

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: February 25, 2025

BOARD MEMBERS PRESENT:

Richard Miller, President
Peter Billera, Vice President
Richard Kondo, Treasurer
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
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 3:00 p.m.

B. Pledge of Allegiance by Director Billera

C. Additions/Deletions to Agenda

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

D. Approve Agenda

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

E. Public Comment (Agenda Items Only)

None.

F. Executive Session

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 3:06 P.M. TO DISCUSS THE FIRE CHIEF SELECTION PROCESS AND ASSOCIATED PERSONNEL MATTERS PURSUANT TO C.R.S. §24-6-402(4) (F) AND FOR POSSIBLE DECISIONS RESULTING FROM THAT EXECUTIVE SESSION. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR BILLERA TO COME OUT OF EXECUTIVE SESSION AT 4:15 P.M. THE MOTION PASSED UNANIMOUSLY.

G. Consideration of Establishing Finalist List for Fire Chief Position

President Miller noted that the Board had excellent interviews with three candidates last week and appreciated the external stakeholders who participated in the interview process. The Board was prepared to offer motions for advancing candidates forward in the process. The candidates would be identified by number.

There was no motion to advance candidate 56.

A MOTION TO ADVANCE CANDIDATE NUMBER 57 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR KONDO. MS. BROWN CONDUCTED A ROLL CALL OF ALL THE BOARD MEMBERS PRESENT, AND ALL FOUR BOARD MEMBERS VOTED YES IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

President Miller identify Candidate 57 as Sean Slamon of the Carson City Fire Department.

A MOTION TO ADVANCE CANDIDATE NUMBER 61 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR KONDO. MS. BROWN CONDUCTED A ROLL CALL OF ALL THE BOARD MEMBERS PRESENT, AND ALL FOUR BOARD MEMBERS VOTED YES IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

President Miller identified Candidate 61 as Deputy Chief Mark Daugherty of North Metro Fire.

President Miller announced that the finalist list was now set with two candidates.

A MOTION TO POST THE FINALIST CANDIDATE LIST FOR 14 CALENDAR DAYS WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

H. Introduce Emergency Manager, Michelle Deland

Deputy Chief Horan introduced Michelle Deland, the District's new Emergency Manager. She has a decade of experience in this area and is looking forward to serving her hometown community.

I. Convene as Old Hire Paid Pension Board of Trustees

President Kondo convened the Old Hire Paid Pension Board of Trustees meeting. The Trustees conducted their business as reflected in the Old Hire Paid Pension Board of Trustees meeting minutes.

The Old Hire Paid Pension Board of Trustees meeting was adjourned, and the District Board continued its meeting.

J. Presentation

1. Training Division 2024 Recap

Division Chief Larry Williams reviewed the activities of the Training Division in 2024. He highlighted the electric vehicle fire training. He discussed the tuition assistance available to all employees. In 2025, the Training Division will offer multiple training and promotional classes as well as Special Teams training.

Director Kondo asked if the District is looking to build its own Class A burn building in the future. Chief Horan replied that the District's Capital Improvement Fund includes plans for building a class A burn prop in the near future. Due to the impacts of proposed and adopted property tax legislation and the impacts on district property tax revenue, Staff is exploring other funding sources including cost sharing with North Area partners. Director Kondo asked about an update on the connection to the sewer system in Northglenn. Chief Horan replied that he is still working with the City of Northglenn on permits, but that the priority is Station 67's sewer connection.

Director Kondo added that the City of Northglenn old City Hall is available for training opportunities.

Director Billera asked about the tuition assistance program. Chief Williams replied that employees are eligible for \$2,500 annually towards a bachelor's degree. This covers two to three classes a

year. The employee has to seek approval of a degree plan that is directly related to the fire service in order to be reimbursed.

Director Murphy asked if the District donates old equipment to the Future Forward School. Chief Williams replied that the District uses old equipment for its Fire Academy.

K. Staff Reports

1. December 31, 2024, YTD Financial Statements – All Funds

CFO Willis reviewed the preliminary financial statements for the end of 2024. The overtime category for Administrative employees was over budget due to the Adams County Fire merger project. Overtime for Emergency Services was uncharacteristically low for the year, at 51% of budget.

Director Kondo asked about the IT budget for the new door access system. CFO Willis replied that this installation occurred in 2025, and the expense of \$175,000 would be paid from the Capital Improvements Fund.

CFO Willis reviewed the Capital Improvements year-end financial statement. She highlighted the items covered by grants in 2024 including EV blankets and spectrometers which had a 71% match. CFO Willis discussed projects that will be carried forward to 2025 such as the Fleet Storage Facility and the Training Center Sewer Line.

Director Billera asked about fuel costs. CFO Willis noted that fuel costs were under budget for 2024, 70% of budget. She admitted this is a difficult expense to forecast. She noted that the District uses Wright Express fuel cards to purchase fuel. Each vehicle has its own card, and employees must enter mileage when filling up the vehicle. This is great for the audit trail.

2. 2025 Board of Directors Election

Ms. Brown reviewed details of the upcoming Board of Directors Election on May 6, 2025. She had received five self-nomination forms. The deadline to submit a self-nomination form is February 28.

3. Purchase of Brush Truck

Deputy Chief Horan described the capabilities of a brush truck. The requested brush truck will replace the aging brush truck at Station 67. The District currently has a similar brush truck housed at Station 61. The build estimate is 360-420 days.

Director Kondo asked what fuel the new truck would use. Chief Horan noted that it would use diesel fuel.

4. Station 68

Chief Anderson reviewed the timeline for the new fire station. The District is in the inspection period and entitlement approval stage. He anticipates closing on the property in late April. He feels confident that this will work out. He is working on the site development plan in order to obtain the title.

Chief Anderson discussed the property lines of the 3.4 acre parcel.

President Miller asked how close the District is to installing the temporary station. Chief Anderson replied that the District is very close to finalizing with the City and County of Broomfield permitting process. He wants to make sure the property purchase is good to go before installing the temporary station.

5. News and Other Project Updates

Chief Ramos discussed the promotional processes in anticipation of staffing the new temporary station. He would post the PIO position so that he could hire a new PIO by the end of April.

L. Public Comment

Tim Long, former Director, commented on the stellar culture of North Metro Fire. He was pleased by the healthy savings balance. He enjoyed the presentations and how they were shared.

President Miller thanked Mr. Long for his contributions to the financial presentations when he was on the Board.

M. City Liaison Comment

Director Kondo noted that Northglenn recently completed their Strategic Plan with six focus areas. The City is looking to expand their drone program and Director Kondo hopes that the City may collaborate with North Metro Fire on this program.

N. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 58186 through 58349 and online Bill Pay 2025-06 through 2025-16 for a net total of \$842,266.50.

- b) Approval of minutes from the January 21, 2025 regular district board meeting.
- c) Approval of minutes from the January 28, 2025 special district board meeting.
- d) Approval of minutes from the January 29, 2025 special district board meeting.
- e) Approval of minutes from the February 3, 2025 special district board meeting.
- f) Approval of minutes from the February 4, 2025 special district board meeting.
- g) Approval of minutes from the February 10, 2025 special district board meeting.
- h) Approval of minutes from the February 20, 2025 special district board meeting.

2. A MOTION TO AUTHORIZE THE FIRE CHIEF TO SIGN A PURCHASE ORDER WITH BFX FIRE APPARATUS FOR THE PURCHASE OF ONE TYPE 6 WILDLAND BRUSH TRUCK FOR A TOTAL PURCHASE PRICE NOT TO EXCEED \$281,000 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.

P. Directors' Reports

The Directors shared their responses to the presentations.

Director Billera relayed a message from Cullen Lyle, President of Local 2203. He expressed the gratitude of the union towards the Board.

President Miller expressed gratitude towards Attorney Ross for his legal guidance on the Fire Chief Hiring process. He also thanked HR Manager Collins for her help on the process.

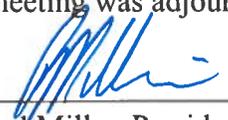
Q. Executive Session

None.

R. Recess/Adjournment

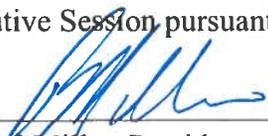
A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR KONDO AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 6:53 p.m.


Richard Miller, President


Elizabeth Law-Evans, Secretary

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) (f).



Richard Miller, President