

**MINUTES  
BOARD OF DIRECTORS REGULAR MEETING  
NORTH METRO FIRE RESCUE DISTRICT  
ADMINISTRATIVE HEADQUARTERS  
101 SPADER WAY, BROOMFIELD, CO 80020**

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

Date: August 17, 2021

**BOARD MEMBERS PRESENT:**

Richard Miller, President  
Tim Long, Treasurer  
Jenni Murphy, Secretary  
Peter Billera, Vice President

**EXCUSED:**

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

**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 Director Billera**

**C. Additions/Deletions to Agenda**

Chief Anderson noted that there were no additions or deletions to the agenda. Chief Ramos was attending the meeting virtually.

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

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

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

None.

## **E. Presentations**

### **1. Recognition of 2021 promotions**

Chief Anderson introduced employees who were promoted during the COVID-19 pandemic and who were not able to be sworn in during a Board meeting.

Rob Morris – promoted to Battalion Chief on January 1, 2021

Jason Crownover – promoted to Captain on January 1, 2021

Mike Dawson – promoted to SAM Lieutenant on January 1, 2021

Matt Gintzler – promoted to Lieutenant on May 1, 2021

Chris O’Leary – promoted to Engineer on September 16, 2020

Craig Talbot – promoted to Engineer on January 1, 2021 (announced but not present)

The Board congratulated the promoted employees.

### **2. SCBA Demonstration**

Chief Bybee introduced Captain Jason Crownover to talk about the SCBA (self-contained breathing apparatus) program. He is respected throughout the region as an expert. Capt. Crownover demonstrated the new face pieces and discussed the new bone speaker technology. He compared the SCBA air pack purchased in 2010. Capt. Crownover thanked the Board for being progressive in purchasing the new technology. Director Billera asked about the quality of the radio traffic. Capt. Crownover replied that transmission is very good. They are still in the testing phase and tinkering with the settings. Director Billera asked about buddy breathing. Capt. Crownover replied that there is about six feet to buddy breathe. There is also a Rapid Intervention Crew bag with an air cylinder.

## **F. Staff Reports**

### **1. Public Information Officer Presentation**

PIO Farris shared recent media exposures, including the National Night Out events in Northglenn and Broomfield. There were articles about Golden Triangle Construction’s upcoming projects, highlighting the Station 61 rebuild. The District was included in the announcement of a north area grant to replace Knox boxes with digital cores. The District received an award from Employer Support of the Guard and Reserve. Upcoming events include 9/11 Memorial Ceremony and Broomfield Days.

### **2. July 31, 2021 YTD Financial Statements – General Fund**

Chief Financial Officer (CFO) Willis reviewed financial statements for the month ending July 31, 2021. Several revenue accounts are over budget such as Specific Ownership Tax, Medic Transport Revenue and Tax Increment Financing. Director Long asked about Wildland Revenue. CFO Willis replied that August will have large Wildland overtime expenses and corresponding revenue. Director Murphy asked if the District is transporting more patients which increased the revenue. CFO Willis replied that there are many factors affecting this revenue, including the quantity of calls, type of calls, and what kind of insurance patients have. Emergency Services overtime is high and is expected to continue at a high level. She plans to share an analysis of overtime compared to reduced salaries when she presents the quarterly financials for September. Training overtime is high this month for the assessment center for paramedics. President Miller asked if CFO Willis anticipates being under budget for the year in the Training division. CFO Willis thinks

the District will be under budget but not by a lot. Fuel will probably be over budget this year.

3. Absence Reserve Funding Philosophy

CFO Willis explained the history of the absence reserve fund which was created to give stability. She reviewed a few charts describing recent fund balances and liabilities. She noted a change in the new Collective Bargaining Agreement that decreased the sick leave liability by \$500,000. The District has been contributing \$210,000 each year, and she is recommending increasing the annual contribution to \$290,000 in order keep the fund liquid. The Board will consider approving this transfer amount in the budget process in December. Director Long complimented CFO Willis on her charts and analysis. CFO Willis noted that when union members leave, their sick leave balance is transferred to a Post-Employment Health Plan.

4. Fire Prevention Week

PIO Farris noted that Fire Prevention Week is October 2-9 this year. The District will host an outdoor event in Northglenn with different stations based on the theme, Learn the Sounds of Fire Safety.

5. Fallen Firefighters Memorial Weekend

Chief Anderson discussed the Resolution honoring the Memorial Weekend in Maryland. The Colorado Memorial and the IAFF ceremonies are both postponed or cancelled this year.

Director Long asked about the 9/11 Ceremony. PIO Farris replied that the District will host an outdoor ceremony with multiple speakers. There will be a temporary wall to share mementos. There is also a screening of a 9/11 documentary on September 8.

6. Station 61 Rebuild

Chief Anderson noted that the construction of the temporary site next to headquarters will begin next week. The trailer and tent will arrive in September. Once the crew moves out after Broomfield Days, asbestos removal will begin. He is still working on the brick wall art and will bring an improved rendering to the Board soon. President Miller asked if the District would advertise the destruction date to the community. Chief Anderson offered to follow up on this topic. Director Long asked if the District owns the land for the temporary site. Chief Anderson replied that this land belongs to the City and County of Broomfield, and the site will be returned to its original condition once the trailer is removed. It is possible that the City would allow the District to convert this space to additional parking after the project. The parking space for the engine is concrete, and the other areas will be recycled asphalt.

7. Station 62 Remodel

Chief Anderson noted that there are a few warranty and punch list items remaining at Station 62. The trailer will be moved to headquarters soon. Once the trailer has been removed, he will look at the back parking lot repairs. He noted that the District is waiting to hold the community open house until the COVID pandemic is under control. He invited the Board for a tour at their convenience.

8. News and Other Project Updates

Chief Anderson discussed septic systems at Stations 66, 67 and the Training Center. He is working with representatives with the Cities of Broomfield and Northglenn. At Station 66, there are facilities being built to the north of the station in 2022. He is working with both cities to remove

water from the Training Center to the Northglenn water treatment facility. For Station 67, there is conduit under Northwest Parkway to eventually connect to the nearby apartments.

**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 51744 through 51904 and online Bill Pay 2021-60 through 2021-61 and 2021-63 through 2021-67 for a net total of \$540,311.92.
  - b) Approval of minutes from the July 20, 2021 regular district board meeting.
2. A MOTION TO APPROVE RESOLUTION #NM21-003 – NATIONAL FIRE PREVENTION WEEK WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE RESOLUTION #NM21-004 – FALLEN FIREFIGHTERS MEMORIAL WEEKEND WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

**H. Attorneys' Report**

Attorney Ross stated that he had submitted a written report. He had reviewed contracts for the temporary site for Station 61. He noted that his earlier recommendation was not to mandate COVID-19 vaccinations for employees, due to the Emergency Use Authorization by the FDA. The DOJ is now stating that employers may require vaccination for COVID-19.

President Miller asked about the legal advisement on Ketamine. He asked about the changes to District practices. Chief Daugherty responded that the District carried Ketamine for sedation and for pain management in different volumes. The sedation volume has been pulled. He has worked on education for different drugs for delirium.

**I. Public Comment**

Ms. Ashley Witkovich, City Councilperson from Northglenn, congratulated the promoted employees. She announced that she will be participating in a community listening session concerning community policing on August 24. She plugged the Pirate Fest which would take place September 17 and 18 in Northglenn.

**J. Directors' Reports**

Director Long was impressed by the quality of the promoted employees. He complimented CFO Willis for her presentation.

Director Billera enjoyed seeing the promoted employees. He complimented the sophistication of the calculations that CFO Willis presented.

Director Murphy observed that staff seem to be in their perfect position at the fire department. She enjoyed the SCBA demonstration.

President Miller noted that he had attended the recent retirement party. He appreciated Local 2203 sponsoring the party.

**K. Executive Session**

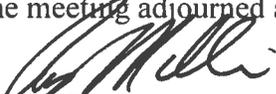
A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 5:53 P.M. PURSUANT TO C.R.S. § 24-6-402(4)(f) TO DISCUSS MATTERS REGARDING THE HIRING OF A NEW HUMAN RESOURCES MANAGER. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 6:43 P.M. THE MOTION PASSED UNANIMOUSLY.

**L. Recess/Adjournment**

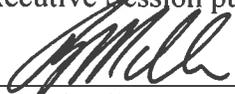
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 6:46 p.m.

  
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Richard Miller, President

  
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Jenni Murphy, Secretary

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4) (f).

  
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Richard Miller, President