

**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: April 19, 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  
David Waller, Deputy Fire Marshal  
Sara Farris, Public Information Officer

**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 Billera**

**C. Additions/Deletions to Agenda**

Chief Ramos requested to add a topic about future Board meetings under Staff Reports.

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)**

Mr. Dave Feineman from the Skyestone neighborhood asked why the supplemental budgets need more money so early in the year.

**E. Staff Reports**

1. 2023-2025 Collective Bargaining Agreement

Chief Ramos announced that IAFF Local 2203 and the District’s negotiating team had reached a tentative agreement for a three-year contract beginning January 1, 2023. Chief Ramos expressed his belief that the proposed agreement fell within the parameters and direction provided by the Board to its negotiators, including the Board’s preference for a three-year agreement. The Chief reported that the negotiations process was respectful, productive and helped to further build upon a very positive labor-management working relationship.

Jeremy Black, President of Local 2203, addressed the Board, thanking management, the union negotiating team and the Board for negotiating a successful agreement. He announced that the union had ratified the 2023-2025 Collective Bargaining Agreement unanimously.

**F. Action Item**

1. A MOTION TO APPROVE THE 2023-2025 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE NORTH METRO FIRE RESCUE DISTRICT AND THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 2203 FOR A THREE-YEAR PERIOD – JANUARY 1, 2023 THROUGH DECEMBER 31, 2025 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

The Board and President Black signed the Agreement.

**G. Public Hearing – 2021 Supplemental Budget**

President Miller opened the public hearing on the 2021 Supplemental Budget. CFO Willis noted that two funds, the Ambulance Membership and Compensated Absence Reserve Funds, required a Supplemental Budget for 2021. A Supplemental Budget is only needed when the total expenditures exceed the budgeted expenditures by Fund. The expenses for the Ambulance Membership Fund exceeded the original Budget by about \$5,000, due to increased costs for member transports. The expenses for the Compensated Absence Reserve Fund exceeded the original Budget by \$45,000 due to unexpected separations requiring sick and vacation leave payouts. She recommended that the Board approve the Resolution adopting the Supplemental Budget.

**H. Presentation**

1. Fire Prevention Division Year End Recap

Deputy Fire Marshal David Waller reviewed the activities of the Fire Prevention Division for 2021. He reviewed annual turnaround time for plan reviews since 2004. He discussed significant new construction projects. He shared components of the Knox e-key program. All existing Knox boxes in the District are being retrofitted with new eCores. The business inspection program is being revamped so that higher risk buildings would have more frequent inspections. Mr. Waller reviewed a few businesses that required code enforcement. The Compliance Engine was implemented in April 2020 and has provided the District with statistics of compliant and deficient systems. Mr. Waller reviewed fire investigation activities and standout fires from 2021. He

finished by discussing projects under construction in 2022.

**I. Staff Reports (continued)**

**2. PIO Report**

PIO Farris reviewed recent media exposures including a small fire at the oil and gas pad in Broomfield. There was a fatality at a home fire in Northglenn and an article on the potential new fire station near the airport. There was also a house fire in Broomfield with three injured family members. PIO Farris is working on public education surrounding red flag days and potential grass fires. There was a news story on the new CAD-to-CAD hub launch. PIO Farris had published information about candidates for the Board of Directors Election on the website and with local papers. PIO Farris reviewed community engagement, including CPR classes and reunion between a crew and a cardiac patient as well as crews with some Louisville residents whose homes were saved during the Marshall Fire.

**3. March 31, 2022, YTD Financial Statements – All Funds**

CFO Willis reviewed the financials for All Funds for the quarter ending March 31, 2022.

Director Long asked about the interest income for the Capital Improvements Fund. CFO Willis replied that the interest had increased at CSAFE.

**4. Annual Comprehensive Financial Report (ACFR)**

CFO Willis introduced a new report that she would be filing for 2021. The Annual Comprehensive Financial Report will include the audited financial statements and statistical data with history over 10 years. The audit report will be presented at the June Board meeting. The Annual Comprehensive Financial Report will be presented at the July Board meeting. The goal is to file the new report with the State by July 31, 2022.

Director Long asked who is the audience for this new report. CFO Willis replied that this report will be beneficial to citizens to understand the District's financial status. This report will also offer a greater level of transparency.

**5. 2023-2025 Benefit Summary and Pay Plan for Administrative Employees**

Chief Ramos noted that this Benefit Summary was updated in parallel with the Collective Bargaining Agreement. Administrative employees were included in the Salary Survey. There are a few administrative positions that lag the market and received both cost of living adjustment and market adjustment.

**6. Station 61 Rebuild**

Chief Anderson shared updates and photos of the current state of construction at Station 61. He described the City's underground utility vault that is now on the Station's property. Since the grade was lowered, the District had to replace the vault.

Director Long asked why additional screening was added to the rooftop HVAC units at an additional cost. Chief Ramos replied that the City had approved architectural drawings. Adding the screening was discovered afterward as a benefit to the neighbors. The completion date is still end of September.

Director Billera asked to see a complete list of change orders so far. Chief Ramos agreed to bring change order costs to date to the next Board meeting. He noted that the total is well within budget at this time.

7. Future Board Meetings

Chief Ramos asked the Board if they are ready to go back to business as usual and eliminate hybrid Board meetings. This would be in person only Board meetings. The Board could decide to return to hybrid meetings if things change with the pandemic.

A MOTION TO HAVE PUBLIC BOARD MEETINGS COMPLETELY IN A PHYSICAL LOCATION WHERE APPROPRIATE BEGINNING IN MAY 2022 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

8. News and Other Project Updates

Chief Ramos informed the Board that the first partial go live of the CAD-to-CAD project launched on April 5. This project has been at least 10 years in process. The first CADs to connect are ADCOM and Thornton, which joins five fire departments: North Metro Fire, Thornton, Adams County, South Adams County and Brighton. Broomfield and Westminster dispatch are targeted to connect in early June.

Chief Ramos invited the Board to attend the Colorado Fallen Firefighters Memorial service on May 7. North Metro firefighter Craig Moilanen will be added to the wall this year.

**J. Action Items (continued)**

2. 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 52928 through 53106 and online Bill Pay 2022-24 through 2022-32 for a net total of \$768,800.68. Voided checks: 53045 and 53096.

b) Approval of minutes from the March 15, 2022 regular district board meeting.

c) Approval of minutes from the March 17, 2022 special district board meeting.

3. A MOTION TO APPROVE CERTIFIED RESOLUTION #NM22-003, APPROVING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021, FOR THE PURPOSE OF INCREASING APPROPRIATIONS TO MEET EXPENDITURES FOR THE AMBULANCE MEMBERSHIP FUND AND THE COMPENSATED ABSENCE RESERVE FUND WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

**K. Attorneys' Report**

Attorney Ross had provided a written report to the Board. He would be working on exclusions in the City of Thornton. Westminster has some cleanup for the exclusions approved by the Board last year as the City used incorrect legal descriptions.

President Miller asked about firefighters testifying in court on their day off. Chief Ramos confirmed that firefighters are paid a minimum of two hours of overtime when required to appear in court for work-related cases.

**L. Public Comment**

Mr. Dave Feineman enjoyed the Fire Prevention presentation. He asked about the risk of buildings under the flight path of the airport with combustible materials inside.

Chief Ramos replied that the design of the safety features of buildings with hazards mitigates risk. Mr. Feineman would like a more detailed response.

**M. Directors' Reports**

Director Murphy was pleased with the 100% vote by Local 2203. She enjoyed the Fire Prevention presentation.

Director Billera complimented Chief Ramos on the Collective Bargaining Agreement and the positive labor-management relationship. It was nice to see the initial rollout of the CAD-to-CAD hub.

Director Long thanked Chief Anderson for the Station 61 construction report. He complimented Chief Ramos on the CAD-to-CAD project. He was pleased with the Collective Bargaining Agreement. He complimented Mr. Waller on his extracurricular efforts. He asked to address in Executive Session the standards with respect to public comment during the Board meeting.

Director Nielsen agreed with Director Long to discuss public comment in Executive Session.

President Miller appreciated the three-year Collective Bargaining Agreement. He also liked the Fire Prevention update. He enjoys driving by Station 61 to see the construction updates. He agrees to a conversation on public comment during Board meetings.

**N. Executive Session**

A MOTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN TO GO INTO EXECUTIVE SESSION TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING PUBLIC COMMENT IN BOARD MEETINGS, BOARD DIRECTION REGARDING THE PROPOSED 2023-2025 ADMINISTRATIVE PAY PLAN AND RELATED PERSONNEL MATTERS, AND NEGOTIATIONS FOR THE ACQUISITION OF PROPERTY FOR THE CONSTRUCTION OF STATION 68 PURSUANT TO C.R.S. 24-6-402(A), (B), (E) AND (F). THE MOTION PASSED UNANIMOUSLY.

Attorney Ross certified for the record that the first part of Executive Session, where legal advice on public comment will be provided, 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 8:55 P.M. THE MOTION PASSED UNANIMOUSLY.

**O. Action Items (continued)**

- 4. A MOTION TO APPROVE THE 2023-2025 BENEFIT SUMMARY AND PAY PLAN FOR ADMINISTRATIVE EMPLOYEES FOR THE THREE-YEAR PERIOD – JANUARY 1, 2023 THROUGH DECEMBER 31, 2025 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.

**P. Recess/Adjournment**

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

The meeting adjourned at 8:56 p.m.

  
Richard Miller, President

  
Jenni Murphy, Secretary

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

  
Dino Ross, Esq.

I hereby attest that the first part of Executive Session, which was not recorded, was confined to the topic authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).

  
Richard Miller, President