

**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: March 19, 2024

**BOARD MEMBERS PRESENT:**

Richard Miller, President  
Peter Billera, Vice President  
Richard Kondo, Treasurer  
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  
Matt Horan, Planning Chief  
Amy Collins, Human Resources Manager  
Donna Hays, IT Manager

**EXCUSED:**

Elizabeth Law-Evans, Secretary

**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 Kondo**

**C. Additions/Deletions to Agenda**

None.

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

**D. Approve Agenda**

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

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

None.

**F. Presentations**

1. Station 68 Area Development and Call Volume Analysis

Planning Chief Horan introduced Business Intelligence Analyst Teng Vang to talk about statistical relevancy and validity of the data. Mr. Vang explained his exploratory data analysis including the use of power analysis to determine the sample size required to find statistical significance.

Planning Chief Horan reviewed average and 90<sup>th</sup> percentile travel time and total time for response into the SkyeStone neighborhood. He discussed the impact of CAD-to-CAD when it was launched in September 2022. Chief Horan showed several maps of the area near the Rocky Mountain Metropolitan Airport and analysis of response times for the proposed station location.

Chief Anderson discussed the location of a potential lot on Simms Street that is available for the new station. President Miller asked when construction could begin. Chief Anderson replied that if the District purchases the property, construction could commence before the end of the year. He is looking at warehouse locations and other sites for a temporary station location.

Chief Ramos would add this topic to future Board meeting agendas to keep the Board informed of the progress. The developer has stated that road access would be available this fall. He would bring back costs for temporary staffing of the station with a three-person ALS engine.

Chief Ramos received guidance on proceeding with securing temporary housing location for Station 68.

Chief Anderson showed photos of the new brick mural art at Station 61.

2. EMS Division Year-End Recap

Division Chief Mark Daugherty provided an overview of the EMS Division activities in 2023. He reviewed the top 10 provider impressions that paramedics encounter on calls, with psych – behavioral in the top position. Chief Daugherty reviewed counts of different interventions. He

noted that the District has moved away from administering Fentanyl for pain management and is now using IV Tylenol or Toradol more often.

Director Kondo asked about CPR training for local police departments. Chief Daugherty responded that his team trains local police officers at least once a year on CPR, Narcan and Stop the Bleed.

3. Legislative Review

Attorney Ross discussed several potential bills in the State legislature that could affect the fire district.

**G. Staff Reports**

1. February 29, 2024, YTD Financial Statements – General Fund

CFO Willis reviewed the financial statements for the General Fund for the period ending February 29, 2024.

2. National Fallen Firefighters Memorial Weekend

Chief Ramos noted that the Board had a Resolution to consider, recognizing the National Fallen Firefighters Memorial Weekend.

3. IGA Regarding the Provision of Sewer Service to the Training Center

Director Kondo recused himself from this discussion due to a potential conflict of interest.

Chief Ramos noted that the IGA would allow the Training Center to transfer wastewater to the City of Northglenn. He recommends that the Board approve the IGA. He hopes to complete the sewer connection in 2024.

4. Potential Merger Update

Chief Ramos informed the Board that Staff is working with Adams County Fire to collect financial information, including revenue, expenditures and labor for comparison and analysis. He is focused on preparing for the April 23 joint Board meeting. President Miller requested a preview at the April 16 Board meeting.

Chief Ramos discussed the upcoming tours of both Districts to provide a visual picture of facilities and needs. The tour of Adams County Fire Protection District would take place on April 8. All Board members were available on April 8.

5. News and Other Project Updates

None.

**H. Public Comment**

None.

**I. Broomfield Urban Renewal Authority Update**

None.

**J. City Liaison Comment**

Director Kondo noted that the old Recreation Center had been demolished.

**K. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BROWNE. THE MOTION PASSED UNANIMOUSLY.
  - a) Approval of accounts payable checks 56475 through 56571 and online Bill Pay 2024-14 through 2024-24 for a net total of \$753,098.64. Voided check: 56482.
  - b) Approval of minutes from the February 20, 2024 regular district board meeting.
2. A MOTION TO APPROVE RESOLUTION #NM24-03 – NATIONAL FALLEN FIREFIGHTERS MEMORIAL WEEKEND WAS MADE BY DIRECTOR BROWNE AND SECONDED BY DIRECTOR KONDO. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF NORTHGLENN, NORTH METRO FIRE RESCUE DISTRICT, AND THE CITY AND COUNTY OF BROOMFIELD REGARDING THE PROVISION OF SEWER SERVICE TO NORTH METRO FIRE RESCUE DISTRICT'S FIRE STATION AND TRAINING CENTER WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR BROWNE. DIRECTOR KONDO ABSTAINED FROM THE DISCUSSION AND VOTE. THE MOTION PASSED UNANIMOUSLY.

**L. Attorneys' Report**

Attorney Ross had nothing to add to his written report.

**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 6:18 P.M. TO DISCUSS SUCCESSION PLANNING FOR CHIEF LEVEL OFFICERS AND MATTERS RELATED TO THE POTENTIAL MERGER PURSUANT TO C.R.S. 24-6-402(4)(E) AND (F). THE MOTION PASSED UNANIMOUSLY.

Attorney Ross confirmed that the Executive Session would be recorded.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO TO COME OUT OF EXECUTIVE SESSION AT 7:49 P.M. THE MOTION PASSED UNANIMOUSLY.

**O. Recess/Adjournment**

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

The meeting was adjourned at 7:52 p.m.

  
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Richard Miller, President

  
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Elizabeth Law-Evans, Secretary