

**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: July 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  
Jeff Bybee, Deputy Chief, Operations  
Lisa Willis, Chief Financial Officer  
Amy Collins, Human Resources Manager  
Steve Gosselin, Division Chief, Fire Prevention  
Mark Daugherty, EMS Chief  
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 Nielsen**

**C. Additions/Deletions to Agenda**

Chief Ramos requested to swap the order of the presentations so that the Marshall Fire presentation occurred before the Annual Comprehensive Financial Report presentation. He also requested a brief Executive Session to receive legal advice.

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. Introduce Tyler Whitehair, Facilities Maintenance Technician  
Vince Mennell, Facilities Maintenance Manager, introduced Tyler to the Board. His primary workspace will be the Training Center. Tyler is a journeyman electrician and is eager to join the North Metro Fire family.

2. Oath of Office for Battalion Chief Scott McCabe  
Chief Ramos administered the Oath of Office to Battalion Chief Scott McCabe. Chief McCabe's mother pinned his badge.

3. Marshall Fire – Lessons Learned  
Chief Bybee reviewed what the District had learned with respect to risk reduction and how to improve response capabilities. The Lessons Learned were in three areas: Communications, Operations, and Community Education and Mitigation. He reviewed actions taken by the District to address issues that were encountered including wildland urban interface (WUI) fire training. The District has also been very active in developing and delivering community education to reduce homeowner risk of WUI fires.

President Miller asked if the District is looking to buy additional brush trucks. Chief Bybee replied that the region is looking at acquiring more of this resource. After CAD-to-CAD is fully operational, the North Area fire departments will look at resource placement on a regional level, both equipment and personnel.

4. December 31, 2021, Annual Comprehensive Financial Report  
CFO Willis reviewed the District's first Annual Comprehensive Financial Report (ACFR) for 2021. The report offers transparency about the use of taxpayers' money and provides accurate and meaningful information concerning the District's financial condition and performance. This report will act as a report card for the District as to how it is managing the finances.

CFO Willis reviewed the Introductory Section first, including detailed organizational charts. She next discussed the Statistical Section, including the 20 schedules.

Director Billera called the report fascinating and an invaluable retrospective look.

Chief Ramos added that the ACFR's ten-year look back helps track District performance of the promises made to the citizens for a mill levy increase in 2014. Director Murphy also appreciates that the District upheld its promises to the community.

## **F. Staff Reports**

1. PIO Presentation  
PIO Farris reviewed media clips from a recent structure fire in Weld County that included puppy rescues. She reviewed social media statistics after posting the puppy rescue photos. She shared a media story celebrating National Wildland Firefighter Day and another one on the Tech Rescue Quarterly Training.

2. June 30, 2022, YTD Financial Statements – All Funds

President Miller asked if there were any questions on the June 30, 2022 financial statements. There were none.

3. First Amendment to Board Bylaws

President Miller discussed the need to amend the Board Bylaws to recognize City Council persons and best practices for expectations for public comment during a Board meeting. Attorney Ross offered advice to the Board and developed an amendment to the Board of Director Bylaws to provide consistency for public comment. The amendment also addressed two minor issues: virtual meetings and clarification of director term limits for appointments.

4. Medical Direction Update

EMS Chief Daugherty noted that Medical Direction was transferred to Drs. Foster and Roosa in November 2021. CQI Committee activity has been improved. Medical Directors are participating in ride alongs. He is requesting that the hours with the physicians in 2022 be increased by 25%. He is able to absorb this extra cost in the EMS budget.

5. Resuscitation Academy

Chief Daugherty has a goal to increase neurologically intact survival of cardiac arrests. He is looking to Seattle to learn how they have achieved higher rates of success. Chief Daugherty along with Drs. Foster and Roosa will attend a three-day course, Resuscitation Academy, in Seattle in October.

6. Discuss October Board Meeting Date

Chief Ramos noted that he would attend Fire Leadership Challenge in Keystone during the October Board meeting date. He would like to move this meeting to October 25.

A MOTION TO CHANGE THE OCTOBER BOARD MEETING DATE TO OCTOBER 25, 2022 WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

7. News and Other Project Updates

Chief Ramos discussed the CAD-to-CAD project, and he announced that three of the four dispatch agencies are live and working well. Broomfield continues to make progress and will hopefully be live in the next couple of months.

**G. Action Items**

1. 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 53406 through 53527 and online Bill Pay 2022-53 through 2022-60 for a net total of \$743,970.70.
- b) Approval of minutes from the June 21, 2022 regular District board meeting.

2. A MOTION TO ADOPT FIRST AMENDMENT TO BOARD OF DIRECTORS BYLAWS WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR 2021 WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

**H. Attorneys' Report**

Attorney Ross had provided a written report to the Board. He reviewed his recent activity with the District. He had researched shift trades and what happens when someone is unable to fulfill their end of the trade. He confirmed that current policy is good, which is that trades should stay between the two individuals.

**I. City Liaison Comment**

President Miller welcomed Rich Kondo, new Liaison from Northglenn City Council. Mr. Kondo shared his employment history and experience.

**J. Public Comment**

None.

**K. Directors' Reports**

The Directors shared their responses to the presentations.

President Miller informed the Board that he had been contacted by the Louisville Fire Board President to talk about mutual issues.

**L. Executive Session**

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION TO RECEIVE ADVICE OF LEGAL COUNSEL ON A PERSONNEL MATTER PURSUANT TO C.R.S. 24-6-402(4)(B) AND (F). THE MOTION PASSED UNANIMOUSLY.

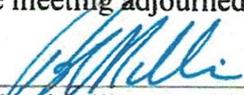
Attorney Ross certified for the record that the Executive Session, where legal advice on personnel matters will be provided, will constitute privileged attorney-client communications and will not be recorded.

A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR BILLERA TO COME OUT OF EXECUTIVE SESSION AT 7:46 P.M. THE MOTION PASSED UNANIMOUSLY.

**M. Recess/Adjournment**

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

The meeting adjourned at 7:48 p.m.

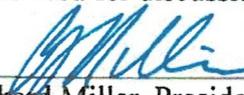
  
\_\_\_\_\_  
Richard Miller, President

  
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Jenni Murphy, Secretary

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

  
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Dino Ross, Esq.

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

  
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Richard Miller, President