

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: October 15, 2024

BOARD MEMBERS PRESENT:

Richard Miller, President
Peter Billera, Vice President
Richard Kondo, Treasurer
Elizabeth Law-Evans, Secretary
Jenni Murphy, Asst. Secretary

STAFF PRESENT:

David Ramos, Fire Chief
Dave Anderson, Deputy Chief, Support Service
Matt Horan, Deputy Chief, Support Services
Mark Daugherty, Deputy Chief, Operations
Lisa Willis, Chief Financial Officer
Steve Gosselin, Division Chief, Fire Prevention
Amy Collins, Human Resources Manager

LEGAL COUNSEL:

Dino Ross

A. Call to Order

President Miller called the Board of Directors meeting to order at 3:00 p.m.

B. Pledge of Allegiance by Director Murphy

C. Additions/Deletions to Agenda

Chief Ramos requested to move the Community Foundation Board meeting before public comment.

D. Approve Agenda

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

E. Public Comment (Agenda Items Only)

None.

F. Executive Session

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO TO GO INTO EXECUTIVE SESSION AT 3:05 P.M. TO DISCUSS PERSONNEL MATTERS RELATED TO THE UPDATE OF THE ADMINISTRATIVE PAY PLAN, TO DETERMINE STRATEGY AND INSTRUCT NEGOTIATORS REGARDING PROPOSALS FROM AUDITING FIRMS, AND TO DISCUSS ACQUISITION OF STATION 68 REAL PROPERTY AND INSTRUCT NEGOTIATORS REGARDING SAME PURSUANT TO C.R.S. §24-6-402(A), (E) AND (F). THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR LAW-EVANS AND SECONDED BY DIRECTOR KONDO TO COME OUT OF EXECUTIVE SESSION AT 3:53 P.M. THE MOTION PASSED UNANIMOUSLY.

G. Presentations

1. Introduce New Board Member – Jenni Murphy

President Miller welcomed Jenni Murphy back to the board to fill the vacancy. She would serve until the next election in May 2025.

2. Oath of Office – Mike Dawson, EMS Captain

Chief Daugherty reviewed Captain Dawson's experience at North Metro Fire. Chief Ramos administered the oath of office to Captain Dawson, and his wife pinned his badge.

3. Oath of Office – Matt Young, Lieutenant

Chief Daugherty reviewed Lieutenant Young's experience at North Metro Fire. Chief Ramos administered the oath of office to Lieutenant Young, and his daughters pinned his badge.

4. Oath of Office – Dave Ludwin, SAM Lieutenant

Chief Daugherty reviewed SAM Lieutenant Ludwin’s experience at North Metro Fire. Chief Ramos administered the oath of office to SAM Lieutenant Ludwin, and his daughter pinned his badge.

5. National Association of EMS Physicians (NAESMP) Annual Meeting

Dr. Colleen Foster discussed best practices for the use of analgesics in pre-hospital medicine and the presentation she and Dr. Jason Roosa will give at the National Association of EMS Physicians conference in San Diego in January. Dr. Foster had provided pain management protocol education to the paramedics on alternatives to opiates for pain management which had dramatically reduced the usage of opiate pain medications. Chief Daugherty is pleased that the North Area is also adopting these changes.

H. Staff Reports

1. Accreditation Application Submitted

Chief Ramos announced that the District hit a major milestone last month when it submitted all the Accreditation documentation for review. He complimented Chief Horan on his hard work keeping everyone moving forward in writing all the Key Performance Indicators for the Self-Assessment Manual. Chief Horan noted that the next step is the review of the documents by the Center for Public Safety Excellence assessors. The assessors will then visit North Metro Fire for interviews with line personnel and Chiefs for validation of the Key Performance Indicators.

2. 2025 Proposed Budget

CFO Willis reviewed the proposed budget for the Compensated Absence Reserve Fund. The annual contribution had been increased to \$1,000,000 for 2025. There are several long-term employees who are expected to retire next year. She discussed the Ambulance Membership Program and the Debt Service C.O.P Funds. The Certificates of Participation were issued in 2003, and this debt will be paid off in August 2028.

President Miller explained the upcoming budget presentations at the next two meetings. He suggested that if the Board is comfortable after the November 19 budget presentations, the Board could cancel the Study Session planned for December 3.

3. September 30, 2024, YTD Financial Statements – All Funds

CFO Willis reviewed the September financials for all funds.

4. Auditor RFP

Treasurer Kondo announced that the District’s current auditor is discontinuing his audit business. The District had submitted an RFP and received proposals from Haynie & Company and

CliftonLarsonAllen (CLA). The Audit Committee interviewed both firms and recommended engaging Haynie & Company.

A MOTION TO APPROVE THE SELECTION OF HAYNIE & COMPANY AUDIT FIRM FOR THE PROFESSIONAL AUDITING SERVICES FOR THE DISTRICT FOR FINANCIAL YEARS 2024-2026 WAS MADE BY PRESIDENT MILLER AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

5. News and Other Project Updates
None.

I. Convene as Community Foundation Board

President Miller convened the Community Foundation Board meeting. The Foundation Board conducted their business as reflected in the Community Foundation Board meeting minutes.

The Community Foundation Board meeting was adjourned, and the District Board continued its meeting.

J. Public Comment

None.

K. Broomfield Urban Renewal Authority Update

Director Law-Evans announced that the BURA board had met last month and selected a demolition company for the Events Center.

L. City Liaison Comment

Director Kondo thanked staff and Board members for attending the new City Hall Grand Opening events.

M. Action Item

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 57488 through 57703 and online Bill Pay

2024-86 through 2024-95 for a net total of \$1,501,940.25 Voided checks: 57519, 57523, 57545, 57551 and 57668.

- b) Approval of minutes from the September 17, 2024 regular district board meeting.
- c) Approval of minutes from the September 19, 2024 special district board meeting.

N. Attorneys' Report

Attorney Ross did not have anything to add to his written report. His firm is starting to rev up for the upcoming legislative session.

O. Directors' Reports

The Directors shared their responses to the presentations.

P. Executive Session

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO TO GO INTO EXECUTIVE SESSION AT 6:18 P.M. TO DISCUSS PERSONNEL MATTERS RELATED TO THE FIRE CHIEF SELECTION PROCESS PURSUANT TO C.R.S. §24-6-402(4)(F). THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO TO COME OUT OF EXECUTIVE SESSION AT 8:01 P.M. THE MOTION PASSED UNANIMOUSLY.

Q. Recess/Adjournment

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

The meeting was adjourned at 8:03 p.m.



Richard Miller, President



Elizabeth Law-Evans, Secretary

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



Richard Miller, President