

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

Date: April 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  
Steve Gosselin, Division Chief, Fire Prevention  
Eileen Gomez, Human Resources Manager  
Sara Farris, Public Information Officer

**LEGAL COUNSEL:**

Dino Ross

**A. Call to Order**

President Miller called the Board of Directors meeting to order at 4:00 p.m.

**B. Pledge of Allegiance – skipped due to electronic meeting**

**C. Additions/Deletions to Agenda**

Chief Ramos asked to move the Staff Report on 2020 Cash Flow Projections and Investments up to follow the presentation by Shawn Fowler from Morgan Stanley. President Miller accepted this change.

**D. Public Comment (Agenda Items Only)**

None.

**E. Action Item**

Chief Ramos noted that the Board had directed Staff at the last Board meeting to prepare a resolution approving a one-time 2.25% cost-of-living adjustment to Old Hire Paid Pension payments, effective May 1, 2020. The effective cost in 2020 is \$6,744. This increase will be for 12 months in 2021 at a cost of \$10,115 for the full year. He recommends that the Board approve the resolution.

Director Long asked if the District would need to amend the budget for this increase. CFO Willis noted that this would affect the Old Hire Pension budget, but might not require a supplemental budget. This will not affect the general fund budget for 2020. President Miller observed that this is an opportunity to recognize and support the retirees in the Old Hire Pension Fund.

A MOTION TO APPROVE RESOLUTION NM20-005, AUTHORIZING A ONE-TIME INCREASE IN BENEFIT PAYMENTS TO PARTICIPANTS OF THE “OLD HIRE” DEFINED BENEFIT PLAN WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

**F. Recess to Old Hire Paid Pension Board of Trustees Meeting**

A MOTION TO RECESS TO CONVENE THE OLD HIRE PAID PENSION BOARD OF TRUSTEES MEETING WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

**G. Reconvene District Board Meeting**

A MOTION TO RECONVENE THE NORTH METRO FIRE RESCUE DISTRICT BOARD OF DIRECTORS MEETING WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.

**H. Presentations**

1. Presentation by Shawn Fowler, Managing Director, Morgan Stanley

Mr. Fowler discussed the current state of the bond market and other investments available to the Fire District. He is recommending that the District primarily invest in US Treasury bonds for the near term.

2. 2020 Cash Flow Projections and Investments

Chief Financial Officer (CFO) Willis discussed the monthly cash flow projections and how this affects the funds available to invest. She will take Morgan Stanley’s advice to invest in Treasury bills, based on when the District will need the cash back.

Director Long asked for clarification of the amount to be invested. CFO Willis will invest \$12 million from the General Fund in the next week. She will also be investing some funds from the Capital Improvements Fund.

President Miller thanked Shawn Fowler for his presentation and advice.

3. David Waller, Fire Marshals Association of Colorado’s Officer of the Year

Chief Gosselin recognized Deputy Fire Marshal David Waller for receiving the Fire Prevention Officer of the Year award from the Fire Marshals Association of Colorado. President Miller congratulated Deputy Fire Marshal Waller for this award. Deputy Fire Marshal Waller thanked the Board for being supportive of the employees during this tough time.

## **I. Staff Reports**

### **1. PIO Presentation**

Public Information Officer (PIO) Sara Farris shared information on recent media exposure including articles about the COVID-19 response and response protocols. The District received press for aiding with the fire at Boyer's Coffee and a grass fire near the Broomfield Commons park.

PIO Farris discussed the media exposure about the upcoming director's election and future advertising to encourage residents to apply to vote by mail (absentee ballot).

The District has been mentioned in local newspaper articles as the recipient of donations of personal protective equipment (PPE). The District has participated in drive-by birthday celebrations. An EMS supervisor recently did an interview with 9News on the decontamination procedures after transporting potential COVID-19 patients.

### **2. March 31, 2020, YTD Financial Statements – All Funds**

CFO Willis noted that there is a new account on the financial statements for the vehicle maintenance for Adams County Fire Protection District (Adams County Fire). She noted that there was an additional audit for the Medicaid reimbursement, which made this account over budget. Emergency Services overtime is low for this time of year, based on employees giving back vacation days due to COVID-19. There are new accounts to track COVID-19 expenses. The District has spent about \$20,000 through the end of March on COVID-19 related matters. On April 10, the District received an ACH deposit for approximately \$36,000 from Federal Health and Human Services as part of the CARES Act Provider Relief Fund given to Medicare providers to be used on COVID-19 response.

President Miller asked if CFO Willis is tracking overtime related to COVID-19. CFO Willis responded that this amount would appear on the financial statements beginning in April 2020. The first payroll in April had 240 hours of overtime for about \$12,000. She can discuss this further next month. The District is allowing employees to get paid out for unused vacations during this time period. This has cost about \$22,500 so far and will appear on future financial statements.

CFO Willis noted that there had been some cancelled trainings, and she is in the process of seeking refunds or credits for future travel.

Due to the length of the meeting, CFO Willis did not discuss the other funds in detail.

### **3. COVID-19**

Chief Bybee discussed the District's response to the COVID-19 pandemic. The EMS supervisors have had more mobility due to the higher staffing levels. They have been keeping records, developed training, supported response efforts and played a key role in equipment decontamination. The District was able to purchase a used truck for these supervisors. This will serve as the Safety and Medical (SAM) officer vehicle when that position is staffed in 2021. Chief Bybee recognized the efforts of the line personnel during the pandemic. They are practicing social distancing and mask-wearing in the stations.

Captain Mark Daugherty, EMS Coordinator, thanked the Board for hiring the EMS supervisors as their help with the COVID-19 response has been exceptional. He displayed COVID-19 call volume charts, which number 171 so far. The District has responded to 14 patients who have tested positive for COVID-19. This is probably low due to the lack of testing or flow of information back to the District. Capt. Daugherty noted that pulse oximetry has been low for COVID-19 patients.

Director Long asked about deaths. Capt. Daugherty replied that there have been 15 deaths of suspected COVID-19 patients treated by firefighters, but not all have tested positive. Director Long asked about self-quarantine. Capt. Daugherty replied that no firefighters are currently in self-quarantine, and no employees or family members have tested positive.

Capt. Daugherty noted that one long-term care facility in the District has been confirmed to have an outbreak. The National Guard will be testing at another facility tomorrow. President Miller asked about senior living facilities, such as Legend. Capt. Daugherty replied that this facility has memory care and has not reported any cases of COVID-19 so far. He thinks the seniors in independent living facilities have been practicing social distancing well, and the District has not experienced high call volume from these facilities.

Director Murphy asked about nursing staff bringing the virus into the long-term care facilities. Capt. Daugherty replied that this is a concern. There is also limited PPE available to these long-term facilities.

Capt. Daugherty addressed testing. The District has its own tests with quick turnaround results. There is also rapid antibody testing, but medical direction has discouraged using these tests at this point because the results are not specific enough to COVID-19. Director Billera asked if the virus is immediately detectable after exposure. Capt. Daugherty replied that the test would not be positive until one to two days after symptoms. You cannot rule out a self-quarantine situation with immediate testing. The best way to protect the first responders is to test the patient after risky exposure.

Capt. Daugherty discussed sustainability once social distancing is relaxed. There could be more surge later in the year. He is working to procure PPE for the future to protect the employees.

Chief Anderson discussed his role in logistics, which involves acquiring PPE for the line. The District has a 75-day supply of N95 masks and a 100-day supply of surgical masks for patients. The District is centralizing station supplies currently. The District has purchased a two-week supply of frozen food and Meals Ready to Eat (MRE), if that is needed in the future. The preferred option is self-quarantine at home, but if that is not available, the District has three options. The District has had nine firefighters self-quarantine, and none showed symptoms of COVID-19. There is also a family support unit in coordination with Local 2203.

Capt. Ross Riley, Emergency Manager, discussed national and state data of COVID-19 cases. He updates state and local agencies with the District's situation report and participates in calls with various groups to stay informed and up to date. He has been involved in discussions with local

officials about creating a potential tier 4 temporary hospital facility at 1<sup>ST</sup> Bank Center. He is also participating in the planning of a mass testing facility. He will work with finance on reimbursement from FEMA for disaster relief. He is hopeful that there will be multiple grant opportunities. He is planning for the new normal, anticipating opening administrative offices with 50% of employees in the office. He will continue to explore testing.

Director Murphy asked if North Metro Fire would be involved in talking with cities about future events where large crowds would be expected such as 4<sup>th</sup> of July. Capt. Riley replied that the cities would follow the guidelines from the state.

President Miller thanked Staff for the updates.

Chief Ramos is preparing for another surge and maintaining adequate PPE levels and equipment. Capt. Riley will remain engaged with the counties. He feels fortunate to have such a healthy workforce.

4. Fleet Maintenance Hiring

Chief Bybee notified the Board that the District did hire two fleet mechanics as a result of the partnership with Adams County Fire. They should impact workflow immediately.

5. Rotary Grant Funds

Broomfield Rotary offered to help with grants to firefighters or police officers who self-quarantine, by paying them \$50 a day.

6. May 2020 Board of Directors Election

Heather Brown, Designated Election Official, announced that she had mailed 313 absentee ballots so far. She is still receiving applications for absentee ballots, for which the deadline is April 28. She is picking up returned ballots and has received over 150. She will use employees and a few residents as election judges this year. She will ask the judges to count the absentee ballots on Monday, May 4. Director Murphy thanked her for the work during a challenging time.

Chief Ramos added that the District will continue to get the message out about how to vote and how to learn about the candidates on the District website.

7. Station 62 Remodel

Chief Ramos stated that he would discuss this further in Executive Session. The selected contractor has been working on the final contract price. He has one other topic for Executive Session, obtaining legal advice on the potential sale of property.

8. Project Updates

Chief Ramos notified the Board that the Station 61 project is slowly moving forward. Director Nielsen asked what steps are left with the City of Broomfield. Chief Anderson added that he is currently working on the Special Use Review, which would allow the District to utilize the park space. He is also working with the City on where to locate the crews during construction. Chief Ramos offered that he would have a more comprehensive update at the next Board meeting.

**J. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.
  - a) Approval of accounts payable checks 49569 through 49720 and online Bill Pay 2020-20 through 2020-28 for a net total of \$627,369.11. Voided checks 3645 and 49591.
  - b) Approval of minutes from the February 18, 2020 regular Board meeting.
  - c) Approval of minutes from the March 17, 2020 regular Board meeting.
  - d) Approval of minutes from the March 27, 2020 special Board meeting.

**K. Attorneys' Report**

Legal counsel had provided some advice on election questions. Attorney Ross is working with Chief staff on HIPAA questions, updating forms and the District's CORA policy.

**L. Public Comment**

None.

**M. Directors' Reports**

Director Nielsen hopes this is not his last Board meeting.

Director Billera gave props to the line folks and their families.

Director Murphy also hopes this is not her last meeting.

Director Long noted that the COVID-19 protocols are stellar. He was happy to hear that the two mechanics were hired so quickly.

President Miller appreciated the COVID-19 education.

**N. Executive Session**

A MOTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN TO GO INTO EXECUTIVE SESSION AT 7:34 P.M. PURSUANT TO C.R.S. § 24-6-402 (4) (b) AND (e) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING THE STATION 62 CONSTRUCTION PROJECT AND NEGOTIATION STRATEGIES REGARDING THE POTENTIAL SALE OF ANOTHER PROPERTY. THE MOTION PASSED UNANIMOUSLY.

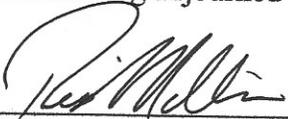
Attorney Ross certified for the record that Executive Session will constitute privileged attorney-client communications and will not be recorded.

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA TO COME OUT OF EXECUTIVE SESSION AT 9:28 P.M. THE MOTION PASSED UNANIMOUSLY.

O. Recess/Adjournment

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

The meeting adjourned at 9:28 p.m.

  
\_\_\_\_\_  
Richard Miller, President

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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 (e).

  
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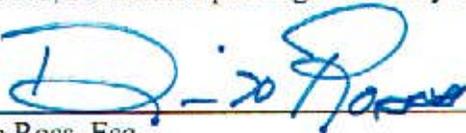
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Richard Miller, President