

MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
(STUDY SESSION) 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 25, 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
Donna Hays, IT Manager
Randy Delaney, EMS Chief

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 Law-Evans

C. Additions/Deletions to Agenda

President Miller would like to add future 2025 Board meetings as a topic on the Board Meeting agenda.

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.

President Miller commented that Director Billera was attending the meeting virtually.

E. Study Session

1. 2025 Proposed Budget

CFO Willis reviewed the mill levy budget sheet.

President Miller asked about staffing for the new Station 68. He asked for a status update on the 15 employees needed to staff the station. Chief Ramos replied that the district is hiring 11 new firefighters in the Spring 2025 academy that will graduate in August 2025. This will bring the district to full staffing for Station 68. The temporary station with an engine is ready to be staffed once the living quarters trailer, apparatus tent, and utilities have been installed.

CFO Willis reviewed several charts comparing revenues, expenses and fund balance over the past five years.

President Miller asked if Station 68 would be built and paid for entirely in 2025. Chief Ramos does not anticipate completing construction of the new station before the end of 2025, and therefore it will not be fully paid for in 2025.

CFO Willis discussed the Salary Change Breakdown chart. President Miller asked about the Emergency Services Staffing number of 155 line employees. The district is not adding new employees but will replace employees who retire. This staffing number will not change until Station 69 is built or a medic unit is added to Station 65.

CFO Willis reviewed the summary of benefit accounts for all divisions. President Miller asked about the health insurance benefits. CFO Willis noted that the district had subscribed to a graded funding health insurance plan with Cigna for the past two years. She suggested asking the benefits broker to come to a Board meeting next year to discuss the options and their recommendations in March or April 2025. President Miller wondered if it was time to move to a fully self-insured plan.

CFO Willis reviewed the proposed budgets for the Old Hire Pension Fund and the Mutual Aid Trust.

The Board took a short recess before resuming a discussion of the 2025 proposed General Fund budget.

CFO Willis explained that she doesn't believe the district will qualify for the property tax backfill in 2025. The Medicaid supplemental reimbursement had been reduced while the district was receiving SAFER grant funds. This reimbursement will increase when the SAFER grant expires in February 2025.

Director Kondo asked about property and liability premiums. CFO Willis explained that the Insurance Pool looks back at eight years of claims history. The district has had a number of vehicle claims that have affected the district's loss history which in turn affects premiums. The district also bumped up the deductible which affects out of pocket expenses.

Chief Daugherty reviewed the Emergency Services budget for 2025. Director Law-Evans asked about the large increase to wellness and physicals. The district is partnering with Injury Care Associates for more testing and follow-up. The district just added the Galleri blood test for early detection of cancer. Director Law-Evans asked if this test was offered to retirees. Chief Ramos replied that they had not been included this first cycle, but he would look into it for future testing.

Chief Gosselin noted there are two new hires for the Life Safety Division in 2025.

Chief Daugherty discussed the Training Division proposed budget and called out the Peer Support Team education focus.

Chief Horan reviewed the Transportation budget. President Miller asked if the Adams County Fire Protection District contract was still in place. Chief Horan confirmed that the district is still repairing vehicles and apparatus for Adams County Fire.

Chief Anderson discussed the Information Technology Division's focus for 2025: hardware refresh, physical security and cybersecurity. Director Law-Evans asked if the district would use Artificial Intelligence (AI). IT Manager Hays noted that the camera systems would employ AI for facial recognition. Chief Anderson noted that the district would be installing outside cameras on each fire station. Director Kondo shared that the City of Northglenn had installed Flock cameras which track license plates. He suggested that these could be useful for the district.

Chief Ramos reviewed the Capital Improvements Fund projected budget. He noted that beyond the proposed 2025 Capital budget, the district develops a 10-year capital plan to address long term projects, like roof and HVAC replacements. This is reviewed annually for evaluation of the lifespan of these more expensive projects.

Under Emergency Services, the district plans to replace cardiac monitors and ventilators in 2025.

Chief Anderson discussed the new Fleet Storage Building that would be used for storing apparatus awaiting repairs. This would allow the Training Center Station to be used for physical fitness during academies. The new building would have fire sprinklers and insulation, which makes it more expensive.

CFO Willis discussed new accounting software products that would be implemented in 2025. Consultant implementation assistance is included in the budget.

F. Future 2024 and 2025 Board Meeting Schedule

President Miller suggested canceling the planned Board meeting on December 11 and addressing Fire Chief Hiring at the meeting on December 12, 2024. President Miller would like an Executive Session on January 21, 2025. Fire Chief interviews are set for February 20 and 21, 2025. Director Law-Evans asked for an updated Board meeting calendar with topics.

G. Recess/Adjournment

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

The meeting was adjourned at 5:32 p.m.



Richard Miller, President



Elizabeth Law-Evans, Secretary