

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

Date: July 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**

**C. Additions/Deletions to Agenda**

Chief Ramos recommended adding an agenda Item M to discuss a letter of support for a builder regarding an easement at Station 67 after receiving legal advice in Executive Session.

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

None.

**E. Presentations**

1. Fire Prevention Fees

Fire Prevention Division Chief Gosselin stated that the City Councils of the City and County of Broomfield and the City of Northglenn have taken actions that will enable the District Board to establish one schedule of inspection related fees that will apply within the District's jurisdictional boundaries. The proposed fee schedule, which would be the first increase in fees since 2003, would increase all fees by 100%. The proposed schedule will recover about 36% of costs of delivering services. Chief Gosselin would like to recover up to 50% in the future.

The City and County of Broomfield has adopted the 2018 Fire Code. The City of Northglenn is looking to adopt a newer Fire Code; however, in the meantime it was able to amend its current Fire Code to remove the fee schedule and allow the District to set its own fees.

Chief Gosselin noted that he had advertised this public meeting, in both local newspapers, on the District's website and in emails to 600 recent customers. Chief Gosselin noted that he had surveyed the hourly rate for inspection related fees used by other local fire districts, which averaged \$104 per hour. The proposed fee schedule for North Metro Fire would raise its rate to \$100 per hour.

Director Murphy stated that she found this to be great news that will help out a lot.

Chief Gosselin agreed that this will help offset the salaries of the new employees hired recently, who are already positively impacting the turnaround time for plan review.

President Miller commented that this issue arose during the Strategic Planning sessions. Chief Gosselin noted that he did not receive any phone calls after sending out the email notice of the potential price increase. Chief Ramos added that he had received phone calls from builders stating they would be willing to pay more fees in order to decrease turnaround time.

Director Long asked about covering 36% of the costs and whether it was typical for a fire district to subsidize the costs of plan review. Chief Ramos noted that often fire districts do not completely recover the costs. He also did not want to increase the fees too much at this time.

President Miller commented that the District's initial goal was to cover the new hires' salaries. Chief Ramos agreed and noted that there was direct impact to the customers with reduced turnaround time.

#### **F. Public Comment on Proposed Fire Prevention Fee Schedule**

None.

#### **G. Staff Reports**

##### **1. PIO Presentation**

Chief Bybee discussed a fire in Adams County that had occurred this morning, which received a lot of media attention. This was a house fire for which the potential arson suspect had fled the scene and was being pursued by law enforcement. The home was barricaded so a defensive tactic was taken. The suspect returned to the home and approached the home at a high rate of speed. Firefighters had to jump out of the way from the scene. A second fire erupted in the garage. Luckily, no firefighters were injured. Chief Bybee complimented the crews and Incident Command.

Director Long asked which law enforcement was involved. Chief Bybee replied that it was primarily Adams County Sheriff.

Chief Bybee also discussed a construction truck that was involved in a fire at 144<sup>th</sup> and Sheridan that same day.

## 2. June 30, 2020, YTD Financial Statements – All Funds

CFO Willis reviewed the financial statements for the quarter ending June 30, 2020. She noted that the District had almost \$19 million in cash at the end of June, and the District had received another \$9 million on July 10. She is working on her investment strategy for these funds. She noted that she had recently billed Adams County Fire Protection District (Adams County Fire) almost \$107,000 for the first quarterly bill, based on the new Fleet Services Agreement. She noted that Emergency Services overtime was high in June. She noted that Training was under budget for the year due to cancelled travel and training. She would be moving money to the Capital Improvements Fund later this month.

For the District's Old Hire Pension Fund, there is still an investment loss for the year, but the Fund has been making some gains recently. For Capital Improvements, some of the purchasing has been slowed down because of COVID-19.

Director Murphy thanked CFO Willis for the footnotes on the financial statements. She was surprised that IT expenses were not higher after helping employees work from home. CFO Willis noted that there were some additional IT expenses recorded in the COVID-19 expense account, but thankfully, these were not significant.

Director Long asked if Adams County Fire is happy with the new Fleet Services arrangement. Chief Ramos noted that he had spoken with the Chief of Adams County Fire, who is happy with the turnaround and the attention their vehicles are receiving.

Director Long asked about the District's investment strategy. CFO Willis replied that she would probably be looking at Treasury bills, as discussed a few months ago.

## 3. Oracle Grant

Chief Ramos shared that the District had received a \$5,000 grant from Oracle again this year. Chief Bybee announced that the District would be purchasing key technical rescue equipment, air bags, which are used to lift heavy objects.

## 4. Intergovernmental Agreement – Adams County CARES Act Funds

Chief Ramos announced that the Adams County Commissioners had approved sharing \$1,000,000 of their Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the federal government with all of the fire departments servicing the residents of Adams County, based on population served by each fire district. The District had received notice that it would be receiving \$340,626 as their share of the grant, to be used for COVID-19 related expenses. This will help with overtime, PPE and staffing that has been re-allocated towards COVID-19 response. Chief Ramos stated that he was thankful to the Adams County Commissioners for sharing this grant. If the Board approves the agreement, which has been reviewed by Legal Counsel, the County will execute the agreement and send the funds. The District has until December 4 to spend the money or return it to Adams County.

Director Murphy commented that the grant money has greatly helped Northglenn and its residents. She was happy to see that the District was also benefitting from this funding.

5. Intergovernmental Agreement – Real Property Lease with City and County of Broomfield

Chief Ramos noted that the Intergovernmental Agreement (IGA) for the Use of Real Property and Facilities between the District and the City and County of Broomfield addresses park property adjacent to Station 61. The city has worked with the District to lease 0.18 acres of the park. The lease fee will be \$10,306 for leasing the park area to the District. This is a 50-year agreement with 10 additional five-year terms, as long as the land is used for a fire station and related public purposes.

Attorney Ross noted that the City and County had worked hard to accommodate the Station's need for additional land in the park. He was pleased the City was willing to extend the lease for 100 years. There are appropriate protections for the District in the IGA.

Director Long asked if the rent was \$10,000 per year. Chief Ramos noted that this is a one-time payment to allow the City to improve or acquire additional parkland to replace this area.

6. COVID-19 Update

Captain Riley shared current statistics of COVID-19 cases in the United States, Colorado and local area. The disease spread is not slowing down like the seasonal flu.

Chief Bybee emphasized the importance of the CARES grant money. It is critical to community safety to keep the EMS Supervisors in the street. He hopes to keep the unit mobile during the pandemic. Most employees are upbeat and motivated to do their jobs. Mask wearing and social distancing is being emphasized, and employees are committed to following CDC guidelines.

President Miller noted that he had been involved in prolonged incidents in the past, but this is much longer. He appreciates this can be a grind for such a long time. Chief Bybee responded that the line feels the support from the Board.

Capt. Daugherty reviewed call history for the District. The call load is trending back up, although is still less than 2019. He reviewed advanced airway management procedures trends. The current video laryngoscopes have not been reliable or durable. He has found a new product to provide better care. The District has been able to purchase GlideScope Go units with the CARES funds this year. He addressed the new normal in EMS care such as fewer people in contact with the patient and full PPE for all calls. Training has also been affected with less hands-on training. Capt. Daugherty has been keeping in contact with facilities with outbreaks as well as local hospitals. He noted that sustainability is a constant concern that requires planning.

Director Long asked about the ventilator numbers. Capt. Daugherty replied that the ventilators were installed mid-year last year so that balances with the months they were out of service in 2020.

Director Long asked if the local hospitals had been diverting patients. Capt. Daugherty replied that this has not been an issue in the north area.

President Miller asked about the hospitals. Capt. Daugherty replied that hospitals were initially cautious, but now are more accepting of potential COVID-19 patients. Overall relationships with the hospitals are still good.

Director Long asked how often the crews are tested for COVID-19. Capt. Daugherty replied that the District is only testing personnel if they have symptoms or if someone in their home has symptoms.

Chief Anderson stated that he continues to watch trends in order to stay on top of PPE purchasing. There was one District employee who tested positive and self-quarantined at Station 68. Another employee had a family member test positive and is self-isolating at home. There have been no complications so far.

Director Murphy asked about return to work after a positive test. Capt. Daugherty noted that there is a difference between isolation and quarantine. If someone tests positive, they need to isolate for 10 days from onset of symptoms, with diminishing symptoms and fever free for the last three days. Occupational health is more conservative. For quarantine for a high-risk exposure, the employee must stay off work for 14 days, per CDC recommendation.

#### 7. Hiring for 2020 Firefighter Academy

Chief Anderson informed the Board that the District intends to hire 18 candidates for a combined north area departments' academy beginning August 31, with 50 trainees. The process is long and labor intensive. The recent revisions to the Civil Service Rules and the Fire Chief's interview process were extremely helpful to the process this year.

Chief Ramos noted that the north area departments are working hard to identify how to run a safe academy. He noted that the 18 new hires include 12 new authorized positions to add a second Battalion Chief, SAMs officer, 4<sup>th</sup> at 67 and one extra to offset sick and vacation. The other six candidates will replace current and near future vacancies.

#### 8. Station 61 Rebuild

Chief Anderson had participated in a virtual community meeting on June 22 with the City and County of Broomfield planning and zoning commission to discuss the Station 61 rebuild and the temporary location of the station during construction process. There were a few citizens who offered comments for the new station that became conditions of approval, such as changing the time that trash is picked up, identifying noise decibels produced by the generator and exhaust fan, concept review of the mural by the Public Art Committee, investigation of fencing and the height of the proposed monument in front of the station. There would also be a community meeting to discuss the temporary site location. The District is scheduled to appear before City Council on August 11 to review the rebuild concept. Chief Anderson thinks construction would begin in early 2021.

#### 9. Station 62 Remodel

Taylor Kohrs has issued an initial Guaranteed Maximum Price proposal for the Station 62 remodel project. Chief Anderson is working with the team to review the proposal and ensure that

everything is in order prior to seeking Board approval. Crews have been working hard preparing for the construction to begin. This topic will be discussed in Executive Session. Chief Anderson anticipates construction to begin in late August and be completed by the end of the year.

#### 10. Project Updates

Chief Ramos noted that he would bring an update on the CAD-to-CAD project at the August Board meeting. He would like an Executive Session at today's meeting to discuss two personnel matters, the Guaranteed Maximum Price negotiations with Taylor Kohrs and a request from a builder near Station 67 for a letter of support for a right of way easement across a portion of the Station 67 property. Chief Ramos would like legal advice on these topics.

### **H. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.
  - a) Approval of accounts payable checks 49948 through 50085 and online Bill Pay 2020-42 through 2020-49 for a net total of \$627,867.30. Voided check number 49967.
  - b) Approval of minutes from the June 16, 2020 regular District Board meeting.
2. A MOTION TO APPROVE RESOLUTION #NM20-004 ADOPTING FIRE CODE INSPECTION-RELATED FEE SCHEDULE WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN ADAMS COUNTY AND NORTH METRO FIRE RESCUE DISTRICT REGARDING DISBURSEMENT OF CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT FUNDS WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.
4. A MOTION TO APPROVE AN INTERGOVERNMENTAL AGREEMENT FOR THE USE OF REAL PROPERTY AND FACILITIES BETWEEN THE CITY AND COUNTY OF BROOMFIELD AND NORTH METRO FIRE RESCUE DISTRICT WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

### **I. Attorneys' Report**

Attorney Ross assisted with the Resolution for the adoption of the Fire Prevention Fee schedule. He also reviewed ancillary agreements with the City and County of Broomfield for the Station 61 rebuild project.

**J. Public Comment**

Ashley Witkovich, City Councilperson from Northglenn, was glad that the Council took care of the vote for the Fire Code. Northglenn Police Department 360 assessment will be presented to City Council tomorrow, and a telephone hall will be held next week. She invited the Board to attend the next City Council meeting on July 27. President Miller thanked Ms. Witkovich for her work behind the scenes on the Fire Code update.

**K. Directors' Reports**

Director Nielsen had seen a news story about prisoners who worked on wildland fires, but who could not find employment after being released from prison. There would be an article on this topic in the next edition of 5280 magazine.

Director Long complimented everyone fighting COVID-19 in the community.

Director Billera was happy to see positive news in the District.

Director Murphy is thankful for grant opportunities and overall health, and hopeful that the COVID-19 numbers decrease or level off.

President Miller expressed appreciation to Attorney Ross and his partners for representing the District over the past six months. Attorney Ross appreciated the comments and stated that he is honored to serve as the District's legal counsel.

**L. Executive Session**

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 6:10 P.M. PURSUANT TO C.R.S. § 24-6-402(4)(b), (e). and (f) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING PENDING PERSONNEL MATTERS, CONTRACT NEGOTIATIONS, AND A DEVELOPER PROPOSAL FOR EASEMENT RIGHT OF WAY. 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 7:09 P.M. THE MOTION PASSED UNANIMOUSLY.

**M. Station 67 Letter of Support for Easement**

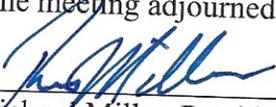
A MOTION TO AUTHORIZE LEGAL COUNSEL TO PREPARE, AND PRESIDENT MILLER TO SIGN, A LETTER SUPPORTING THE CONCEPT OF A RIGHT-OF-WAY EASEMENT ACROSS THE STATION 67 PROPERTY FOR THE REDTAIL RIDGE DEVELOPMENT, SUBJECT TO THE PARTIES AND THE NW PARKWAY AUTHORITY ENTERING INTO A

MUTUALLY ACCEPTABLE AGREEMENT, INCLUDING THE DEVELOPER PAYING THE DISTRICT'S ASSOCIATED LEGAL FEES AND INSTALLING AND MAINTAINING AN OPTICOM DEVICE AT THE ADJACENT INTERSECTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

N. 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 7:15 p.m.

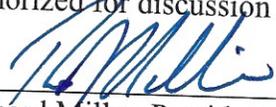
  
\_\_\_\_\_  
Richard Miller, President

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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),(e) and (f).

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

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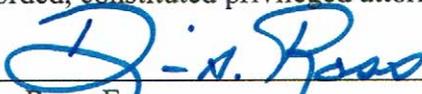
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Jenni Murphy, Secretary

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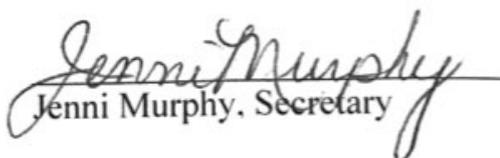
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