

**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: November 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  
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 asked to consider taking items G: 1, 2 and 3 under presentations after Wildland Fire in order to begin the budget hearing at 5:00 p.m.

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

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

None.

**E. Presentations**

1. District Debt Refinancing

CFO Willis announced that Tom Peltz, the District's bond counsel, and Alan Matlosz from Stifel Public Finance, were present at the meeting to discuss the refinancing. Mr. Matlosz stated that he had reached out to the attorneys and was able to reduce the expenses for both the Certificates of Participation (COPs) refinancing and General Obligation Bond refinancing by \$10,000. He was able to replace UMB Bank with Bank of Oklahoma as the trustee on the COPs. The interest rates and amount financed are the same as presented last month. Savings for the general obligation bonds is \$307,000, and savings on the COPs is about \$130,000.

Director Long complimented Mr. Matlosz. President Miller agreed.

Mr. Peltz reviewed the resolutions the Board should consider approving, and his office will take care of the filings and closing documentation. The rate change will occur as of December 1, 2020. He appreciated the opportunity to serve the District.

Director Long thanked the attorney for reducing his fees.

## 2. Wildland Deployments

Chief Ramos introduced Lt. Mike Anderson, who is the right hand man to the Wildland program leader, Capt. McCabe. Lt. Anderson has helped update policies and procedures. He has been busy as an engine boss on multiple deployments this year. Lt. Anderson gave the Board a presentation on the Wildland Team deployments in 2020—a very busy and devastating year for wildland fires both locally and nationally. In 2020, the District has deployed to six wildfires. Lt. Anderson deployed to three separate fires for a total of six weeks. The assignments are typically for 14-days plus travel. Lt. Anderson shared photos of recent deployments.

Director Murphy thanked Lt. Anderson for his time away from his family. She appreciated the hard and dangerous work. President Miller was happy that all team members arrived home safely.

Director Long asked if the trucks for wildfires use different tires. Chief Ramos replied that the wildfire trucks have off-road tires appropriate for the vehicle.

## F. Staff Reports

### 1. Civil Service Vacancy

Chief Ramos notified the Board there will be a Civil Service Committee vacancy in January 2021. Russ Williams will not be seeking re-appointment when his term expires. Chief Ramos would like to discuss this further at the next Board meeting.

### 2. PIO Report

PIO Farris shared media clips from recent incidents, including wildland firefighting deployments. A firefighter was stationed at Rocky Mountain Metropolitan Airport for the air tanker base and was featured in a local newspaper article. The District participated in a few Trunk or Treat events that were mentioned in the newspaper as well. PIO Farris also highlighted a few local structure fires that garnered media attention.

### 3. October 31, 2020, YTD Financial Statements – General Fund

CFO Willis reviewed the financial statements for the month ending October 31, 2020. Director Billera asked what is delinquent tax revenue. CFO Willis explained that this is when a taxpayer is paying for previous year's taxes delinquent. Emergency Services overtime is at 90% of budget after 10 months. She expects another large month in November and half of December before the new class of probationary firefighters begin on line. The District continues to have unanticipated repairs, causing this account to be over budget. Training is significantly under budget.

Director Long asked about the interfund transfers. CFO Willis confirmed that \$7,720,000 has been transferred, and the remaining million will be transferred in November when investments mature.

#### 4. COVID-19 Update

Chief Ramos reported that there have only been three cases of COVID-19 in the employee group, and staff remains healthy. Logistics is staying on top of Personal Protection Equipment (PPE) procurement. There is a small uptick in call volume.

Capt. Riley reviewed COVID-19 cases and statistics in the State of Colorado. President Miller asked where the staff will come from to staff surge beds. Capt. Riley replied that they may bring in staff from other states or ask current staff to work more shifts.

Director Murphy asked how nursing homes are faring. Capt. Riley did not have that data tonight and will send those results to the Board later this week. Capt. Riley encouraged the Board to get the Colorado exposure notification app on their phones.

Chief Bybee showed photos of the new Aircraft Rescue and Fire Fighting (ARFF) vehicle which arrived in the District today. Part of the purchase price includes two days of training. Chief Bybee intends to invite airport staff to attend this training. Director Nielsen asked what will happen to the old ARFF. Chief Bybee replied that it will serve as a reserve vehicle. Director Billera asked if this ARFF vehicle could respond throughout the District. Chief Bybee replied that it can.

### **G. Public Hearing**

#### 1. Proposed 2021 Budget

President Miller opened the public hearing.

Attorney Ross stated that, in accordance with state law, the public hearing on the proposed 2021 budget was properly noticed on the District's website and published one time in newspapers of general circulation within the District. Neither Chief Staff nor Legal Counsel received any objections or comments with respect to the proposed budget.

Chief Ramos announced that Staff would provide an overview of the General, Capital Improvements and Debt Service Funds. There would also be time spent on revenue and benefits.

CFO Willis reviewed charts in the budget binder. She began discussing general fund revenue compared to expenditures and capital improvements projects. The next chart compared general fund expenditures to fund balance and board directed reserve, which is set at 30% of the next year's expenditures. Extra mill levy revenue above this reserve is transferred to the Capital

Improvements Fund to fund future projects. CFO Willis reviewed a pie chart of budgeted revenues for 2021 by category. Director Long asked to see the same pie chart for 2020 to compare.

CFO Willis next discussed the salary change breakdown for 2020 vs. 2021 by division. She reminded the Board that the Line Captains are now covered by the Collective Bargaining Agreement and now will receive longevity pay. She covered the different components affecting changes to salary, such as cost of living adjustments, longevity increases, exchange of base wage for health insurance increase and promotions. She next reviewed the wage based benefit analysis. Director Long asked why workers' comp insurance increased by 14%. CFO Willis replied that the increase is based on the District's modification factor which is based on claims and the factors of others in the insurance pool. This number is a best estimate until the final renewal proposal is received.

Director Long asked about benefits compared to base salaries and wages. CFO Willis promised to discuss this at the next meeting. Director Murphy asked if the District shares a report with employees of the various costs of employee benefits and total annual salary. CFO Willis replied that the District is using a new online HR software that will show employer costs of benefits by month.

The District received a 4.8% increase from Cigna for health insurance and 5.6% increase from MetLife for dental insurance. In contract negotiations, the District raised base wages for employees by the amount of increase to health insurance premium to be paid by the employee. The employee now pays 10% of premiums for employee only and 15% of the premiums for all other enrollment types. This also makes base wages more competitive in the market survey.

CFO Willis moved on to discuss the proposed 2021 budget for the General Fund. Director Long asked about the drop in assessed valuation for the properties in Weld County. CFO Willis replied that oil and gas production dropped for Weld County and makes up this decrease. She would be discussing this more in detail when she reviews the District's five-year plan at the next meeting.

Director Long is interested in a cost-benefit analysis for the new Fleet Maintenance agreement with Adams County Fire. Chief Ramos agreed to provide more detailed reporting at a future meeting and noted that the agreement has cost recovery for all parts and shared costs of employees plus rental fees for the shop and accounting overhead.

CFO Willis reviewed the Capital Improvements Fund proposed budget. She began by discussing the construction project for Station 61. President Miller expected a larger number than almost \$6 million for this project. Chief Ramos noted that the District is close to 95% on development of construction drawings, which will allow the Owner's Representative, Dunakilly, to provide more accurate cost estimates for the project. Staff plans to update cost projections prior to final budget adoption. Director Nielsen added that there is no land cost for this project. CFO Willis noted that \$100,000 has been spent in 2020 on this project.

Director Long asked for a subtotal by station on the Capital Improvements Fund proposed budget. CFO Willis promised to provide this at the next meeting.

There are new sewer lines to be installed at Station 66 and the Training Center in 2021. The District is working with the City of Northglenn to potentially return wastewater to the treatment plant near the Training Center.

There are two new engines set for delivery in 2021, at a cost of \$1,471,000, and a new medic unit for \$235,000. Director Nielsen asked where the insurance payment to replace a lost engine would show. CFO Willis is still waiting for the estimated cost of repair from the manufacturer for the insurance company. Chief Bybee added that the two new engines will replace Engine 66 and 65. The damaged engine was a reserve apparatus.

CFO Willis reviewed the Debt Service Fund and Debt Service COP Fund. She will update these budgets with the refinancing figures before the December 14 Board meeting. Director Long asked where the refinancing expenses would appear on the budget. CFO Willis replied that the refinancing expenses would be paid from the Debt Service Fund for the general obligation bonds and from the General Fund for the Certificate of Participation in 2020 as unbudgeted expenses. This will cause the Debt Service Fund to require a supplemental budget.

President Miller noticed that there is a significant decline in projected interest revenue for 2021. CFO Willis replied that she is basing this on current earnings and being conservative.

Mr. Dave Feineman, resident of Skyestone in Broomfield, asked if, when CAD-to-CAD is live and Westminster Fire responds to an address in North Metro Fire's response area, would there be money due to Westminster. Chief Ramos replied that there are auto aid agreements between all agencies participating in CAD-to-CAD, which addresses a fair sharing of resources. There is no cost for auto aid responses. Mr. Feineman asked about the Ambulance Membership Fund and where membership dues are posted as revenue. CFO Willis replied that there is a separate fund for Ambulance Memberships, where the dues are posted and the main expense is to pay to the General Fund for any amounts that the members' insurance didn't pay. Mr. Feineman asked why the budget for COVID-19 supplies is set at zero in 2021. CFO Willis noted that she would be changing this number in December when she has the most information to make a better estimate. Mr. Feineman asked about Opticom line items in two different funds. Chief Ramos replied that large expenditures such as Opticom are now handled in the Capital Improvements Fund. These accounts will drop off in the General Fund after a few years. Mr. Feineman noted that the CAD-to-CAD budget is zero for 2021. Chief Ramos responded that the District has some maintenance expenses through Broomfield dispatch. The 2021 funding for the CAD-to-CAD project was already covered by a grant and is being held in escrow. Mr. Feineman asked about a budgeted expense for e-commerce on website. Chief Ramos replied that e-commerce is especially important during COVID times and allows customers to pay online for such things as Fire Prevention permits and Ambulance Memberships. These costs are mostly consultant work for interfaces on the website.

**A MOTION TO CONTINUE THE PUBLIC HEARING ON THE 2021 BUDGET UNTIL THE DECEMBER 14 BOARD MEETING, AT WHICH TIME THE BOARD WILL TAKE FINAL ACTION ON THE PROPOSED 2021 BUDGET, WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.**

## **H. Staff Reports (continued)**

### **1. Station 62 Remodel**

Chief Anderson noted that more asbestos had been discovered in Station 62 once demolition began. Mr. Eric Stewart showed some photos of the asbestos abatement. Chief Anderson noted that Taylor Kohrs continues to work. Firefighters are well adjusted to living in the trailers.

Director Long asked who is responsible for the offsite disposal of the asbestos. Chief Anderson replied that the abatement company is responsible for the disposal of the hazardous materials. Director Murphy complimented the construction company on keeping the site clean. Director Nielsen asked about asbestos at Station 61. Chief Anderson replied that it will be easier to abate asbestos at Station 61 because the station will be empty. At Station 62, the initial abatement occurred while firefighters were still in the building.

Chief Ramos noted that the total cost for the project at Station 62 has increased by \$200,000 for this extra abatement, and the 2021 proposed Capital Improvements budget reflects this change. Chief Anderson offered to meet any Board member for a private tour of the construction site at Station 62.

### **2. Station 61 Rebuild**

Chief Anderson noted that the total cost in the proposed 2021 budget was based on the 50% drawings and designs. The team is now at 95% drawings and designs, and Dunakilly is working on updated cost estimates. The District is close to seeking permits, contractor bids and interviews. Chief Anderson thinks the District will be ready to go once the trailers have been moved to headquarters.

### **3. 2020 Firefighter Academy**

Chief Ramos noted that the Fire Academy is going well, with a delayed graduation date of December 11. The ceremony will be very small and non-public for COVID-19 safety reasons.

### **4. Proposed 2021 Board Meeting Calendar**

Chief Ramos noted that a draft version of the 2021 Board Meeting Calendar was shared with the Board in November. Director Nielsen asked if the time on the bottom should be noted as 4:00 p.m. while virtual meetings continue. President Miller agreed with changing the calendar. Director Nielsen asked if the Board might continue to start Board meetings at 4:00 p.m. even when meeting in person. President Miller thinks 5:00 p.m. is easier for Board members with day jobs. Director Murphy thinks the public would appreciate a 5:00 p.m. start. Director Long agreed. Chief Ramos thinks it would be better to post the meeting starts at 4:00 p.m.

### **5. Battalion Chief and Captain Promotions**

Chief Ramos announced that three Battalion Chiefs have been promoted, effective January 1, 2021. Four candidates were interviewed, and the fourth candidate will be the next Battalion Chief promoted, when Chief Hanlon retires in July 2022. All four candidates will participate in Command Staff, which will help with succession planning.

President Miller asked where the second Battalion Chief will be housed. Chief Ramos replied that

initially the second Battalion Chief will be housed at Station 64, but will eventually move into the new Station 61 after construction.

With the promotion of these three Captains to Battalion Chief, the District performed an assessment center for Captain and selected three outstanding candidates. He would bring these newly promoted officers in front of the Board in the near future.

Director Long asked if Chief Ramos had considered any candidates outside the organization. Chief Ramos replied that he had outstanding candidates on deck and did not need to open this to outside candidates. This is much better for morale and development of firefighters.

Chief Ramos noted that Lieutenant and SAM officer interviews would take place this week.

Chief Ramos informed the Board that the City and County of Broomfield is developing a new urban renewal development area with a Tax Increment Financing (TIF) in North Park. The city would like a new intergovernmental agreement with the District to make the District whole on any lost property tax revenue. He noted that according to a new state law, when developing any new urban renewal area, cities have to negotiate with any special districts affected by the urban renewal. The legislation also allows for a seat for a special district on the urban renewal authority board. The City and County of Broomfield is asking for a District Board member to serve in this capacity. President Miller asked if there is a residency requirement to serve. Attorney Ross stated that the statute does not specify that the urban renewal representative must reside in the city. All Board members are eligible to serve. Chief Ramos offered to get more information on the time commitment and the desire of the City to have a representative from the District. No one on the Board immediately volunteered to serve.

## **I. 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 50507 through 50629 and online Bill Pay 2020-72 through 2020-78 for a net total of \$627,558.96.
  - b) Approval of minutes from the October 20, 2020 regular district board meeting.
2. A MOTION TO APPROVE 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 BILLERA AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

3. A MOTION TO APPROVE RESOLUTION #NM20-009, AUTHORIZING THE ISSUANCE BY NORTH METRO FIRE RESCUE DISTRICT OF ITS GENERAL OBLIGATION REFUNDING BONDS FOR THE PURPOSE OF REFUNDING OUTSTANDING BONDS OF THE DISTRICT AT A LOWER INTEREST RATE; PROVIDING FOR THE PAYMENT AND CANCELLATION OF THE REFUNDED BONDS, FOR THE LEVY OF PROPERTY TAXES TO PAY THE REFUNDING BONDS AND OTHER DETAILS IN CONNECTION THEREWITH WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.
4. A MOTION TO APPROVE THE PROPOSED 2021 BOARD MEETING SCHEDULE AND POSTING LOCATIONS WITH THE STARTING TIME AMENDED TO 4:00 P.M. WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

**J. Attorneys' Report**

Attorney Ross had submitted a written report to the Board. Attorney Ross had helped negotiate the contract for asbestos removal at Station 62. He also helped clean up and modernize the Collective Bargaining Agreement for 2021-2022, especially as it related to definitions. He had provided a legal advisement about a recent Colorado Court of Appeals decision addressing the level of transparency in the motion to enter Executive Session. He advised the Board that in the future he will help them fashion motions with the specificity required by the Court. This may include identifying the name of personnel to be discussed before entering Executive Session.

Attorney Ross had discussed Amendment B with Chief Staff, which will not have a significant impact on the District in the near future.

**K. Public Comment**

Ms. Ashley Witkovich, City Councilperson from Northglenn, congratulated the firefighters who were recently promoted. She thanked the District for their response to fires on October 29. Northglenn City Council is working on a new Community Co-Production Policing Advisory Board, with one North Metro Fire representative, which will begin meeting in March 2021. There was a topping out ceremony for the new recreation center. This construction is going well and is on time and on budget. This will be complete in late 2021.

Mr. Feineman thanked CFO Willis for her work on the budget.

**L. Directors' Reports**

Director Billera complimented CFO Willis on her presentation, graphs and charts. He complimented PIO Farris and Chief Anderson on being adaptable during this season.

Director Murphy noted this has been a challenging nine months for everyone. She is happy to see the team moving forward during this difficult time.

Director Nielsen asked about the urban renewal authority in Northglenn. Attorney Ross replied that it depends on when they modify an existing urban renewal plan or create a new plan, which would trigger the obligation to add a special district representative. Chief Ramos noted that the City of Northglenn has assured him that they will reach out if there is a new or modified urban renewal plan.

Director Long was proud to be part of an organization which is responding to wildfires with such courage. He is amazed that the District has only had three positive COVID-19 cases among all employees. He complimented CFO Willis for the hard work on the budget. He is proud of the progress the District has made over the past 10 years.

President Miller noted that he had asked Attorney Ross to look at the Board Bylaws and revise them again. He would like to look at these again in January or February. He thanked CFO Willis for her work on the budget and anticipating Board questions. He reminded the Board that the promotions were a benefit of the second Battalion Chief in the District which will hopefully save lives in the future.

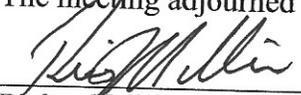
**M. Executive Session**

None.

**N. Recess/Adjournment**

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

The meeting adjourned at 8:03 p.m.

  
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Richard Miller, President

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Jenni Murphy, Secretary

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**M. Executive Session**

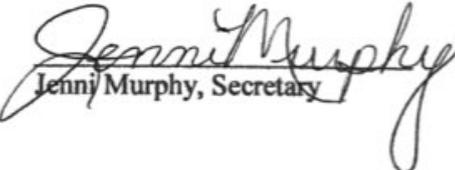
None.

**N. Recess/Adjournment**

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

The meeting adjourned at 8:03 p.m.

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Richard Miller, President

  
Jenni Murphy, Secretary