

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

The meeting was held electronically. Information regarding public participation in the meeting was posted on the District's website at least 24-hours in advance.

Date: October 20, 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 virtual nature of the meeting.

C. Additions/Deletions to Agenda

Chief Ramos had no additions or deletions to the agenda.

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN TO ACCEPT THE POSTED AGENDA. THE MOTION PASSED UNANIMOUSLY.

D. Public Comment (Agenda Items Only)

None.

E. Executive Session

A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR BILLERA TO GO INTO EXECUTIVE SESSION AT 4:04 P.M. PURSUANT TO CRS 24-6-402(4)(b) AND (e) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING UNION

CONTRACT NEGOTIATION MATTERS AND THE DISTRICT'S ADMINISTRATIVE PAY PLAN. THE MOTION PASSED UNANIMOUSLY.

Attorney Ross certified for the record that the 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 5:18 P.M. THE MOTION PASSED UNANIMOUSLY.

F. Presentations

1. District Debt Refinancing

CFO Willis introduced the first of two refinancings for the District. She talked about the Certificates of Participation which were issued in 2003 and refinanced in 2010 and 2015. Alan Matlosz with Stifel Public Finance notified the Board that he was helping the District to refinance the Certificates of Participation and General Obligation Bonds next month. He is trying to keep the terms for the Certificates of Participation the same, but lower the interest rate from 2.61% to 1.65%, effective December 2, 2020. The term will remain eight years for the outstanding balance of approximately \$4 million. The net savings for the District would be approximately \$130,000.

Director Long asked who is the new lender. Mr. Matlosz replied that the certificates would remain with Chase Bank. Chief Ramos added that there is an early repayment provision that would allow the District to repay early without any penalty.

Director Long asked if UMB was part of the deal before. Mr. Matlosz replied that UMB was the trustee bank before and will continue to be, under this refinancing.

CFO Willis added that the Certificates of Participation were issued in 2003, and the money was used to build Station 66 and part of the Training Center, and to purchase apparatus, vehicles, and equipment. Mr. Matlosz noted that the current collateral for the Certificates of Participation is two stations.

Mr. Matlosz discussed the general obligation bonds, the refinancing for which he will present at the next Board meeting. These were issued in 2006 and will be paid off in five years. These bonds built the Training Center, Headquarters, Fleet Maintenance Building and two stations.

Director Billera asked about the costs associated with the refinancing. Mr. Matlosz reviewed the fees which total approximately \$50,000. These costs will be paid by the District from the general fund.

Director Long noted that \$32,000 for attorneys' fees seemed high. Director Billera asked if these fees are negotiable. Director Long asked Attorney Ross if these fees seem reasonable. He replied that these fees appear to be about half of what would be charged for an original transaction. He noted that the attorneys are required to prepare legal opinions just as they would in an original transaction. Since the Bond Counsel, Tom Peltz, did the original Certificates of Participation and

bond transactions, and he is representing the District in the refinancings, Attorney Ross did not review the financing documents for either refinancing, which saves the District money. Director Long stated that he disagrees that the fees are reasonable and that he also is not a fan of UMB Bank. Attorney Ross recommended bringing Attorney Pelz to the next meeting.

Mr. Matlosz noted that the Board does not have to approve the refinancing if the Board is not comfortable. He was willing to look at making changes recommended by the Board. Director Long has reservations about the fees and noted that this is an unbudgeted expense.

Mr. Matlosz offered to look at changing the trustee bank if that is the Board's preference. He stated that he is worried about making too many changes, which could increase the attorneys' fees.

2. Wildland Deployments

Chief Ramos announced that Lt. Mike Anderson had intended to make the wildland presentation, but he was deployed to another wildland fire. Lt. Anderson will try to present at the November meeting.

Chief Bybee discussed the punishing wildland season in Colorado and throughout the entire western United States. He announced that a North Metro firefighter recently lost his house in the Cameron Peak fire. Chief Bybee shared some statistics with the Board. The District has had firefighters deployed for 289 personnel days for both Type 6 crews of three firefighters and single resource deployments. He reminded the Board that costs are covered completely by the forest service to pay for the firefighters, overtime backfill, and wear and tear on the brush truck.

Director Long asked how many people are fighting wildland fires. Chief Bybee replied the Wildland team contains 16 firefighters. The District is trying to increase this number to 20. He noted that the District has been working with north area neighbors and sending blended crews to local fires. There has been a morning Battalion Chief call among North Area fire departments for each shift to review regional resources and ensure that resources are sufficient.

Chief Bybee reviewed operational changes made in response to the grass fire near Anthem in August. The on-duty Battalion Chief created an impactful PowerPoint critique on lessons learned and best practices moving forward which was presented to each shift. All firefighters are now required to take an online US Forest Service class, which covers the basics of grass fires and wildland fires. The District is undertaking wildland urban interface surveys throughout the District.

Director Murphy commented that it must be exhausting for the firefighters with no relief in sight. Chief Bybee agreed.

Director Long asked if there are arson investigations underway. Chief Bybee does not have any information about that for fires out-of-District, but the grass fire near Anthem was caused by prairie dog mitigation in Boulder County land.

Director Murphy asked about the cause of a recent apartment fire in Northglenn. Chief Gosselin noted there is no official cause yet as the area of origin was severely burned.

G. Staff Reports

1. PIO Report

PIO Farris shared clips from recent incidents, including the coverage from the 9/11 memorial gathering with the Faughnan family. Fire Prevention Week was celebrated differently this year, with an art contest, a scavenger hunt, a food drive and story times, both virtual and outdoors. She also distributed kitchen safety cards in meal bags through the school systems. She stated that the food drive was a huge success. There was media coverage of two apartment fires.

FF/Paramedic Quinn Henson received a lifesaving award from the US Army and was featured in the Broomfield Enterprise. FF Matt Chan was honored with a proclamation by the Northglenn City Council.

Director Murphy recognized the life safety team for their efforts and complimented them on a good job.

H. Attorneys' Report

Attorney Ross stated that he had prepared a written report to the Board, included in the Board packet. He has been working on vendor contracts review. With respect to the refinancing of the District's debt, this is being handled by the bond counsel.

I. Staff Reports (continued)

2. September 30, 2020, YTD Financial Statements – All Funds

CFO Willis reviewed the financial statements for the month ending September 30, 2020.

Director Long asked about the receivable balance in the general fund. CFO Willis responded that this balance has already been recorded in revenue as the District uses accrual basis accounting. Revenue is 99% of budget at the end of September. Some revenue accounts are over budget for the year already. Administrative overtime is over budget, due to a new software product launch and COVID-19 expenses. Emergency Services overtime is already at \$520,000 for the year, and the past month was quite high. She expects a few more high months of overtime, possibly exceeding the budget in this category.

Director Murphy asked if the District would be able to spend all of the CARES Act grant money by the end of the year. CFO Willis was confident that the District would be able to spend it all.

CFO Willis reviewed the upcoming expenditures in the Capital Improvements Fund and other funds.

3. 2021 Proposed Budget

CFO Willis reviewed the proposed budgets for the Compensated Absence Reserve, Ambulance Membership, Mutual Aid and Old Hire Pension Funds.

She mentioned that the Fire & Police Pension Association of Colorado (FPPA) would not have a Cost of Living Adjustment (COLA) this year for its retirement fund, so using this as a guide, the Old Hire Pension Fund will not have a COLA in 2021.

4. Preliminary Property Tax Assessments

CFO Willis reviewed a chart comparing preliminary property tax assessments for 2021. The net increase to revenue is \$694,000 compared to 2020.

5. Investment Advisor

CFO Willis advised the Board that Morgan Stanley is no longer able to serve as the District's investment advisor. The District is hoping to keep its investments with Morgan Stanley until the end of first quarter of 2021. As Treasury bills mature, CFO Willis will be moving this money to the C-SAFE account. Director Long asked if the District would issue a RFP for a new investment advisor. Chief Ramos replied that the District is planning to launch a RFP to other investment agencies. This will be brought before the Old Hire Pension Board, who could participate in the interview process.

6. COVID-19 Update

Chief Bybee delivered an update on COVID-19. There have been three employees that have tested positive for COVID-19, but several more with symptoms consistent with COVID-19. The biggest issue is the overlap of cold/flu symptoms with COVID-19. The District's low incidences of COVID-19 is indicative of adherence to best practices in the stations and on calls. The North Area Fire Chiefs have aligned all of the COVID-19 precaution policies in a single document. A recent COVID-19 positive case in Fleet caused a 9-day shutdown of Fleet operations. This forced the District to review its continuity of operations plan and revise the backup plan to keep Fleet partially open in case of another breakout.

Capt. Daugherty reviewed recent call statistics. He then discussed the different COVID-19 tests available and the benefits of each. Capt. Daugherty reviewed the testing algorithm the District is using as well as the difference between quarantine and isolation.

Director Murphy noted that the City of Northglenn is using the antigen test with record numbers of people. She is worried about the accuracy of this test. Capt. Daugherty replied that a negative antigen test should be followed up with the PCR test to confirm.

Capt. Daugherty noted that all employees should be wearing two-layer cloth face masks or surgical masks on duty. The firefighters are social distancing in the fire house, even while eating.

Capt. Daugherty highlighted some of the new equipment that the District has purchased to help with COVID-19. The District purchased three AeroClave units to decontaminate medic units. The District has also purchased nine GlideScope Go units to help with intubation of patients.

Capt. Daugherty noted that 66 employees are participating in the Serology Study with CU Medicine which is looking for COVID-19 antibodies in first responders.

Capt. Riley reviewed statistics for COVID-19 cases in the state and country. The country appears to be in the third wave of COVID-19 cases. The probable cause is related to fatigue around the pandemic and small group gatherings. He noted that the development of vaccines is progressing quickly. He reviewed the state's draft tiered plan for distribution of the vaccine. The District will also have a tiered plan for distribution of vaccine to employees, Board members and families.

Chief Anderson noted that the recent quarantine of training center staff has pushed the District to develop contingency plans for the continuity of operations.

7. Station 62 Remodel

Chief Anderson noted that the construction project has started at Station 62.

8. Station 61 Rebuild

The design phase continues at 50% completion. Chief Anderson is reviewing initial costs before presenting to the Board. Chief Anderson noted that he had attended the Broomfield Public Art Committee meeting last week and shared concept ideas for the mural, including a brick inset.

Director Murphy stated that she loved the brick art as did President Miller.

9. 2020 Firefighter Academy

Chief Ramos updated the Board that the Academy is moving forward and still on track for November 25 graduation. He will keep the Board apprised when the details have been solidified.

10. Proposed 2021 Board Meeting Calendar

Chief Ramos noted that a draft version of the 2021 Board Meeting Calendar was sent to the Board to consider for approval in November.

11. Start Time of Remaining 2020 Board Meetings

President Miller noted that the Board seems to be comfortable with a 4:00 p.m. start for electronic Board meetings. He recommended keeping this start time as long as the District is hosting electronic meetings.

A MOTION TO SET A 4:00 P.M. START TIME FOR VIRTUAL BOARD MEETINGS WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

Chief Ramos announced that the District had purchased the used ARFF that was discussed last month.

Chief Ramos updated the Board that CentralSquare, the CAD vendor for ADCOM and Westminster Fire Department, has moved its resources to another agency's project, which will cause an estimated two-month delay. This project should hopefully go live by year-end.

J. 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 50356 through 50506 and online Bill Pay 2020-63 through 2020-71 for a net total of \$651,275.16. Voided check numbers 50438, 50439, 50440 and 50441.
 - b) Approval of minutes from the September 15, 2020 regular District Board meeting.
2. A MOTION TO TABLE CONSIDERATION OF RESOLUTION #NM20-008, APPROVING THE REFINANCING OF AN OUTSTANDING 2015 LEASE PURCHASE AGREEMENT WITH JPMORGAN CHASE BANK, N.A. AT A LOWER INTEREST RATE; AUTHORIZING AND APPROVING DOCUMENTS FOR SUCH PURPOSE; AND PROVIDING OTHER MATTERS RELATING TO THE REFINANCING WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR BILLERA. THE MOTION TO TABLE PASSED UNANIMOUSLY.

Director Billera asked if this would affect the rate lock period. CFO Willis replied that the Board may need to meet again before the next meeting to approve the resolution. Chief Ramos added that it was the District's choice to keep the terms the same in order to save legal expenses. President Miller asked Directors Long and Billera how strongly they felt about this resolution. Director Long responded that he would like to look for another trustee bank. Chief Ramos replied that changing the trustee bank may cost more in legal fees to change the agreements. He agreed to look in to changing the trustee bank and negotiating the attorneys' fees.

K. Public Comment

None.

L. Directors' Reports

Director Long complimented the wildland firefighters for their courage.

Director Murphy thanked everyone and is praying for rain.

Director Nielsen asked about the Louisville development project and how it relates to Station 67. Chief Ramos replied that he plans to bring this up in the future in Executive Session.

Director Nielsen asked about the Firefighter Gala for 2021. Chief Ramos replied that this might be held later in the year once it is safe to hold events like this. The Gala is in the 2021 budget.

Director Nielsen noted that there is continued growth in north Broomfield.

Director Billera enjoyed the presentations. His thoughts and prayers are with the firefighters on the front line.

President Miller is happy that the North Metro Fire family is safe.

Chief Ramos added that the District would not be holding a family Christmas party this year as it would not be safe to do so.

M. Executive Session

None.

N. Recess/Adjournment

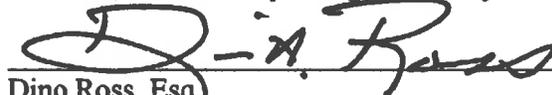
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 7:58 p.m.

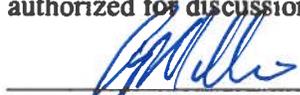

Richard Miller, President


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 (e).


Richard Miller, President