

**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: February 15, 2022

BOARD MEMBERS PRESENT:

Richard Miller, President
Tim Long, Treasurer
Jenni Murphy, Secretary
Peter Billera, Vice President
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
Mark Daugherty, EMS Chief
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, Public Information Officer
Amy Collins, Human Resources Manager

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 by Director Nielsen

C. Additions/Deletions to Agenda

Chief Bybee noted that there would not be an Executive Session at the meeting.

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

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Operations Division Year-End Recap

Chief Bybee reviewed the activities of the Operations Division in 2021. He noted that 2021 had the highest call volume in the District's history, surpassing 13,000 calls. He reviewed call types, calls by station, and first unit on scene total response times.

There was a discussion of the response times. Chief Bybee is looking to shorten the response times, as the District works through the Accreditation process.

Chief Bybee discussed staffing improvements, including the addition of an extra Battalion Chief and a Safety and Medical (SAM) lieutenant to each shift. He thanked the Board for authorizing these positions.

Chief Bybee reviewed capital investments, including two new engines, two new medic units and improved air packs. He discussed regional cooperation and regional operations projects.

Chief Bybee highlighted Captain Matt Horan and Business Analyst Mike Binder as two of his key contributors of the year. They have been working on data collection and analysis related to Accreditation. Other key contributors include Captain Jason Crownover and Lieutenant Jeremy Black. Captain Crownover has been in charge of the self-contained breathing apparatus program. Lieutenant Black has been noticed for his leadership as a SAM lieutenant and Union President.

Chief Daugherty reviewed the Emergency Services section. He discussed the roles and responsibilities of the three SAM lieutenants. He talked about the three paramedic students from 2021. He confirmed that the District plans to send up to three more firefighters to paramedic school in 2022. Chief Daugherty highlighted an award from Children's Hospital Colorado for commitment to pediatric emergency care. He discussed the EMS academy, which took place for two weeks after the fall academy.

Director Murphy enjoyed the remarkable presentation.

President Miller commented on the budget issues that the Board approved. He is pleased that these improved programs are working.

Director Long thanked all involved in Emergency Services.

F. Staff Reports

1. PIO Presentation

PIO Farris reviewed recent media clips including Station 65's new engine and the call for nominations for Board of Director candidates. She is working on the annual report and hopes to publish this in March. She invited the Board to a going away party for Life Safety Educator Sasha Story whose last day is Friday.

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

CFO Willis reviewed the internal year-end financials for 2021. The auditors would be reviewing the District's accounts next week.

President Miller commented that the amount the salaries were under budget is almost equal to the overtime overage. CFO Willis added that benefits were also lower due to the lower salaries.

Director Nielsen asked if all bills had been paid for the Marshall Fire. CFO Willis replied that overtime had been paid, and expenses for equipment had been accrued in 2021. The replacement equipment has been ordered but not paid for. Director Nielsen asked if the District had been reimbursed yet. CFO Willis responded that the District would be reimbursed after the final replacement invoices have been paid by the District. CFO Willis anticipates 100% reimbursement for this fire from the State. Chief Ramos agreed that he is hopeful that the District receives full reimbursement, but it is a wait and see situation.

CFO Willis reviewed the District's other funds, including Old Hire Pension, Capital Improvements, Ambulance Membership, Debt Service, Debt Service C.O.P., Absence Reserve and Mutual Aid Trust.

3. 2006 General Obligation Bonds

CFO Willis noted that she and Chief Ramos had talked recently with bond counsel, Tom Pelz, regarding the bond mill levy. She anticipates being able to pay the bonds off earlier than their expected maturation in 2025. CFO Willis reviewed a chart with projections for the next four years. She projects that the mill levy could be reduced from 1.4 to 0.31 in 2024, which is good news for taxpayers. She is bringing this to the Board now because this is something to consider before going to the taxpayers to either keep this mill levy or increase the mill levy in the future.

Chief Ramos noted that there will be a follow-up presentation in the near future with more detailed financial projections. He does not have a request of the Board at this time but wanted to provide the education.

Director Long congratulated CFO Willis on this projection snapshot.

4. Station 61 Construction

Chief Anderson noted that the Station 61 project is moving forward with anticipated completion in September. He is pleased with the relationship with the contractor. The foundation walls are complete along with underground plumbing and electrical.

Director Billera noted that when he has driven by the site, the contractors are always working.

Director Murphy asked how the crew is surviving in the trailer in winter weather. Chief Anderson noted that they are doing well. Recently, the District installed security cameras on all sides of the trailer and the tent.

5. News and Other Project Updates

Chief Ramos informed the Board that the CAD-to-CAD project go live date for ADCOM,

Thornton and Westminster is still set for April 5. Progress is being made in Broomfield.

Chief Ramos discussed future Station 68. He has been working with Rocky Mountain Metropolitan Airport and architects on a site selection survey. He shared a map of the area and indicated where he anticipates locating the new station. He will work to develop an IGA with Jefferson County and will bring this to the Board at a future meeting.

Director Long asked if there would be additional construction to the landing strips. Chief Ramos noted that this is unknown as the airport is still in talks about the future development.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 52671 through 52785 and online Bill Pay 2022-06 through 2022-10 for a net total of \$603,566.59.
 - b) Approval of minutes from the January 18, 2022, regular District Board meeting.

H. Attorneys' Report

Attorney Ross had provided a written report to the Board. He had assisted with recent contracts and the Board of Directors election. He reviewed the new legislative tracker that was provided to the Board.

I. Public Comment

President Miller announced that Becky Brown, Council Member from Northglenn, could not attend the meeting due to illness.

Mr. David Feineman from Skyestone neighborhood commented on a new road that would need to be built to access the new fire station near the airport. Mr. Feineman asked if the Boulder County fire departments are willing to join the CAD-to-CAD project.

Chief Ramos replied that the road near the airport will be a good solution for the fire district. He noted that the CAD-to-CAD project is regional, and there has been interest to include Boulder County, however Boulder County Agencies are looking to join other CADs in Boulder County before joining the Adams and Broomfield Counties CAD.

Mr. Feineman asked about response times that were presented earlier. Chief Ramos replied that the performance measures were presented according to NFPA 1710 standard. Ninety percent of calls are handled under the seven-minute travel time. These calls are blended for urban and rural areas. His goal is a four-minute travel time.

J. Directors' Reports

Director Nielsen asked if Station 64 would be a polling place for this election. CFO Willis replied that Station 64 would be used as a polling place in May.

Director Long is happy that the District is paying more attention to EMS calls. He is looking forward to Marshall Fire presentations. Chief Ramos confirmed that the District had recently presented to the Northglenn Rotary and would be presenting to Northglenn City Council in May. Director Long felt that former Broomfield Police Chief Tom Deland was a true friend and supporter of the District. He will be dearly missed. Next month, Director Long would like to add a topic to the Executive Session to request legal advice on Director fiduciary duty.

Director Billera noted that he and President Miller had attended Chief Deland's funeral. He thanked Senior Staff for identifying the needs and creating new positions that improved services to the citizens.

Director Murphy congratulated the 2021 top contributors from Chief Bybee's presentation.

President Miller appreciated the financial review by CFO Willis. He stated that the Board's primary fiduciary responsibility is to make sure the money is well spent.

K. Executive Session

None.

L. Recess/Adjournment

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

The meeting adjourned at 6:31 p.m.


Richard Miller, President


Jenni Murphy, Secretary