

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: July 10, 2024

BOARD MEMBERS PRESENT:

Richard Miller, President
Peter Billera, Vice President
Richard Kondo, Treasurer
Elizabeth Law-Evans, Secretary

STAFF PRESENT:

David Ramos, Fire Chief
David Anderson, Deputy Chief, Support Services
Matt Horan, Deputy Chief, Support Services
Lisa Willis, Chief Financial Officer
Mark Daugherty, Deputy Chief, Operations
Steve Gosselin, Division Chief, Fire Prevention
Amy Collins, Human Resources Manager
Donna Hays, IT Manager
Randy Delaney, EMS Captain

EXCUSED:

Patrick Browne, Asst. 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 BROWNE 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 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. Oath of Office - Rexford Wilkosz, Fire Inspector

Chief Gosselin introduced Rexford Wilkosz, the District's newest Fire Inspector.

Chief Ramos administered the oath of office to Fire Inspector Wilkosz, and Chief Gosselin pinned his badge.

2. Oath of Office – Matt Horan, Deputy Chief of Support Services

Chief Ramos announced the promotion of Matt Horan to Deputy Chief of Support Services. Chief Anderson and Chief Ramos explained why Chief Horan was chosen for this significant promotion.

Chief Ramos administered the oath of office to Deputy Chief Horan, and his wife pinned his badge.

3. Wish of a Lifetime

Director Law-Evans introduced Deb Durand. Ms. Durand described the non-profit organization, Wish of a Lifetime, which grants experiences to senior citizens. She encouraged the District to nominate residents to receive a wish.

Director Kondo requested Ms. Durand to present to the Northglenn City Council in the future.

4. December 31, 2023, Audit Report – Feis & Company, P.C.

Director Kondo introduced Bob Feis, the District's auditor. He recognized the accounting team for their hard work. There were no material issues with the District's financial statements.

Mr. Feis noted that his firm had evaluated the internal controls and found strong internal controls in place. Financial information was reliable and accurate and ready to be submitted to the State of Colorado.

Director Kondo asked about the training expense line item which was over budget due to the second fire academy last year. Mr. Feis noted that the important numbers are the total actual expenditures compared to the total amount appropriated by resolution. Individual line items are not as concerning.

Mr. Feis concluded that the audit went well.

President Miller thanked Mr. Feis for his mentoring over the years.

5. December 31, 2023, Annual Comprehensive Financial Report

CFO Willis presented the Annual Comprehensive Financial Report for 2023. She reviewed the charts in the Management Discussion and Analysis.

G. Staff Reports

1. May 31, 2024, YTD Financial Statements – General Fund

CFO Willis asked if there were any questions about the financial statements for the General Fund for the period ending May 31, 2024. President Miller asked about overtime. CFO Willis replied that overtime expense is within budget, but could increase over the summer months due to family travel.

2. Station 68 Land Purchase

Chief Ramos updated the Board that he had executed the Letter of Intent to purchase land for Station 68. He would like to discuss the Purchase Agreement in Executive Session.

3. Task Force One USAR Mission in New Mexico

Chief Daugherty introduced Captain Randy Delaney who was recently deployed to New Mexico on an Urban Search and Rescue Mission on Task Force One. North Metro Fire has nine members on the Task Force One team. Captain Delaney shared his experience on a recent deployment to New Mexico, including how the dogs help.

Director Kondo asked about communications. Captain Delaney explained how radio communications and internet work on deployments.

4. News and Other Project Updates

Chief Ramos invited the Board to attend the upcoming graduation for the first 2024 Fire Academy.

The District is hiring five paramedics for the Fall Academy.

Chief Ramos announced that Captain Delaney had been promoted to EMS Chief as of August 1, 2024.

H. Public Comment

None.

I. Broomfield Urban Renewal Authority Update

None.

J. City Liaison Comment

Director Kondo noted that the IGA for Training Center sewer connection had been signed by the City of Northglenn. He discussed the fireworks fires in Northglenn on 4th of July, including one at Stonehocker Farmhouse. He applauded the quick response by firefighters to this fire witnessed by the Mayor.

K. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 56925 through 57144 and online Bill Pay 2024-43 through 2024-59 for a net total of \$1,708,156.70.
 - b) Approval of minutes from the May 21, 2024 regular district board meeting.
 - c) Approval of minutes from the May 23, 2024 special district board meeting.
2. A MOTION TO ACCEPT THE FIRE DISTRICT'S 2023 AUDIT REPORT, AS SUBMITTED BY FEIS & COMPANY, P.C. WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

3. A MOTION TO ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR 2023 WAS MADE BY DIRECTOR KONDO AND SECONDED BY PRESIDENT MILLER. THE MOTION PASSED UNANIMOUSLY.

L. Attorneys' Report

Attorney Ross discussed Senate Bill 24-194 and the effective dates. Further to a request by President Miller, he had looked at Roane vs. Elizabeth School District case addressing Open Meetings Laws. He continues to see courts scrutinizing compliance with Open Meetings Laws.

M. Directors' Reports

The Directors shared their responses to the presentations.

N. Executive Session

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO TO GO INTO EXECUTIVE SESSION AT 6:21 P.M. TO 1) CONSIDER POSSIBLE ACQUISITION OF REAL PROPERTY FOR STATION 68 AND INSTRUCT NEGOTIATORS; 2) DISCUSS PERSONNEL ASPECTS OF THE DEPUTY CHIEF OF SUPPORT SERVICES SELECTION PROCESS; AND 3) RECEIVE ADVICE OF LEGAL COUNSEL REGARDING POSSIBLE OPENING OF THE 2023-2025 COLLECTIVE BARGAINING AGREEMENT FOR LIMITED COLLECTIVE BARGAINING PURSUANT TO C.R.S. § 24-6-402(4)(A), (B), (E), AND (F). THE MOTION PASSED UNANIMOUSLY.

Attorney Ross certified for the record that the discussion on the advice of legal counsel regarding real property acquisition and personnel aspects of the Deputy Chief of Support Services selection process 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 KONDO AND SECONDED BY DIRECTOR LAW-EVANS TO COME OUT OF EXECUTIVE SESSION AT 8:10 P.M. THE MOTION PASSED UNANIMOUSLY.

O. 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 8:12 p.m.


Richard Miller, President


Elizabeth Law-Evans, Secretary

I hereby attest that I provided advice of legal counsel in connection with real property acquisition and personnel aspects of the Deputy Chief of Support Services selection process in the Executive Session, which constituted privileged attorney-client communications and was not recorded.


Dino Ross, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(a), (b), (e) and (f).


Richard Miller, President