

**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: September 21, 2021

**BOARD MEMBERS PRESENT:**

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

**STAFF PRESENT:**

David Anderson, Deputy Chief, Support Services  
Jeff Bybee, Deputy Chief, Operations  
Lisa Willis, Chief Financial Officer  
Steve Gosselin, Division Chief, Fire Prevention  
Sara Farris, Public Information Officer

**EXCUSED:**

Robert Nielsen, Asst. Secretary

**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 Bybee noted that there were no additions or deletions to the agenda.

A MOTION TO EXCUSE THE ABSENCE OF DIRECTOR NIELSEN FROM THE BOARD MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR LONG. 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. Introduce Vince Mennell, new Facilities Maintenance Manager**

Chief Anderson introduced Vince Mennell, new Facilities Maintenance Manager who recently worked for Haynes Mechanical. Vince is a US Army veteran. He has jumped into projects quickly. The Board welcomed Vince to North Metro Fire.

### **2. 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.

Mark Daugherty – promoted to Battalion Chief on January 1, 2021

Matt O’Leary – promoted to Battalion Chief on January 1, 2021 (announced but not present)

John Daugherty – promoted to Captain on January 1, 2021 (announced but not present)

Chris Devine – promoted to Captain on January 1, 2021

Jeremy Black – promoted to SAM Lieutenant on January 1, 2021

Josh Deuto – promoted to Lieutenant on January 1, 2021

Ed Feeley – promoted to Lieutenant on August 16, 2020

The Board congratulated the promoted employees.

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

The Board recessed for a demonstration of the District’s new Aircraft Rescue and Fire Fighting truck (ARFF). No District business was conducted while the Board was outside the Board room inspecting the new truck.

President Miller called the meeting back to order.

### **3. Colorado Task Force 1 Deployment**

Chief Bybee introduced Lieutenant Harold Osborn to talk about his recent deployment with Colorado Task Force 1 during Hurricane Ida. There are seven North Metro firefighters on this team. Only Lt. Osborn was deployed for this disaster response.

Lt. Osborn served as a Class A driver and Logistics Specialist for the deployment to New Orleans, Louisiana. He shared photos and stories from his time on the deployment.

## **F. Staff Reports**

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

PIO Farris shared recent media exposures, including the 9/11 Memorial Ceremony. She discussed various media stories that aired on local television before and after the ceremony. She recommended that the Board should seek out a viewing of the documentary, Finding Daylight. The District had participated in Broomfield Days and will soon participate in the Northglenn Bike Rodeo and grand opening of the Northglenn Recreation Center.

Director Murphy enjoyed listening to the 9/11 Ceremony and appreciated learning the history of the memorial and the City of Northglenn's involvement.

2. SAFER grant

Chief Bybee announced that the District was awarded a 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant, run by FEMA. The District secured \$3.3 million to hire up to nine firefighters. Chief Ramos will report more to the Board at the October Board meeting. He thanked CFO Willis, retired Lt. Eulberg and Capt. Ross Riley who contributed greatly to the grant application.

3. August 31, 2021 YTD Financial Statements – General Fund

Chief Financial Officer (CFO) Willis reviewed financial statements for the month ending August 31, 2021. She noted that Specific Ownership Tax revenue continues to exceed the amount projected in the 2021 budget. This is the use tax paid for vehicle registration. She had projected Emergency Services Overtime for the rest of the year, compared to the shortage in Emergency Services wages. She predicts this account will be net \$220,000 over budget by the end of the year. Director Billera asked why the Emergency Services Overtime was so high. CFO Willis noted that there have been many factors including a number of injuries, on and off the job, two firefighters attended paramedic school and a few rookies did not complete the 2020 Academy. Chief Bybee added that it's the duration of injuries that has affected the overtime this year. CFO Willis noted that Fire Prevention is in the process of scanning old plans in order to make space in the storage room. The District spent an extra \$10,000 this year and will spend more in future years to complete this scanning project. CFO Willis thinks the District will be over budget on fuel this year.

4. 2021 Property Tax Assessment for revenue collection in 2022

CFO Willis discussed the preliminary property tax revenue estimates for 2022. Net revenue for 2022 is estimated to be \$1.8 million higher than 2021. She reviewed a breakdown by county. CFO Willis compared her original 2022 projections to the preliminary assessments. She mentioned the item on the ballot, Proposition 120, which would change the assessment rate for some categories of taxable property. She will make further changes to her projections after the November election results are announced.

5. Medicaid Supplemental Reimbursement

CFO Willis announced that the District would receive \$2,031,000 as supplemental reimbursement for Medicaid transports. She explained how this calculation was determined. President Miller asked from where this reimbursement came. CFO Willis replied that the reimbursement is in the federal budget, supported by the Department of Healthcare Policy and Financing. There is no end point at this time. She is not including this in her projections. Director Murphy asked if there is a similar program with Medicare. CFO Willis replied that there are Medicare contracted rates for transports. Some of that rate is paid by Medicare, and some is paid by the patient. For Medicaid, the contracted rates are much lower, and the patient does not pay at all.

6. 2022 Budget Process

CFO Willis reviewed preliminary budgets for some of the District's funds. For the Old Hire Pension Plan, she anticipates a transfer from the General Fund of \$500,000 to decrease the unfunded liability. This fund will undergo an Actuarial Valuation as of December 31, 2021. For the Ambulance Membership Fund, CFO Willis does not anticipate an increase in membership fees in 2022.

For the Compensated Absence Reserve Fund, the transfer from the General Fund has been increased to \$290,000 for 2022.

CFO Willis reviewed the proposed 2022 budget for the Debt Service, C.O.P Debt Service and Mutual Aid Trust funds.

Director Long asked how the SAFER Grant revenue would be represented in the budget. CFO Willis noted that this will show as grant revenue, and the personnel and benefit expenses will be recorded with all personnel and benefit expenses.

7. Station 61 Construction Project Update

Chief Anderson noted that the tent structure for the engine had been erected next to HQ, and the trailer would arrive next week. The firefighters would move into the trailer in early October, and asbestos abatement would begin at Station 61. The construction would begin in November.

President Miller would like to know the date of demolition.

Director Long asked about the firefighter gear and where it will be stored. Chief Anderson replied that there will be a Conex container on site for storage of items such as bunker gear as well as lockers in the trailer for personal items. The medic unit will be housed at Station 65.

8. News and Other Project Updates

Chief Bybee shared that the new engine 65 was on its way from Wisconsin to Denver when it was struck in the rear and sustained minor damage to the bumper. He is working with legal counsel and the dealer to develop an appropriate solution for repair. This vehicle is now estimated to be ready for service in January. Engine 66 was received and is about ready to be in service. President Miller noted that the District does not yet own the damaged engine so the repairs are not the District's responsibility.

Chief Bybee shared that he has hired a new mechanic, Nick Westerhoff.

Chief Bybee announced that Dick O'Grady, former North Metro Fire Board member, passed away last week.

**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 51905 through 52074 and online Bill Pay 2021-68 through 2021-76 for a net total of \$607,979.38. Voided check: 52025.
  - b) Approval of minutes from the August 17, 2021 regular district board meeting.

**H. Attorneys' Report**

None.

**I. Public Comment**

None.

**J. Directors' Reports**

Director Long appreciated attending the 9/11 Memorial Ceremony. He was impressed with the newly promoted employees. He feels challenged to be worthy of representing the District. He is thrilled with the SAFER grant. He thanked Ms. Brown for the accommodations at Keystone for the SDA conference. He was impressed with the presentations at the conference this year. He was also impressed with the District's involvement with Colorado Task Force 1 in Louisiana.

Director Billera enjoyed hearing from the newly promoted employees. He congratulated CFO Willis and all who worked on the SAFER grant application. He also commended CFO Willis on her 17-year anniversary as a fire district employee. He thanked Ms. Brown for coordinating travel arrangements for the SDA conference.

Director Murphy noted that her son enlisted in the Army after 9/11. She was happy to celebrate the SAFER grant and the promotions. She enjoyed the presentation on the Colorado Task Force 1 activities in Louisiana.

President Miller echoed Director Long's comment on being worthy. He endorses continuing the practice of promoted employees speaking at Board meetings. He is looking forward to more budget presentations.

CFO Willis asked the Board to change the budget notes threshold to 10% and \$10,000 changed items. The Board agreed to this change.

**K. Executive Session**

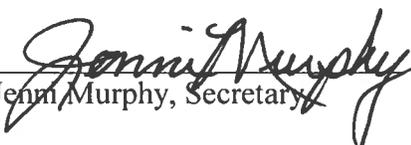
None.

**L. 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 6:23 p.m.

  
Richard Miller, President

  
Jenni Murphy, Secretary