

**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: April 20, 2021

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
Mark Daugherty, EMS Chief
Ross Riley, Emergency Management Captain

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 – Led by President Miller

C. Additions/Deletions to Agenda

Chief Ramos asked to add a Staff Report about recent Fire Sprinkler Saves.

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

D. Public Comment (Agenda Items Only)

None.

E. Public Hearing –Supplemental 2020 Budget

President Miller opened the Public Hearing on the Supplemental 2020 Budget.

Attorney Ross noted that the public hearing for the supplemental budget had been duly noticed and published in newspapers of general circulation within the District in compliance with State

law. Neither Chief Staff nor legal counsel had received any comments or objections to the proposed Supplemental 2020 Budget.

CFO Willis advised the Board that a supplemental budget is required whenever the actual expenditures of a particular fund exceed the anticipated expenditures set forth in the approved budget. An approved supplemental budget must be filed with the State prior to filing the annual audit report with the State.

The District had two funds that required a supplemental budget for 2020: Debt Service Fund and Debt Service C.O.P. Fund. This is due to the refinancing of the general obligation bonds and certificates of participation in December 2020.

There were no comments from the public.

President Miller closed the public hearing.

F. Presentations

1. Training Division and Emergency Management Year-End Recap

Chief Anderson began by reviewing the organizational chart for the Division. Debbie VanWansele, Training Center Coordinator, discussed facility usage at the Training Center in 2020. Director Murphy complimented Ms. VanWansele on her organization and teamwork.

Battalion Chief Matt O’Leary noted that the City of Thornton Fire Department and North Metro Fire had combined their training divisions in 2020 to operate as one integrated training division with a new name and logo (Northside Training). The training staff visited King County, Washington in January 2020 to learn about their consolidated training consortium. Northside Training was able to accomplish quarterly trainings in 2020, addressing ice rescue, hose management, Wildland Urban Interface (WUI) operation and elevator operations. Promotional processes were conducted for Lieutenant, Captain, SAM Officer and Battalion Chief. The North Area Fire Academy was held in Fall 2020 with 19 trainees from North Metro Fire. Chief O’Leary shared photos of recent training opportunities. He reviewed 2021 Northside Training topics.

Captain Riley, Emergency Manager, reviewed the program goals for this new position. He discussed the Emergency Management Cycle to support the goals: Mitigation, Preparedness, Response and Recovery. He discussed how the county-run Emergency Operations Centers and the District’s Emergency Operation Center interact during incidents. The Emergency Manager position works regionally with other Emergency Managers on events throughout the region.

Director Long asked if the Hospital Association shares “lessons learned” on a formalized basis. Captain Riley noted that he partners with North Central Region Healthcare Coalition, a group of local public health agencies, and the Colorado Hospital Association. Captain Riley replied that the region has not started discussing lessons learned, but it is on the to-do list.

G. Staff Reports

1. Public Information Officer Presentation

PIO Farris shared recent media exposures, including the recent live burn training. There were a few structure fires this month, including one in Broomfield and one in Northglenn.

2. March 31, 2021 YTD Financial Statements – All Funds

Chief Financial Officer Willis reviewed financial statements for the quarter ending March 31, 2021. President Miller asked if the Training division budget for 2021 was typical or larger than normal. CFO Willis noted that the Training division budget was not significantly increased over the 2020 budget. Director Billera asked if unused travel funds from 2020 were rolled over to 2021. Chief Ramos replied that the 2021 budget includes travel for training. This amount in 2021 will still be lower than a normal year, due to the restrictions caused by the pandemic. Director Billera asked about rising fuel costs and how to mitigate this for the District's vehicles and apparatus. CFO Willis replied that the District uses Wright Express cards to pay for fuel expenses which allows for usage reporting. Director Billera would like to look into a reward or discount program for fuel. CFO Willis noted that the District gets a refund from the State for any sales tax paid on fuel.

The funds in the Old Hire Paid Pension Fund are currently being transferred from Morgan Stanley to Charles Schwab for Strategic Capital Advisers to invest.

Director Long asked about the Capital Improvements Fund balance at C-SAFE. CFO Willis replied that with low interest rates, this is the best place to invest this money at this time. As rates increase, the District would be able to explore additional investments. Director Long wondered if the District might ask Strategic Capital Advisers to invest this money in the future. CFO Willis noted that the first priority is to set up the pension fund investments.

3. Lieutenant Promotion

Chief Ramos announced that Matt Gintzler was promoted to Lieutenant as of May 1, 2021. Director Nielsen asked if the newly promoted employees would be presented to the Board when it meets in person. Chief Ramos agreed to schedule this in the future.

4. Fleet Maintenance Hiring

Chief Bybee announced that the District had hired a new mechanic for Fleet Maintenance, Tommy Smith.

5. Mutual Aid IGA with Mountain View Fire Protection District

Chief Ramos noted that Mountain View Fire had recently merged with Rocky Mountain Fire, and both agencies share borders with North Metro Fire. This new agreement brings the agreement in parallel with other agreements with other surrounding fire districts. This will provide the community with the closest resource to reduce response times. He is in the process of developing the same agreement with Louisville Fire Protection District and will work with the new Lafayette Fire Department Fire Chief to accomplish the same. Chief Ramos recommended approval of this agreement by the Board.

6. COVID-19 Update

Chief Daugherty reviewed recent COVID-19-related call statistics. He discussed the District's 1ST

Bank Center vaccine clinic involvement. Director Long asked if Northglenn residents could obtain vaccines at 1ST Bank Center. Chief Daugherty replied that there is no residency restriction to obtain a vaccine at 1ST Bank Center. Director Murphy added that there was a vaccine clinic at City Hall in Northglenn as well as clinics at several faith-based groups and Safeway. Chief Daugherty advised the Board that the mask mandate will no longer be in effect in the fire house for those firefighters who are vaccinated.

Capt. Riley reviewed current COVID-19 trends in Colorado and the local area.

7. Station 61 Remodel

Chief Anderson noted that he had included a timeline for the construction project in the Board packet. In May and June, the District will construct the temporary site at headquarters and move the trailer there by July. Director Nielsen asked about the mural. Chief Anderson is working on a few different options to present to the Board at a later date. Director Murphy asked how long the construction would take. Chief Anderson replied that this would be indicated in the bids next month, but that he anticipates an eight to 10-month buildout.

8. Station 62 Remodel

Chief Anderson noted that the station construction is close to completion. Chief Anderson discussed the deteriorated condition of the station parking lot. He discussed proposed repairs to the front parking lot. He recommends repairing the back parking lot at a later date. The unused owner contingency for this project is \$100,000, the contractor contingency is around \$15,000 and the parking lot repairs are estimated to cost \$138,000. The additional cost over contingency would be approximately \$23,000. The District intends to address the back parking lot repairs and the roof in the 10-year capital plan.

President Miller stated that the Board is good with completing the front parking lot repairs at this time. The Board understands that the roof will be repaired when it's necessary in the future. The Board is not opposed to repairing the back parking lot as a separate contract before the grand opening later this year, if possible.

A MOTION TO EXPAND THE SCOPE OF THE STATION 62 PROJECT TO INCLUDE THE FRONT PARKING LOT AREAS AND AUTHORIZE AN INCREASE TO THE CONTRACT OF \$138,000 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

The back parking lot would cost approximately \$65,000 plus engineering for a retaining wall. He promised to bring the final bid back to the Board so that this could be accomplished over the summer.

Chief Ramos informed the Board of additional change orders for the training room carpet and an additional stairway renovation for a total cost of \$14,000.

9. Fire Sprinkler Saves

Chief Gosselin shared photos from two apartment fires that were extinguished by a fire sprinkler with minimal damage. Chief Ramos added that apartment buildings are the biggest risk for loss of life. All apartment buildings built today have fire sprinkler systems. Director Murphy noted that Northglenn will celebrate National Night Out in two parks, which may be a good spot for a

fire sprinkler demonstration. Chief Gosselin offered to look into this.

Director Long thinks this information should be presented as a Study Session to both City Councils for awareness of the importance of fire sprinklers.

H. 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 51180 through 51335 and online Bill Pay 2021-22 through 2021-32 for a net total of \$873,065.68.
 - b) Approval of minutes from the March 16, 2021 regular District Board meeting.
2. A MOTION TO APPROVE CERTIFIED RESOLUTION #NM21-002, APPROVING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2020, FOR THE PURPOSE OF INCREASING APPROPRIATIONS TO MEET EXPENDITURES FOR THE DEBT SERVICE FUND AND DEBT SERVICE FUND – C.O.P. WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE INTERGOVERNMENTAL AGREEMENT FOR EMERGENCY SERVICES AUTOMATIC AID WITH MOUNTAIN VIEW FIRE PROTECTION DISTRICT WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

I. Attorneys' Report

Attorney Ross stated that he had submitted a written report. He has been reviewing contracts for the District. He noted that he thinks the Medical Director Agreement has been completed. Chief Bybee agreed that there has been closure on this Agreement.

Director Long asked if he would share the Medical Director Agreement with the Board. Attorney Ross replied that he would share this once it is executed.

Attorney Ross updated the Board on recent legislation, including a bill that was signed by the governor that would allow for email communication between Board members. President Miller asked Attorney Ross to send this bill to the Board.

J. Public Comment

Ms. Ashley Witkovich, City Councilperson from Northglenn, noted that she heard Director Long talk about a possible presentation at City Council regarding the importance of fire sprinklers. She enjoyed the presentation by the Training Division. She thanked the District for their work at a fire on April 7. She noted that there would not be citywide fireworks this year for 4th of July, and the

City would be enforcing their fireworks policy in neighborhoods. President Miller thanked Ms. Witkovich for participating in the meeting. Chief Ramos noted that Northglenn Police Department did a great job last year enforcing fireworks violations.

K. Directors' Reports

Director Long complimented Staff Reports from tonight.

Director Murphy enjoyed the presentation from the Training Division and to learn about the fire sprinkler saves.

Director Nielsen had attended his first Broomfield Urban Renewal Authority (BURA) meeting as a representative for Special Districts. He suggested asking the City and County of Broomfield to give a similar presentation to the Board to see what's coming at Baseline.

Director Billera enjoyed the fire sprinkler saves presentation. He was impressed by the amount of training the District undertakes.

President Miller thanked Chief Anderson for getting a plan together for the Station 62 parking lot repairs. He complimented the expertise of the training staff.

L. Executive Session

A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 7:26 P.M. PURSUANT TO C.R.S. § 24-6-402(4)(b) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING THE STATION 61 CONTRACT NEGOTIATIONS AND SELECTION OF CONTRACTOR AND TO DISCUSS THE WATERLINE REIMBURSEMENT PROJECT. THE MOTION PASSED UNANIMOUSLY.

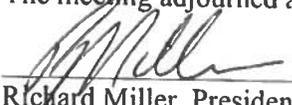
Attorney Ross certified for the record that Executive Session will constitute privileged attorney-client communications and will not be recorded.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 8:20 P.M. THE MOTION PASSED UNANIMOUSLY.

M. Recess/Adjournment

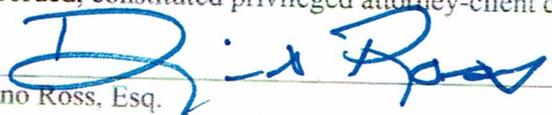
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:23 p.m.

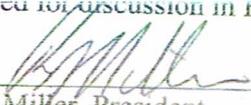

Richard Miller, President


Jenni Murphy, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.


Dino Koss, 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).


Richard Miller, President