

**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: October 10, 2023

**BOARD MEMBERS PRESENT:**

Richard Miller, President  
Peter Billera, Vice President  
Richard Kondo, Treasurer  
Elizabeth Law-Evans, Secretary  
Patrick Browne, 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  
Rob Morris, Training 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 Billera**

**C. Additions/Deletions to Agenda**

None.

**D. Approve Agenda**

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO TO ACCEPT THE AGENDA. THE MOTION PASSED UNANIMOUSLY.

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

None.

## **F. Presentations**

### **1. Proposed New EMS Position – Chief Daugherty**

Chief Daugherty reviewed a proposal for a new EMS Training Lieutenant position in 2024. He discussed the existing challenges for the current EMS staff, including two fire academies per year, curriculum development and updating protocols. He outlined the potential impact of the new EMS Training Lieutenant including consistency and continuity of program management and succession for leadership development. The proposed position would be a rotating position for a minimum of two years assigned to a 40-hour work week.

Director Law-Evans asked about the cost of the position. CFO Willis replied that the wages and benefits for the position would be about \$150,000 annually. The new position would require a staff vehicle.

### **2. 2024 Budget Process – CFO Willis**

Chief Ramos discussed the development of the 2024 budget in light of the potential passage of Proposition HH in November and North Metro Fire’s tax extension ballot issue election, which also will occur in November.

CFO Willis reviewed the deadlines for adoption of the 2024 budget – the first of which is October 15 by when she would provide to the Board the first version of the proposed 2024 budget for all funds. On November 14, the Board would receive a high-level overview of the proposed 2024 budget during the public hearing that will be held during the Board meeting. On November 28, the Board would encounter a deeper dive into the proposed Budget at a Study Session. The Board would receive a notebook of the proposed budget and charts by November 10.

### **3. Proposed Budget for All Funds Except General and Capital Funds**

CFO Willis reviewed the proposed 2024 budget for the Old Hire Pension Plan. She discussed the unfunded liability and the actuarial study that is conducted every other year. CFO Willis reviewed the Ambulance Membership Fund proposed 2024 budget. For the proposed 2024 budget for the Debt Service Fund, the debt would be paid off in January 2024, almost two years early. She reviewed the Debt Service – C.O.P. Fund, which would be paid off in 2028, although it could be paid off early in 2024. She reviewed the philosophy behind the Compensated Absence Reserve Fund, a savings account for severance payouts. Chief Ramos added that the creation of this Fund was part of the Strategic Plan goals after the 2014 ballot issue election. There was a discussion of the balance between the total operations employee count and overtime costs due to vacation and injuries. CFO Willis finished by reviewing the Mutual Aid Trust proposed 2024 budget.

## **G. Staff Reports**

### **1. Election Update – Tax Extension Ballot Issue**

DEO Brown confirmed that the TABOR notice language had been submitted to all five counties in English and Spanish. Ballots would be mailed by the County Clerks on October 16, 2023. The County Clerks will count the ballots and report the results of the election on November 7.

2. PIO Presentation

PIO Farris reviewed Fire Prevention Week activities. She showed media coverage of a reunion with a young adult patient who was given CPR by his roommates.

3. News and Other Project Updates

Chief Ramos would like to present the Strategic Plan to the Board at the next Board meeting. He asked for an additional meeting before the November 14 meeting.

President Miller discussed the Board advocating a political position on Proposition HH. Attorney Ross confirmed that the Board is allowed to advocate a political position and can distribute this position in a limited fashion. President Miller announced that the Board would not take a position at this time.

**H. Public Comment**

None.

**I. Broomfield Urban Renewal Authority (BURA) Update**

None.

**J. City Liaison Comment**

Mr. Richard Kondo, City Councilperson from Northglenn, announced that the widening of 120<sup>th</sup> Avenue would be completed later this month. He discussed Safe Street Halloween and the opening of Prost Brewery later this month.

**K. Action Items**

None.

**L. Attorneys' Report**

None.

**M. Directors' Reports**

The Directors shared their responses to the presentations.

**N. Executive Session**

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BROWNE TO GO INTO EXECUTIVE SESSION AT 6:07 P.M. TO PROVIDE WORK PRODUCT AND DELIBERATIVE PROCESS INFORMATION RELATED TO POTENTIAL NEGOTIATIONS ON SETTING THE LEVEL OF OLD HIRE PENSION FUND BENEFITS FOR 2024 PURSUANT TO C.R.S. § 24-6-402(4)(E) AND (G). THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR LAW-EVANS TO COME OUT OF EXECUTIVE SESSION AT 6:54 P.M. THE MOTION PASSED UNANIMOUSLY.

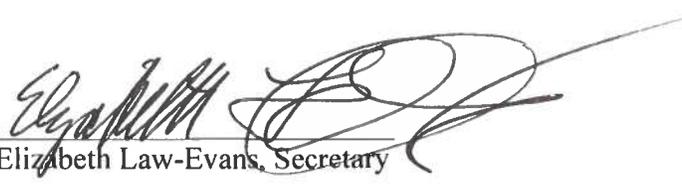
A MOTION WAS MADE BY DIRECTOR BROWNE AND SECONDED BY DIRECTOR BILLERA TO SET A BOARD MEETING FOR OCTOBER 26 AT 11:00 A.M. THE MOTION PASSED UNANIMOUSLY.

**O. Recess/Adjournment**

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR BROWNE. THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 6:55 p.m.

  
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Richard Miller, President

  
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Elizabeth Law-Evans, Secretary