directors Election

In response to the COVID-19 pandemic threat, staff is recommending a few changes in the upcoming Board of Director elections. Today, the Board will consider a resolution drafted by Attorney Ferguson based on Board direction given during the last Board meeting. This resolution

designates two polling place locations, Station 62 and headquarters, and eliminates the third polling place, Station 64. These two locations offer the best opportunity for the community to practice social distancing during the voting. Chief Ramos plans to train staff to serve as election judges as it might be difficult to find judges available and willing to work.

3. Project Updates

President Miller asked about Station 61. He wondered if the construction project for the new station is still moving forward with the City to stay on schedule. Chief Ramos replied that things have slowed down. Chief Anderson added that the next step is a Special Use Review application through the City and County of Broomfield. They required a title commitment and Certificate of Notice to mineral rights owners with which Ireland Stapleton is assisting the District in acquiring. The City is drafting the Intergovernmental Agreement. Chief Anderson had met with the architects recently to review site-grading plans in an effort to move the project forward.

Chief Anderson also updated the Board on the progress at Station 62. He would be meeting next week with the team to review quotes and pricing for that construction project. He looks forward to discussing this with the Board soon.

F. Action Items

1. A MOTION TO CONTINUE THE DECLARATION OF LOCAL DISASTER EMERGENCY ISSUED BY FIRE CHIEF RAMOS AND ADDING THE SENTENCE "DECLARATION SHALL CONTINUE UNTIL FORMALLY TERMINATED BY THE BOARD" WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.
2. A MOTION TO APPROVE RESOLUTION NM20-004, AMENDING THE DESIGNATED POLLING PLACE LOCATIONS FOR THE MAY 5, 2020, ELECTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

G. Attorneys' Report

Attorney Ross noted that his firm's Special District Practice Group is working remotely from their homes, and remain available to assist the District as needed.

President Miller asked for an update on the May 5, 2020 regular election. Attorney Ross replied that he is keeping an eye on federal and state actions that could impact the May 5 election, but there are currently no changes to the May election.

H. Public Comment

None.

I. Directors' Reports

Director Murphy is working from home. She worked at a few local food banks this week. She encourages everyone to stay home and stay safe.

Director Billera complimented the IT staff on getting administrative staff working from home. He also complimented Capt. Daugherty. He is glad that morale is being monitored. He enjoyed the virtual meeting.

Director Long also complimented the District for its response to COVID-19.

Director Nielsen asked how the firefighters in self-quarantine are being fed. Chief Ramos replied that Station 68 was stocked with non-perishable and perishable food before the firefighters arrived. Director Nielsen noted that shopping in grocery stores is difficult these days and asked how the stations are obtaining food for their meals. Chief Ramos replied that the District has secured relationships with certain stores for easier check out. Chief Anderson added that there is a food procurement procedure for crews that he shared with the Board.

President Miller appreciates the professionalism of all staff. He noted that this is a once-in-a-lifetime opportunity for the firefighters, and this is what they signed up for. He is not worried about morale.

J. Executive Session

None.

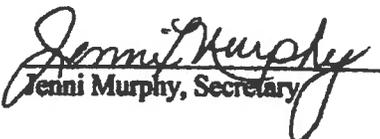
K. Recess/Adjournment

Director Murphy asked for confirmation of the time of the next Board meeting. It was confirmed that the April 21 meeting would start at 5:00 p.m. Shawn Fowler of Morgan Stanley is scheduled to present at this meeting to address the financial status of the Old Hire Pension Fund.

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

The meeting adjourned at 3:10 p.m.


Richard Miller, President


Jenni Murphy, Secretary