

**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. Information regarding public participation in the meeting was posted on the District's website at least 24-hours in advance.

Date: May 17, 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
Mark Daugherty, EMS Chief
Amy Collins, Human Resources Manager
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, Public Information Officer
Matt O'Leary, Battalion Chief
Debbie VanWansele, Training Center Coordinator
Jim Fisher, Director of Information Technology

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

None.

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

D. Public Comment (Agenda Items Only)

None.

E. Oaths of Office for Re-Elected Board Members

Director Nielsen administered the oaths of office to Richard Miller and Peter Billera.

F. Board Reorganization and Election of Board Officers

Attorney Ross noted that the Board could nominate a slate of officers or nominate by office. Director Long nominated the slate of current officers to remain in their positions for another year. Director Nielsen seconded this nomination. The Board passed the nomination of slate of officers unanimously.

G. Presentation

1. Training and Information Technology Year End Recap

Chief Anderson introduced the Training and Information Technology Teams and discussed their years of experience.

Debbie VanWanseele reviewed agencies who had trained at the Training Center this past year as well as statistics on the North Area Fire Academies.

Battalion Chief Matt O’Leary discussed black card oil and gas operations trainings as well as other Training Center courses and trainings that were offered last year.

Chief O’Leary discussed the burn facilities used by the Academies, including the Class A burn facility in Adams County.

Chief O’Leary displayed photos from an Active Shooter training at Holy Family High School. President Miller noticed that the firefighters were wearing tactical ballistic gear. Chief O’Leary confirmed that this tactical gear is on every engine and includes helmets, vests and mass violence care kits.

Director Long asked how the District decides what to train on next. Chief O’Leary replied that training is operational driven and incident driven with the operations chiefs and line personnel helping to define needs. He also stays on top of trends in the industry.

Jim Fisher, Director of Information Technology (IT), reviewed security functions of his area. He discussed the District’s migration to Office 365 and modern SharePoint. He reviewed Infrastructure updates. His future projects include Station 61 and Station 68 as well as new apparatus, ecommerce and frequent risk assessments.

Chief Anderson noted that resources are stretched thin in IT, and the District is using consultants for certain projects.

Director Murphy asked if it would be beneficial to build a Class A burn facility at the Training Center. Chief Anderson responded that it has been discussed, but is not being pursued at this time.

H. Staff Reports

1. PIO Presentation

PIO Farris reviewed media clips from the last month.

2. April 30, 2022, YTD Financial Statements – General Fund

CFO Willis was not present to discuss the financial statements. Chief Ramos offered to answer any questions. There were none.

3. Amendment to 2021-2022 Benefit Summary and Pay Plan for Administrative Employees

Chief Ramos reminded the Board that the 2023-2025 Benefit Summary and Pay Plan for Administrative Employees has a new feature for retirees including Medigap insurance, and the Board and staff had discussed modifying the 2021-2022 Benefit Summary and Pay Plan for Administrative Employees to add this benefit beginning June 1, 2022. The estimated cost to cover one employee in 2022 is \$4,000. Chief Ramos asked the Board to consider the action item to amend the 2021-2022 Benefit Summary and Pay Plan for Administrative Employees.

4. May 2022 Election Recap

Heather Brown provided a recap of the 2022 election results by location. The election is moving to odd years so there will be another Board of Directors' election in May 2023.

President Miller asked about the cost to run the election. Ms. Brown replied that a polling place election costs \$7,000. President Miller asked Attorney Ross about holding a mail ballot election. Attorney Ross replied that the District could move to a mail ballot election and mail a ballot to every registered voter and property owner in the District. Chief Ramos added that the cost for a mail ballot election is nearly \$100,000.

5. Station 61 Construction Project Update

Chief Anderson noted that construction is progressing well at Station 61. He reviewed the Change Order spreadsheet. He pointed out rejected change orders. The approved change orders total 19% of the contingency balance so far. Director Murphy asked how the District had rejected a change order for material price increase. Chief Anderson replied that there is a Guaranteed Maximum Price contract with no price escalations. Director Billera thanked Chief Anderson for the spreadsheet. Chief Anderson agreed to share this spreadsheet in the packet each month. President Miller asked where the biggest load of unforeseen change orders occur during a construction project – at the beginning or at the end. Chief Anderson replied that he has seen both but he feels comfortable that he will hit the budget on this project.

6. News and Other Project Updates

Chief Ramos discussed the CAD-to-CAD project and would bring a bigger update once Westminster and Broomfield go live in June. It has been successful so far between North Metro Fire, ADCOM fire agencies and Thornton. He is having conversations with Boulder County fire departments to discuss the potential of joining the hub.

I. 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 53107 through 53248 and online Bill Pay 2022-33 through 2022-43 for a net total of \$759,357.83.
 - b) Approval of minutes from the April 19, 2022 regular district board meeting.
2. A MOTION TO APPROVE THE AMENDMENT TO 2021-2022 BENEFIT SUMMARY AND PAY PLAN FOR ADMINISTRATIVE EMPLOYEES, EFFECTIVE JUNE 1, 2022 THROUGH DECEMBER 31, 2022 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

J. Attorneys' Report

Attorney Ross had provided a written report to the Board. He noted that there would be a public hearing for a land exclusion at the next meeting. He has been having difficulty getting the assistant attorney at the City of Westminster to correct the legal descriptions for excluded properties from last year.

Attorney Ross reviewed the Legislative Tracker. His firm tracked 21 bills that were approved by the General Assembly and are expected to be signed by the governor. There were 26 bills that were approved by the General Assembly, but it is unknown whether the governor will sign or veto. There were 19 bills that died. He commented on Senate Bill 238, which passed in seven days at the end of the session. This bill adjusts property assessment rates for 2023 and 2024. Fire Districts (and library and water and sanitation districts) will receive a backfill in 2024 for all or a portion of the revenue they lost on the reduced property taxes, depending on certain criteria set forth in the bill.

K. Public Comment

None.

L. Directors' Reports

Director Nielsen congratulated the two Board members who were re-elected.

Director Long also congratulated the winning Board members. He enjoyed the Training presentation and improvements over the past 10 years. He also thanked Mr. Fisher for his presentation on IT.

Director Murphy congratulated Directors Miller and Billera. She enjoyed the Training and IT updates.

Director Billera is honored to be re-elected. He complimented the Support Services Division. He is blown away by the Training.

President Miller was pleased to hear about the progress at Station 61. He enjoyed the Training and IT presentations. He complimented Ms. VanWanseele for managing the activities at the Training Center. He appreciated Mr. Fisher's efforts in cybersecurity. He thanked Ms. Brown for her work on the election. He thanked the citizens of the District for re-electing Director Billera and him to the Board.

M. Executive Session

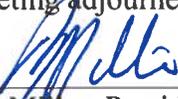
A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION TO DISCUSS SUCCESSION PLANNING FOR CHIEF LEVEL POSITIONS PURSUANT TO CRS 24-6-402(4)(F). THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN TO COME OUT OF EXECUTIVE SESSION AT 7:35 P.M. THE MOTION PASSED UNANIMOUSLY.

N. Recess/Adjournment

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

The meeting adjourned at 7:37 p.m.



Richard Miller, President



Jenni Murphy, Secretary

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



Richard Miller, President