

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: November 19, 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
Sara Farris, Public Information Officer

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

No additions or deletions to the Agenda.

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. Executive Session

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 4:06 P.M. TO DISCUSS PERSONNEL MATTERS RELATED TO THE OLD HIRE PENSION PLAN, THE POTENTIAL AMENDMENTS TO THE ADMINISTRATIVE PAY PLAN, AND A PENDING PERSONNEL MATTER 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 MURPHY TO COME OUT OF EXECUTIVE SESSION AT 4:48 P.M. THE MOTION PASSED UNANIMOUSLY.

G. Presentations

1. Oath of Office – Tony Keogh, Engineer

Chief Daugherty discussed Tony's and Jerry's accomplishments at North Metro Fire. Chief Ramos administered the oath of office to Engineer Keogh, and his son pinned his badge.

2. Oath of Office – Jerry May, Engineer

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

H. Public Hearing – 2025 Proposed Budget

1. 2025 Proposed Budget

CFO Willis noted that her presentation on the budget would occur at the next Board meeting. The Board selected November 25, 2024 as the next Board meeting date to review the proposed budget. The Board canceled the scheduled December 3, 2024 meeting.

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR MURPHY TO CANCEL THE DECEMBER 3, 2024 BOARD MEETING AND SCHEDULE A BOARD MEETING ON NOVEMBER 25, 2024 at 3:00 P.M. THE MOTION PASSED UNANIMOUSLY.

2. Public Comment (2025 Proposed Budget Only)
None.

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO TO CONTINUE THE PUBLIC MEETING TO NOVEMBER 25, 2024. THE MOTION PASSED UNANIMOUSLY.

I. Convene as Trustee Board to Adams County Mutual Aid Trust

President Miller convened the meeting of the Board of Trustees of the Adams Mutual Aid Trust (Trust). Chief Ramos explained that the Trust and the Jefferson County Hazardous Response Authority (County) established the Adams and Jefferson County Hazardous Response Authority (“Authority”). The Trust and the County have agreed to dissolve the Authority. If this Board approves dissolution of the Authority, it would be dissolved on December 31, 2024, and its assets would be distributed back to the County and the Trust. Attorney Ross had drafted a proposed amendment to the Intergovernmental Agreement (IGA) establishing the Authority that would dissolve the Authority if the Board of Trustees approves the amendment. The County has already voted to sign the amendment to the IGA to dissolve the Authority by December 31, 2024.

Attorney Ross explained the First Amendment to the Intergovernmental Agreement. The Authority will have an audit in 2025 for 2024 expenses. He anticipates that the Authority Board or a committee that is winding up the Authority’s affairs will request an exemption from an audit in 2026 as there will be only minor financial transactions in 2025. The Authority’s assets will be distributed as of December 31, 2024.

There were no employees of the Authority in 2024. Attorney Ross shared the inventory list and proposed distribution of the assets.

TRUSTEE KONDO MOVED TO APPROVE THE FIRST AMENDMENT TO THE IGA. TRUSTEE LAW-EVANS SECONDED. THE MOTION PASSED UNANIMOUSLY.

President Miller closed the Board of Trustees meeting.

J. Staff Reports

1. PIO Presentation

PIO Farris shared a recap video of the work of her team of Josh Hamilton and Pam Kutchen this fall. She thanked them for all their hard work while she has been working remotely from Texas. The Board thanked Pam and Josh for being the face of North Metro Fire and having a measurable impact in the community.

2. October 31, 2024 YTD Financial Statements – General Fund

There were no questions or discussion of the financial statements.

3. Proposed Amended 2023-2026 Benefit Summary and Pay Plan for Administrative Employees

Chief Ramos noted that staff had developed an Administrative Pay Plan in parallel with the Collective Bargaining Agreement. It is Staff's recommendation that the Board approve the Proposed Amended 2023-2026 Benefit Summary and Pay Plan for Administrative Employees.

4. Medic Units Purchase Agreement

Chief Horan noted that the Board had an Action Item to consider for the purchase of two medic units to be received in 24-30 months. These units are for the potential placement of Medic 65 into service along with the replacement of Medic 66, which is slated for replacement in 2027. The authorization would not exceed \$610,000. Director Law-Evans asked about change orders. Chief Horan replied that these two medic units have the same specifications as the last medic units, and he does not anticipate change orders for these units.

5. Proposed 2025 Board Meeting Calendar

Executive Assistant Heather Brown presented the first draft of the 2025 Board Meeting Calendar which includes regular board meetings and special board meetings. President Miller would like to add February 19-21, 2025 for the Fire Chief interviews. Chief Ramos would like the Board to approve this 2025 Board Meeting Calendar at the December Board meeting.

6. 2025 Old Hire Pension Fund Benefit Adjustment

The Board had historically indexed the Cost-of-Living Adjustment (COLA) for the Old Hire Pension to the FPPA Statewide Defined Benefit Plan COLA. This year the FPPA Board had decided to award a 0.14% COLA along with a one-time, lump sum equal to 3.66% of the member's 2024 annual benefit. Staff recommends approving the resolution approving this COLA for the Old Hire Pension for 2025.

7. Station 68 Update

Chief Anderson updated the Board on the phase 1 environmental study. At this time, a phase 2 environmental study is not required, and there are no red flags. He is looking at a closing date in April 2025. The road to a temporary station is coming along but not yet ready.

8. News and Other Project Updates

Chief Ramos announced that the Accreditation Site Visit would take place December 8-12, 2024.

K. Public Comment

None.

L. Broomfield Urban Renewal Authority Update

None.

M. City Liaison Comment

Director Kondo noted that the City is reexamining its speed bump program on the streets of Northglenn. He thanked North Metro Fire for the response to a shooting incident on Halloween night.

N. 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 57704 through 57862 and online Bill Pay 2024-96 through 2024-106 for a net total of \$866,758.08.
 - b) Approval of minutes from the October 15, 2024 regular district board meeting.
 - c) Approval of minutes from the November 13, 2024 special district board meeting.
2. A MOTION TO APPROVE RESOLUTION NM24-07, AUTHORIZING AND RECOMMENDING A ONE-TIME 0.14% INCREASE IN BENEFIT PAYMENTS TO PARTICIPANTS OF THE "OLD HIRE" DEFINED BENEFIT PLAN EFFECTIVE ON JANUARY 1, 2025 AND A ONE-TIME, LUMP SUM PAYMENT IN 2025 ONLY THAT IS EQUAL TO 3.66% OF THE PARTICIPANT'S 2024 ANNUAL BENEFIT, WHICH SHALL BE PAID IN JANUARY 2025 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE RESOLUTION NM24-08, ADOPTING AND APPROVING THE FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE ADAMS AND JEFFERSON COUNTY HAZARDOUS RESPONSE AUTHORITY WAS MADE BY DIRECTOR

KONDO AND SECONDED BY DIRECTOR LAW-EVANS. THE MOTION PASSED UNANIMOUSLY.

4. A MOTION TO APPROVE AMENDED 2023-2026 BENEFIT SUMMARY AND PAY PLAN FOR ADMINISTRATIVE EMPLOYEES WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

5. A MOTION TO AUTHORIZE THE FIRE CHIEF TO SIGN A PURCHASE AGREEMENT WITH FRONT RANGE FIRE APPARATUS FOR THE PURCHASE OF TWO MEDIC UNITS FOR A TOTAL PURCHASE PRICE NOT TO EXCEED \$610,000 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR KONDO. THE MOTION PASSED UNANIMOUSLY.

O. Attorneys' Report

Attorney Ross did not have anything to add to his written report. President Miller noted that Attorney Ross had been assisting the Board with the Fire Chief search committee.

P. Directors' Reports

The Directors shared their responses to the presentations.

Q. Executive Session

None.

R. Recess/Adjournment

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

The meeting was adjourned at 6:24 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) (f).



Richard Miller, President