

**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 23, 2023

BOARD MEMBERS PRESENT:

Richard Miller, President
Peter Billera, Vice President
Tim Long, Treasurer
Jenni Murphy, Secretary
Robert Nielsen, Asst. Secretary
Richard Kondo
Patrick Browne

STAFF PRESENT:

David Ramos, Fire Chief
Jeff Bybee, Deputy Chief, Operations
Lisa Willis, Chief Financial Officer
Steve Gosselin, Division Chief, Fire Prevention
Matt Horan, Planning Chief
Amy Collins, Human Resources Manager
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 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. Oaths of Office for New Board Members

President Miller administered the oath of office to Patrick Browne and Richard Kondo. President Miller announced that Elizabeth Law-Evans had taken the oath the day before.

G. Presentations

1. December 31, 2022, Audit Report – Feis & Company, P.C.

Director Long introduced Bob Feis, the District's auditor. Mr. Feis reviewed the audit of the District's 2022 financial statements which is embedded in the Annual Comprehensive Financial Report. Mr. Feis also performed a single audit for federal funding in aggregate of more than \$750,000. He offered an unqualified opinion for both audits.

Mr. Feis reviewed some graphs and charts. He stated that the District is in very good financial condition, coming into 2023. He thanked Staff for their good work.

2. December 31, 2022, Annual Comprehensive Financial Report

CFO Lisa Willis reviewed the 2022 Annual Comprehensive Financial Report and the 20 schedules. This is the second year the District had published this report which provides accurate and meaningful information concerning the District's financial condition and performance.

3. Strategic Plan Progress Update

Chief Ramos reviewed accomplishments of the Strategic Plan over the past 3 years. The Board had adopted objectives in 2019, and Staff were developing a formal plan when COVID hit. The formal written updated Strategic Plan with new objectives will be presented to the Board in the near future.

Chief Ramos reviewed key achievements from the 2014-2018 Strategic Plan, including reduced emergency response times and improved quality of emergency medical services.

Chief Ramos advised that an agreement in principle was reached with Jefferson County for donated land to build a new station on the southwest side of the Rocky Mountain Metropolitan Airport property. Additionally, Staff is looking for land to build a new station in the Palisades area in the north part of the District and working with builders to potentially obtain donated land.

Director Kondo offered two solutions for the recruiting goal: Department of Defense has a Skills Bridge program for those rolling off active duty and the Future Forward program within Adams 12 school district.

Chief Ramos noted that he had not discussed the financial focus the District had been observing, along with eliminating debt and unfunded liability for the pension fund.

H. Staff Reports

1. PIO Presentation

PIO Farris reviewed media clips from the past month. She shared photos from the recent Citizens Academy sessions.

2. April 30, 2023, YTD Financial Statements – General Fund

CFO Willis reviewed the April 30, 2023 financial statements for the General Fund.

3. Potential Bond Mill Levy Extension – Community Engagement

Chief Ramos informed the Board that two mailings had been sent to the residents of the District. A mail survey would be sent out that week with a deadline to return by June 19. The next phase is a scientific phone poll later in June. The results would be presented to the Board in early July. This would help the Board understand the community's desires for its fire department.

There were three community members at the meeting in Northglenn. In Broomfield, there were 23 residents in attendance. There were concerns about the increase to assessed property values.

President Miller complimented Chief Ramos and CFO Willis on their presentations to the community.

4. News and Other Project Updates

None.

I. Public Comment

None.

J. Northglenn City Liaison Comments

Mr. Richard Kondo, City Councilperson from Northglenn, appreciates the collaboration between the fire district and the City of Northglenn. He invited Chief Ramos to the groundbreaking for the new City Hall on June 5.

K. 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 54893 through 55069 and online Bill Pay 2023-39 through 2023-47 for a net total of \$678,657.97.
Voided checks: 54963 and 55001.

b) Approval of minutes from the April 18, 2023, regular District Board meeting.

2. A MOTION TO ACCEPT THE FIRE DISTRICT'S 2022 AUDIT REPORT, AS SUBMITTED BY FEIS & COMPANY, P.C. WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR 2022 WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

L. Attorneys' Report

Attorney Ross had provided a written report to the Board.

M. Directors' Reports

The Directors shared their responses to the presentations. Directors Long, Murphy and Nielsen shared their memories of their time on the Board.

Chief Ramos thanked Directors Long, Murphy and Nielsen for their commitment, unique talents and passion to the Board.

N. Executive Session

None.

O. Recess/Adjournment

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

The meeting adjourned at 7:16 p.m.



Richard Miller, President



Elizabeth Law-Evans Secretary (As to Form Only)