

**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: February 20, 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  
Jeff Bybee, Deputy Chief, Operations  
Lisa Willis, Chief Financial Officer  
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**

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

**B. Pledge of Allegiance by Director Browne**

**C. Additions/Deletions to Agenda**

Chief Ramos asked to add a Training Division Recap to the agenda after the Old Hire Pension Trustees meeting. He also asked to amend the Operations Year-End Recap to a Special Presentation.

**D. Approve Agenda**

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

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

None.

**F. Presentations**

1. Local 2203 Comments Regarding Potential Merger

Chad Telling, Treasurer of Local 2203, reviewed the results of the opinion poll of Local 2203 members regarding a proposed merger with Adams County Fire. He shared that many of their members are looking for more information to help facilitate a more informed opinion regarding a potential merger. Lt. Telling read a statement requesting to work jointly with Adams County Fire Local 2403 to merge contract language with the intention of collectively bargaining to create a unified contract for 2025.

2. GFOA Certificate of Achievement for Excellence in Financial Reporting

Vice President Billera announced that the Government Finance Officers Association of the United States and Canada (GFOA) had awarded the Certificate of Achievement for Excellence in Financial Reporting to North Metro Fire Rescue District for its annual comprehensive financial report for the fiscal year ended December 31, 2022. Treasurer Kondo presented the certificate to Chief Financial Officer (CFO) Lisa Willis. Chief Ramos presented individual awards to everyone in the accounting division: CFO Willis, Melanie Gallaher, Chrisha Coriz and Jinger Hill. Vice President Billera congratulated the team on the awards.

3. Operations Division Special Presentation

Chief Bybee introduced Firefighter Paramedic Steve Choe who has established a sensory backpack program for the District. Steve has developed a backpack that is kept on every medic unit with tools that will assist children with special needs and/or their parents with their experience with paramedics. Steve showcased the items in the backpack to the Board. Steve has a goal of adding the backpack to every medic unit in the North Area.

Vice President Billera applauded Firefighter Choe on the program.

**G. Convene as Old Hire Paid Pension Board of Trustees Meeting**

President Kondo convened the Old Hire Paid Pension Board of Trustees meeting. The Trustees conducted their business as reflected in the Old Hire Paid Pension Board of Trustees meeting minutes.

The Old Hire Paid Pension Board of Trustees meeting was adjourned, and the District Board continued its meeting.

The Board recessed for a short break.

**H. Presentations (continued)**

4. Training Division 2023 Recap

Chief Anderson showed the structure of Support Services and focused on the Training Division.

Chief Morris reviewed activities of the Training Division in 2023. He discussed the outside agencies that use the Training Facility. He reviewed recent facility enhancements including upgrades to the Kidde props and facilities. He talked about the North Area Fire Academies, with 410 new hires through 13 academies. Chief Morris reviewed the North Metro Fire trainings, including core drills. He discussed plans for 2024.

President Miller was interested in how many of the training hours were on line training compared to off duty training. He would like to discuss this more in the future and track it to analyze staffing.

**I. Staff Reports**

1. December 31, 2023, YTD Financial Statements – All Funds

CFO Willis reviewed the unaudited year-end financial results for 2023. The auditors are coming to conduct their fieldwork next week. She would present the annual comprehensive financial report for 2023 in June 2024.

CFO Willis began by reviewing a few charts comparing actual versus budget for revenue and expenses in 2023. She then reviewed the financials statements for all funds, pointing out line items that may have exceeded the budget.

2. Potential Merger Update

Chief Ramos provided an update on the joint staff meetings that have taken place to collect data and define priorities. Staff are conducting a deep dive into finances, especially debt and unfunded liabilities. He would like to meet in April to review this information with both Boards. Each operational area is getting together to look at staffing models and how business is conducted.

Director Kondo asked about verification of certification of firefighters. Chief Ramos noted that the Training Division tracks all employees' certifications and reminds employees when certifications are due to expire. Due diligence would include verifying that Adams County Fire employees are up to date on their certifications.

Director Kondo would like to participate in a tour of the Adams County Fire Protection District facilities.

Director Law-Evans would like to see a list of the documents that are being reviewed.

3. News and Other Project Updates

None.

**J. Public Comment**

None.

**K. Broomfield Urban Renewal Authority Update**

None.

**L. City Liaison Comment**

Director Kondo announced that Northglenn's new City Hall is on time and on budget. He offered to set up tours for Staff or Board members, if desired.

**M. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR LAW-EVANS. THE MOTION PASSED UNANIMOUSLY.
  - a) Approval of accounts payable checks 56325 through 56474 and online Bill Pay 2024-06 through 2024-13 for a net total of \$716,070.49.
  - b) Approval of minutes from the January 16, 2024 joint board meeting.
  - c) Approval of minutes from the January 23, 2024 regular district board meeting.

**N. Attorneys' Report**

Attorney Ross had nothing to add to his written report. His firm is tracking 56 bills in the State legislature. He would have a more detailed review at the March meeting if time permits.

**O. Directors' Reports**

The Directors shared their responses to the presentations.

**P. Executive Session**

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR LAW-EVANS TO GO INTO EXECUTIVE SESSION AT 7:17 P.M. TO A) RECEIVE ADVICE OF LEGAL COUNSEL ON THE CONTRACTS RELATING TO THE STATION 64 COMMUNICATIONS TOWER, B) DISCUSS OPTIONS FOR POSSIBLE ACQUISITION OF PROPERTY FOR CONSTRUCTION OF NEW STATION 68, AND C) DISCUSS RETAINING AN ATTORNEY TO ADVISE THE NORTH METRO FIRE BOARD ON POTENTIAL MERGER NEGOTIATIONS WITH THE ADAMS COUNTY FIRE RESCUE BOARD PURSUANT TO C.R.S. 24-6-402(4)(A), (B), AND (E). THE MOTION PASSED UNANIMOUSLY.

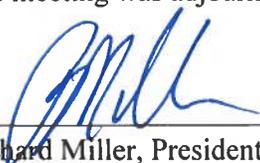
Attorney Ross certified for the record that discussion on the communications tower at Station 64 will be advice of counsel, will constitute a confidential attorney-client communication and will not be recorded.

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO TO COME OUT OF EXECUTIVE SESSION AT 8:50 P.M. THE MOTION PASSED UNANIMOUSLY.

**Q. Recess/Adjournment**

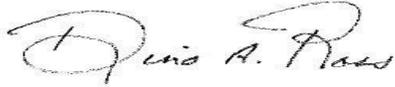
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:51 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.



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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)(a), (b) and (e).



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Richard Miller, President