

**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: November 28, 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
Matt Horan, Planning Chief
Amy Collins, Human Resources Manager
Donna Hays, IT Manager

LEGAL COUNSEL:

Dino Ross

A. Call to Order

President Miller called the Board of Directors meeting to order at 4:00 p.m.

B. Additions/Deletions to Agenda

Chief Ramos requested an additional topic of January Board meeting dates.

C. Approve Agenda

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BROWNE TO ACCEPT THE AMENDED AGENDA. THE MOTION PASSED UNANIMOUSLY.

Chief Ramos anticipated receiving property tax assessments from the five counties by January 3, 2024. CFO Willis would need to file the mill levy certifications with the five counties once approved by the Board by January 10. Chief Ramos suggested continuing the budget hearing to the January 9, 2024 Board meeting at 11:30 a.m. Directors Kondo and Law-Evans will be traveling on January 9 but could attend virtually. This meeting could be run as a virtual meeting with public participation. This Board meeting would be added to the 2024 Board Meeting Calendar to be approved at the next Board meeting. There is also a regular Board meeting set for January 23, 2024. He would like to schedule a joint Board meeting with Adams County Fire Board in January. The Board's available dates for a joint Board meeting are January 16, 17, 25, 30 or 31 with a 4:00 p.m. start.

D. Study Session

1. 2024 Proposed Budget

Chief Ramos noted that the Board had received a high-level review of the 2024 Proposed Budget at the last meeting. CFO Willis remarked that property tax revenue would decrease because of the recent legislation, but she would not know by how much until she receives new assessed valuations from the five counties.

CFO Willis reviewed projected expenses in the Administrative Division. Director Kondo asked about increases to health insurance. CFO Willis replied that the health insurance premiums had increased by 12% but the increased costs may also be affected by personnel being moved from one division to another and employee choices in health care plans.

Chief Bybee reviewed projected expenses in the Emergency Services Division. He focused on staffing and equipment. The District is hiring more employees to staff Station 68 in early 2025. Bunker gear budget increase is due to NFPA standard to professionally clean bunker gear each year. The purchase of new bunker gear is in the Capital Improvements budget. Bunker gear generally lasts 10 years.

Chief Daugherty noted a seven percent increase to the Medical Supplies budget. He discussed a new position in 2024 for EMS training.

Director Law-Evans asked about the dispatch communications and how this might change if the District participated in a merger. Chief Ramos replied that there would be no change to dispatch communications as Adams County Fire Protection District is dispatched by the Adams County Communications Center Authority (ADCOM) which also dispatches for North Metro Fire, and this would continue.

President Miller addressed Emergency Services overtime, which is budgeted to exceed \$1,000,000 in 2024. He reviewed the increases since 2022. CFO Willis explained several factors which are affecting overtime.

Director Kondo asked what is the average age of the firefighters. Chief Bybee responded that the average age at hire is 30. He promised to bring back the average age of line firefighters. Director Kondo recommended counseling firefighters to take care of their bodies with reasonable precautions when off work to reduce the need for overtime.

Director Law-Evans asked about a metric of percent overtime per line employee. She wonders if this number has decreased over the years as people value their personal time more.

Chief Ramos shared that the District had received a SAFER grant in 2022 to hire nine firefighters to address overtime. The Board has been supporting over-hiring to help with unanticipated separations. The District has still had an issue keeping up with overtime expenses. He worries more about fatigue. Long term injuries have influenced overtime. There will be seven new firefighters graduating this week, and 10 more will be hired for the Spring academy. He hopes these hires would reduce the need for overtime in 2024.

Director Billera asked about reimbursements for overtime. CFO Willis confirmed that the District is reimbursed for Natural Disaster and Wildland overtime.

Chief Gosselin discussed the Fire Prevention Division proposed budget. He noted that he is requesting the hiring of an additional fire inspector in 2024.

Chief Morris noted that the District would host two fire academies in 2024, along with an EMT academy.

Chief Bybee explained that Adams County Fire Protection District has an agreement with North Metro Fire to perform fleet maintenance. They pay \$105,000 annually in rent and an allocation of salaries of the mechanics based on fleet size in addition to some administrative expenses. The agreement has been mutually beneficial to both departments.

Chief Anderson noted that the IT division expenses have been realigned to better reflect accurate expenditures.

Chief Ramos began the review of the Capital Improvements Fund proposed budget. He discussed inflation costs of the big-ticket items for the fire department.

Chief Ramos discussed details of preparing to build Station 68. He is finalizing the IGA with Jefferson County for the Station 68 property. President Miller brought up the issue of placing a trailer and apparatus tent near the location of Station 68 in order to pre-staff the location. The obstacles to consider are location, which apparatus and staffing. Director Billera noted that the need for the station location has been established. Chief Ramos would need to hire more in the 2024 Fall Academy in order to staff a temporary location. This subject should be discussed more in depth before providing direction to Staff.

Chief Ramos noted that he has had trouble locating a piece of land to install the trailer near the station location. He noted that CAD-to-CAD is live now and working well for calls in the Skystone neighborhood. Director Billera asked for a presentation by Chief Horan on call volume in the area. He would also like to know more about the future development in that area. Chief Ramos promised to add this to the February 2024 agenda.

Chief Ramos discussed the plan to purchase land for Station 69 in 2024. He also is budgeting to build a fleet storage facility. This would allow the use of the Training Center Station for more fitness activities during the academy.

Chief Ramos explained the philosophy of funding the Capital Improvements Fund with excess funds from the General Fund and the ability to delay projects if needed to address any potential future revenue shortfalls. The District is working towards being debt-free and funding all future projects in the Capital Improvements Fund.

E. Executive Session

None.

F. Recess/Adjournment

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

The meeting was adjourned at 7:01 p.m.



Richard Miller, President



Elizabeth Law-Evans, Secretary