

**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: February 16, 2021

BOARD MEMBERS PRESENT:

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
Eileen Gomez, Human Resources Manager
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, Public Information Officer
Mark Daugherty, EMS Chief
Ross Riley, Emergency Management Captain

EXCUSED:

Richard Miller, President

LEGAL COUNSEL:

Dino Ross

A. Call to Order

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

A MOTION TO EXCUSE THE ABSENCE OF PRESIDENT MILLER FROM THE BOARD MEETING WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

B. Pledge of Allegiance – Led by Director Murphy

C. Additions/Deletions to Agenda

None.

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

D. Public Comment (Agenda Items Only)

None.

E. Presentation

1. Operations Division Year End Recap

Chief Bybee reviewed call volume and trends for 2020, which included a 5.2% decline in call volume. There were almost 700 fewer EMS calls in 2020. Chief Bybee reviewed the breakdown of call types, including the 291 fire calls. Chief Bybee shared maps of responses. Chief Bybee discussed public safety answering points (PSAP) times trends; ADCOM dispatch center times have been improving.

Chief Bybee reviewed 2020 regional operational projects, including response plan alignment, radio programming standardization and COVID policy procedure alignment.

Chief Bybee reviewed two large fire responses from 2020. He complimented Battalion Chief Hanlon for his incident command during the July structure fire and police shootout in Adams County . Battalion Chief Hanlon was calming and contributed to the positive outcome.

Chief Bybee called out a few key contributors from the Operations Division. He complimented Chief Hanlon for his leadership and is happy that he can be a mentor to the new Battalion Chiefs. He highlighted Chief Morris for his contributions to the CAD-to-CAD project. Lastly, he recognized EMS Chief Daugherty for his medical service excellence.

Director Nielsen asked about Wildland deployment statistics. Chief Bybee promised to provide this data later. Chief Ramos added that this information would be included in the Annual Report.

Director Murphy appreciated seeing the breakdown of the fire incidents.

EMS Chief Daugherty complimented the EMS Supervisors for their work throughout COVID-19. He reviewed statistics of calls in 2020. He discussed pain management and informed the Board that IV Tylenol and Ketorolac will be on medic units shortly to substitute for opioids. There has been a shift to standardize narratives for every call. Chief Daugherty reviewed two interesting cardiac calls.

F. Staff Reports

1. Public Information Officer Presentation

PIO Farris talked about recent stories highlighting the new Aircraft Rescue and Fire Fighting (ARFF) vehicle and ice rescue training.

2. December 31, 2020 YTD Financial Statements – All Funds

Chief Financial Officer Willis reviewed the end-of-year financial statements. The revenues exceeded budget by \$2.3 million, which included COVID-19 grants, Medicaid reimbursement, wildland fire reimbursements and Adams County Fleet income. Actual expenditures were less than budget by almost \$600,000. CFO Willis explained that the cost for the fall training academy was over budget due to attendance by more trainees than anticipated, and the shared costs were higher due to the three locations for COVID-19 precautions. Fleet expenses were over budget due to the Intergovernmental Agreement Establishing Shared Fleet Maintenance and Repair Program with Adams County Fire Protection District (Adams County FPD), which included the hiring of

two more mechanics. In the Capital Improvements Fund, CFO Willis highlighted the Impact Fees collected from Adams County developments which total \$6,000. These fees can only be used for specific capital purchases. The increased expenses associated with refinancing the Debt Service Fund and the Debt Service C.O.P Fund will necessitate the adoption of a supplemental 2020 budget.

3. COVID-19 Grant Summary

CFO Willis reviewed COVID-19 grant revenue of \$839,542 compared to expenses of \$1,001,059 in 2020. This revenue was welcome during the pandemic to help take care of the community and employees. The CARES Act revenue will be subject to the single audit.

4. Adams County FPD Agreement for Fleet Services

Chief Ramos noted that the agreement with Adams County FPD has been very good for the District. CFO Willis reviewed the financials of the agreement. The agreement began in March 2020 and the rent for the first year was \$83,333. Adams County FPD also pays a pro rata share of three Accounting personnel's salaries for the recordkeeping of the program as well as 41% of the mechanics' salaries. There was a net income of \$90,227 from the agreement. Vice President Billera asked if the expectation was that the program would be positive or negative for the District. CFO Willis replied the District expected more revenue than expenses because of the fixed rent. CFO Willis is pleased with the agreement after the first year.

Chief Bybee noted that there are also intangible benefits from the partnerships. Both fire departments are happy with the fleet shop staffed with four mechanics. This will help with preventative maintenance. The fleet shop is using a new software to track repairs and streamline activities.

5. CAD-to-CAD Project Update

Chief Ramos described the project that ties together four PSAPs (ADCOM, Thornton, Broomfield and Westminster) in a data hub that shares and transfers in real time. He reviewed the Gantt chart and discussed the progress of the project. The CAD hub provider has been on time with their work. The interface to each of the four CADs has caused the project to lag a little bit. Westminster bought a new CAD system which should go live next month. He had hoped the project would launch by the end of 2020. It is now looking like April 2021 before the project goes live for ADCOM, Westminster and Thornton. Broomfield is lagging by as much as 3-6 months. The CAD developer for Broomfield, Tyler Technologies, experienced a security breach which delayed their development timeline.

Director Long asked if ADCOM includes Northglenn PD. Chief Ramos confirmed that Northglenn Police is served by ADCOM. Director Murphy appreciated hearing the facts about the progress of the project. Chief Ramos complimented Battalion Chief Morris on his work on the project and demanding that the vendors step up.

6. Restoration Agreement

Chief Ramos asked the Board to consider an agreement for emergency stop-loss services. Jim Black Construction provides emergency stop-loss services after a fire, flood, haz mat, etc. call. This benefits the District by getting back in service more quickly. The District has had an eight-year relationship with Jim Black Construction as the sole provider. There is no cost to the District for these services. The agreement has been reviewed and updated by legal counsel and would last

for two years. Chief Ramos recommends that the Board approve the agreement.

Director Long supports this recommendation.

7. COVID-19 Update

Capt. Riley reviewed COVID-19 statistics and the new virus variants.

Director Murphy asked if the current vaccines would protect people against the new variants of COVID-19. Capt. Riley replied that he would rely on more testing by the CDC.

Director Long asked if the State of Colorado would be producing a “lessons learned” once the pandemic is under control. Capt. Riley replied that he is working on a lessons learned for North Metro Fire Rescue District, and he assumes that the State and Counties will be doing the same.

8. Station 61 Remodel

Chief Anderson noted that the highest priority is preparing the site next to headquarters for temporary housing. He plans to seek construction bids in early March and begin construction in June.

9. Station 62 Remodel

Chief Anderson discussed the trailers for firefighter housing. This past weekend, the freezing temperatures caused frozen pipes and lack of water. This project should be complete in May. Change orders are at 12% of contingency.

Director Murphy thanked Chief Anderson for the recent tour.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 50940 through 51052 and online Bill Pay 2021-07 through 2021-13 for a net total of \$604,268.73. Voided checks: 50972 and 51042.
 - b) Approval of minutes from the December 14, 2020 regular Board meeting.
 - c) Approval of minutes from the January 19, 2021 regular Board meeting.
 - d) Approval of minutes from the February 6, 2021 Board study session.
2. A MOTION TO APPROVE SERVICE AGREEMENT BETWEEN NORTH METRO FIRE RESCUE DISTRICT AND JIM BLACK CONSTRUCTION FOR EMERGENCY DISASTER SERVICES WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

H. Attorneys' Report

Attorney Ross stated that he had submitted a written report and retainer analysis to the Board. He had assisted CFO Willis with the RFP for Investment Advisory Services for the Old Hire Pension Fund. He reviewed other projects he had worked on during the past month.

Director Nielsen asked Attorney Ross to discuss the Training Center waterline issues in Executive Session.

Attorney Ross informed the Board that there is potential legislation to seek a statewide vote to reduce Residential and Commercial Assessment rates. He will keep a close watch on this initiative.

I. Public Comment

Mr. David Feineman, resident of Skyestone neighborhood in Broomfield, asked about regional SOPs that harmonize how fire departments respond. He wondered if there is a regional SOP for Ketamine use in the region.

Chief Ramos responded that the District's Medical Director and protocols govern the use of medications. Chief Bybee added that the District does use alternative medications to Ketamine for pain management. Chief Daugherty had reviewed the protocols for Ketamine recently with paramedics and firefighters. Mr. Feineman stated that he was curious if Westminster's protocol would be different from North Metro Fire's protocol. Chief Bybee replied that there are different Medical Advisors, but there is widespread agreement on the use of Ketamine.

Mr. Feineman asked about expenses for billable services in the budget. CFO Willis replied that this is part of the Adams County Fire Fleet Agreement for parts that would be reimbursed. This was not budgeted as the Agreement was signed in February 2020.

Mr. Feineman asked if pressure could be applied to the City and County of Broomfield to accelerate the implementation of CAD-to-CAD project in Broomfield. Chief Ramos replied that the City and County of Broomfield is a partner for the project, and they are working hard to keep it moving.

Ms. Ashley Witkovich, City Councilperson from Northglenn, complimented CFO Willis for her financial reporting. She is looking forward to the annual City Council retreat later this month.

J. Directors' Reports

Director Nielsen thanked CFO Willis and Chief Bybee for their presentations. He asked about the status of employees in the office. Chief Ramos replied that a few more people are returning to work in the office. Director Nielsen asked about the recent academy class and how many recruits did not successfully complete the training. Chief Ramos replied that three recruits did not successfully complete the training.

Director Murphy enjoyed the Operations presentation and personnel accolades.

Director Long enjoyed the graphics that Chief Bybee shared. He also enjoyed the presentation by CFO Willis and the financial position of the District. He complimented Vice President Billera for running the meeting.

Vice President Billera complimented the presentations. He thanked Chief Anderson for the tour of Station 62. He is excited to see the final product.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN TO GO INTO EXECUTIVE SESSION AT 7:15 P.M. PURSUANT TO C.R.S. § 24-6-402(4)(b) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING A MEDICAL BILLING ISSUE, A PERSONNEL MATTER AND TRAINING CENTER WATERLINE REIMBURSEMENT. THE MOTION PASSED UNANIMOUSLY.

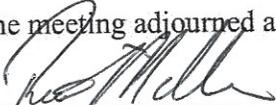
Attorney Ross certified for the record that Executive Session will constitute privileged attorney-client communications and will not be recorded.

A MOTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN TO COME OUT OF EXECUTIVE SESSION AT 7:44 P.M. THE MOTION PASSED UNANIMOUSLY.

L. Recess/Adjournment

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

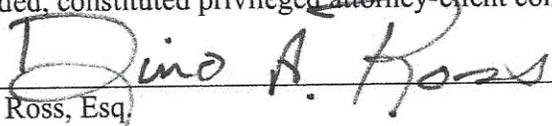
The meeting adjourned at 7:48 p.m.



Richard Miller, President

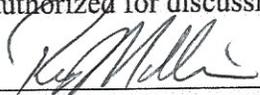
Jenni Murphy, Secretary

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).



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Richard Miller, President