

**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: January 23, 2024

**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  
Lisa Willis, Chief Financial Officer  
Mark Daugherty, EMS Chief  
Steve Gosselin, Division Chief, Fire Prevention  
Rob Morris, Training 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. Pledge of Allegiance by Director Billera**

**C. Additions/Deletions to Agenda**

Chief Ramos asked to delete the Oath of Office for Michael Colchiski as he had a conflict and was unable to attend.

A MOTION TO EXCUSE THE ABSENCE OF DIRECTOR KONDO FROM THE BOARD MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR LAW-EVANS. THE MOTION PASSED UNANIMOUSLY.

Director Kondo did arrive later in the meeting and attended the Executive Session.

**D. Approve Agenda**

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

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

None.

**F. Presentations**

**1. Oath of Office for Engineer Chris Key**

Chief Ramos introduced Engineer Key who was promoted to Engineer on December 1, 2023. He is fourth generation firefighter. He serves as a Field Training Officer and on the Wildland team.

Chief Ramos administered the oath of office to Engineer Key, and his wife pinned his badge.

**2. Fire Prevention Division Year-End Recap**

Division Chief Steve Gosselin reviewed the activities of the Fire Prevention Division in 2023. Notable activities included the adoption of residential fire sprinklers requirements in Broomfield and permit status on the District's website for customers to track their project's status in the review process. Average turnaround time has decreased to 11.25 days. Chief Gosselin reviewed significant new construction projects in 2023, including large warehouses, Sheltair hangars and apartment complexes. Chief Gosselin reviewed changes to the Business Inspection Program. The Fire Prevention Division will take over the business inspections, while crews will still perform pre-planning of local buildings. Chief Gosselin was pleased to report that there were no fatal fires in 2023. For 2024, Chief Gosselin expects continued growth and hopes to sustain plan review turnaround time improvement.

To conclude, Chief Gosselin reviewed the Division's upcoming projects including conducting all Business Inspections, continue improving fire protection system maintenance compliance, improving the Shift Fire Investigation program and Fire Prevention Division succession planning.

Director Law-Evans asked about code enforcement. Attorney Ross noted that citations would be administered by the municipality or county. There are different ways to enforce the code without issuing a ticket, which are civil in nature. Chief Gosselin added that most of North Metro Fire's code enforcement is centered around education.

The Board thanked Chief Gosselin for his report.

**G. Staff Reports**

1. Type 3 Wildland Engine Purchase

Chief Ramos asked the Board to consider an Action Item to authorize him to sign a purchase agreement for the purchase of a Type 3 Wildland truck. This purchase is in the approved Capital Improvements Fund Budget for 2024, and the vehicle will cost \$558,000. The District should receive the vehicle in the third quarter of 2024.

2. Update on Adams Jefferson Hazardous Response Authority

Chief Ramos provided an update of the Adams Jefferson Hazardous Response Authority (AJHRA). The AJHRA was established by the Adams County Mutual Aid Trust and the Jefferson County Hazardous Substance Authority to provide hazardous material emergency response to Adams, Broomfield and Jefferson Counties. While the AJHRA has been an effective means for providing regional hazardous material response for several decades, it has become increasingly more difficult to manage regional auto aid hazardous materials response through AJHRA. Recently, the City of Lakewood withdrew from AJHRA. Other entities have expressed a similar intent. The AJHRA Board voted to recommend dissolving AJHRA and transferring all assets back to the establishing entities, the Adams County Mutual Aid Trust and the Jefferson County Hazardous Substance Authority. The AJHRA Board believes that its member agencies can and will move to a more effective and efficient means for providing robust hazardous material auto aid for the region with more local control.

Chief Ramos will provide further updates in the near future as plans develop.

3. News and Other Project Updates

Chief Ramos announced that the District had received an ISO (Insurance Services Office) rating of 2. It had previously received an ISO rating of 4. ISO is an independent organization that serves insurance companies, fire departments, insurance regulators, and others by providing information about risk.

**H. Public Comment**

None.

**I. City Liaison Comment**

None.

**J. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR BROWNE AND SECONDED BY DIRECTOR LAW-EVANS. THE MOTION PASSED UNANIMOUSLY.
  - a) Approval of accounts payable checks 56111 through 56324 and online Bill Pay 2023-113 through 2023-122 and 2024-01 through 2024-05 for a net total of \$1,955,721.45. Voided check: 56188.
  - b) Approval of minutes from the December 13, 2023 regular District board meeting.
  - c) Approval of minutes from the January 9, 2024 regular District board meeting.
2. A MOTION AUTHORIZING THE FIRE CHIEF TO SIGN AN APPARATUS PURCHASE AGREEMENT WITH FRONT RANGE FIRE FOR THE PURCHASE OF ONE FREIGHTLINER BME MODEL 34 TYPE 3 WILDLAND BRUSH TRUCK, FOR A TOTAL PURCHASE PRICE NOT TO EXCEED \$558,000 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR BROWNE. THE MOTION PASSED UNANIMOUSLY.

**K. Attorneys' Report**

Attorney Ross added two things to his report, including his review of agreements for Chief Daugherty and IT Manager Hays. He promised to send his firm's Legislative Tracker to the Board soon.

**L. Directors' Reports**

The Directors shared their responses to the presentations. Director Billera asked for a presentation on the Communications Tower at Station 64 at next month's Board meeting. He invited North Metro Fire employees to an event hosted by Travis Howze in Littleton in July. Director Law-Evans would like to hear more about the District's well-being programs and peer support. She would like to know if the District has a chaplain program. Chief Ramos promised to bring this topic back later in the year, after a change in leadership for this program.

President Miller noted that Attorney Ross had recommended Attorney Blair Dickhoner to assist the District with the potential merger as Conflict Counsel. He would like to talk more about this at the next Board meeting.

**M. Executive Session**

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR BROWNE TO GO INTO EXECUTIVE SESSION AT 5:58 P.M. (A) TO DISCUSS THRESHOLD ISSUES ON DEVELOPING A PRE-INCLUSION IGA WITH ADAMS COUNTY FIRE PROTECTION DISTRICT, (B) ON A PERSONNEL MATTER ARISING FROM AN INCIDENT RESPONSE; AND (C) RECEIVE ADVICE OF LEGAL COUNSEL ON CIVIL SERVICE COMMITTEE GOVERNANCE PURSUANT TO C.R.S. 24-6-402(4)(B), (E), AND (F). THE MOTION PASSED UNANIMOUSLY.

Attorney Ross certified for the record that discussion on Civil Service Committee governance in Executive Session will be advice of counsel, will constitute a confidential attorney-client communication and will not be recorded.

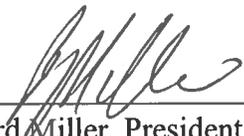
A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO TO COME OUT OF EXECUTIVE SESSION AT 8:25 P.M. THE MOTION PASSED UNANIMOUSLY.

Director Browne announced that he would resign his Board position if the merger with Adams County Fire succeeds.

**N. Recess/Adjournment**

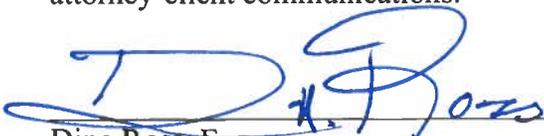
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR BROWNE. THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:27 p.m.

  
Richard Miller, President

  
Elizabeth Law-Evans, Secretary

I hereby attest that the information communicated during the discussion of Civil Service Committee governance in Executive Session, which was not recorded, constituted privileged attorney-client communications.

  
Dino Ross, Esq.

I hereby attest that the part of Executive Session discussing Civil Service Committee governance, which was not recorded, was s authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).

Richard Miller, President

