

**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: April 18, 2023

**BOARD MEMBERS PRESENT:**

Richard Miller, President  
Peter Billera, Vice President  
Tim Long, Treasurer  
Jenni Murphy, Secretary  
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  
Matt Horan, Planning Chief  
Amy Collins, Human Resources Manager

**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 Long**

**C. Additions/Deletions to Agenda**

None.

**D. Approve Agenda**

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

**E. Public Comment (Agenda Items Only)**

None.

## **F. Presentations**

### **1. Oath of Office – Josh Manson, Paramedic**

Chief Daugherty introduced Josh Manson, who had recently finished paramedic school. Chief Ramos administered the oath of office to Paramedic Manson. His wife pinned his badge.

### **2. Oath of Office – Chris Iverson, Engineer**

Chief Bybee introduced Chris Iverson who was recently promoted to Engineer. Chief Ramos administered the oath of office to Engineer Iverson. His wife pinned his badge.

### **3. Oath of Office – Paul Strongwater, EMS Lieutenant**

Chief Daugherty introduced Paul Strongwater who was recently promoted to EMS Lieutenant. Chief Ramos administered the oath of office to Lieutenant Strongwater. His wife pinned his badge.

### **4. Standards of Cover**

Chief Matt Horan presented the District's Standards of Cover, those written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization. He reviewed maps of the District which reflected its Area Characteristics such as median household income, population, median age, average household size and diversity index. He discussed Agency Programs and Services which are fully defined and explained in the document.

Chief Horan reviewed emergency response performance, terminology and baseline performance times. He discussed 90<sup>th</sup> and 50<sup>th</sup> Percentile Travel Time by Emergency Response Zone for both EMS and Fire.

The Board would be asked to consider Final Acceptance of the Community Risk Assessment and Standards of Cover after the Strategic Plan presentation at a future Board Meeting.

Chief Ramos reviewed the map with the defined urban and rural areas. Staff will use this information to identify and plan for new station locations.

Chief Ramos asked the Board to consider moving the Strategic Plan Study Session from April 25 to May 4.

## **G. Staff Reports**

### **1. Potential Property Tax Extension – Community Engagement**

Chief Ramos noted that the District would pay off its bonds in early 2024. Staff is requesting that the Board consider asking its voters to extend the 1.4 mills in property tax that has been imposed to meet the annual debt service on the District's bonds by adding it to the District's general mill levy. The District has engaged Beyond Your Base and Paul Hanley to involve the community and assess priorities.

Mr. Hanley thanked the Board for hiring his company to assist the District. He reviewed his taxpayer-focused public engagement process which includes needs assessment, community

outreach and public opinion research.

2. PIO Presentation

PIO Farris reviewed media clips from the past month. She noted that the Citizens Academy would begin May 10. She is sharing information about the Board of Directors Election and upcoming CPR classes on May 20 on social media and local media outlets.

3. 2022 Annual Report

PIO Farris discussed the two versions of the Annual Report that she had developed for 2022: one two-page printable report and a more in-depth report on the District's website.

4. March 31, 2023, YTD Financial Statements – All Funds

CFO Willis reviewed the March 31, 2023 financial statements for all funds.

5. May 2023 Board of Directors Election

Heather Brown, who is serving as the District's Designated Election Official, informed the Board that she had mailed over 500 absentee ballots. She had received 198 voted absentee ballots so far. She is continuing her preparations for Election Day on May 2, 2023.

6. News and Other Project Updates

Chief Ramos informed the Board that the District had received two grants recently. One grant is for Haz Mat detection equipment through UASI. He complimented Captain Riley and Lt. Field for writing this grant application. The District also received a grant to fund training for electric vehicle fires.

**H. Public Comment**

Mr. David Feineman, resident of Skyestone neighborhood, would like to see the bond mill levy extended. He is concerned that property tax valuation notices would be mailed to citizens in May and are expected to be high.

**I. Northglenn City Liaison Comments**

Mr. Richard Kondo, City Councilperson from Northglenn, noted that a City maintenance worker was recently involved in a serious accident. He thanked the District for responding to this employee. He had recently toured the Washington Square Career Technical Education. There may be an opportunity to recruit new firefighters from this school. Mayor Leighty will present her State of the City address on July 20. There will be a barbeque competition between Northglenn police and North Metro firefighters at the event. He thanked Chief Bybee for serving as a judge at the City's chili cookoff a few months ago.

**J. 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 54724 through 54892 and online Bill Pay 2023-29 through 2023-38 for a net total of \$1,353,629.20. Voided check: 54813.
  - b) Approval of minutes from the March 14, 2023, regular District Board meeting.
  - c) Approval of minutes from the March 28, 2023, District Board study session.
2. A MOTION TO CHANGE THE STRATEGIC PLAN STUDY SESSION FROM APRIL 25, 2023 TO MAY 4, 2023 WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

**K. Attorneys' Report**

Attorney Ross had provided a written report to the Board. He has been reviewing contracts. He had shared his firm's legislative tracker. There would be a property tax bill that was introduced very late in the Colorado Legislative Session and which could temporarily reduce property tax assessment rates.

**L. Directors' Reports**

The Directors shared their responses to the presentations.

The Board discussed the upcoming Community Meetings on May 20 and 22. President Miller agreed to attend the May 22 meeting. Director Long agreed to attend the May 20 meeting.

Chief Ramos informed the Board that he had been talking with the City and County of Broomfield regarding the potential of sharing a location in the north area of the District for a new joint police and fire station. The City and County of Broomfield is considering a sales tax increase proposal to fund this new project.

**M. Executive Session**

None.

**N. Recess/Adjournment**

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

The meeting adjourned at 6:54 p.m.

  
Richard Miller, President

  
Jenni Murphy, Secretary