

MINUTES
BOARD OF DIRECTORS REGULAR MEETING
NORTH METRO FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS
101 SPADER WAY, BROOMFIELD, CO 80020

Date: February 20, 2018

BOARD MEMBERS PRESENT:

John Abboud, President
Robert Nielsen, Vice President
Jenni Murphy, Secretary
Dennis Day, Asst. Secretary

STAFF PRESENT:

David Ramos, Fire Chief
David Anderson, Deputy Chief, Support Services
Jeff Bybee, Deputy Chief, Operations
Lisa Willis, Chief Financial Officer
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, PIO
Eileen Gomez, Human Resources Manager

EXCUSED:

Tim Long, Treasurer

LEGAL COUNSEL:

Richard Shearer, Esq.

A. Call to Order

President Abboud called the Board of Directors meeting to order at 5:00 p.m. on February 20, 2018.

B. Pledge of Allegiance – Led by Director Murphy

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Economic and Development Outlook for Northglenn by Debbie Tuttle

President Abboud introduced Debbie Tuttle, Economic Development Manager in Northglenn. Ms. Tuttle noted that Northglenn is small but mighty and a mecca for small businesses. She noted that there are more than 38,000 residents and 1,000 thriving businesses in the city of Northglenn. The average age in Northglenn is 34 with a median household income of \$56,396. She mentioned that Northglenn has outstanding schools with STEM programs. She discussed the history of the Northglenn Mall and that it was recently sold to Hutensky Capital Partners. This mall generates over 20% of the sales and use tax in the City. She noted the success of the retail locations at the Webster Lake Promenade. Hutensky Capital Partners intends to spend \$78 million to refresh, rebrand and re-energize the Northglenn Marketplace. She reviewed the different phases of construction, which will include a movie theatre by December 2019. The project is complicated by the fact that there are three owners including Lowe's and Summit Realty (the Woodley's building). They are looking to convert this area into an entertainment district.

Ms. Tuttle discussed the Huron Center which was purchased by NURA. There is a large storm water detention project that needs to be completed before developing the rest of the property. The redevelopment will include an Autozone retail store and fulfillment center, Arby's and Save-A-Lot.

Other projects include Periodic Brewery, Pavilion Villas (34 individual duplexes) and The Courts, a 30,000 square foot sports complex. Projects under construction also include the Northglenn Justice Center which the police chief hopes to open on 9/11.

Ms. Tuttle reviewed a new development at Karl's Farm, an old dairy. The developer plans to create a metropolitan district. This is not in the NURA area and is not eligible for TIF. The plan is for housing on 60 acres.

Ms. Tuttle discussed improvements at the Civic Center. The City is looking to build a new theatre, recreation center and senior center. This would also include some residential housing, commercial, hotel and a new City Hall by 2020.

She concluded with the Ralston House which is building a new location in Northglenn later this year.

President Abboud complimented Ms. Tuttle on her presentation. He thanked her for all of her help with Station 63.

2. Training Division 2017 Review

Chief Anderson reviewed the activities of the Training Division for 2017. He thanked the Board for adding back the Training Lieutenant to his staff.

Debbie VanWansele, Training Center Coordinator, reviewed accomplishments from the strategic plan which included online registration for classes. This will begin with the next Dr. Griffin class.

The second objective was to host top quality instructors. Ms. VanWanseele highlighted some of the excellent instructors who presented training in 2017. She reviewed the number of external and internal personnel who benefitted from the outside training in 2017. The value of training to North Metro Fire personnel was calculated at \$9,600. The District received \$4,830 from outside training. For events partnered with the North Area fire departments such as the Fire Academy, Officer Development and Rigging for Rescue, the District received \$28,720 related to the use of the Training Center.

Ms. VanWanseele reviewed outside agencies that utilized the Training Center in 2017. She highlighted 2018 scheduled trainings including Dr. David Griffin, Chief Salka Company Officer Academy, Suicide Prevention and Firefighter Honor Guard Academy. President Abboud asked what the utilization percentage is for the Training Center based on a five day week. Ms. VanWanseele replied that there were only 53 days last year when there wasn't something going on based on the full calendar.

Battalion Chief Larry Williams reviewed the Holmatro rescue experience that took place at the Training Center. Holmatro sells many of the extrication tools that the District uses. This was a one-time week-long training class.

Chief Williams focused on training internal personnel. He discussed Strategic Plan Goal #3, which included training and deploying safety officers to all high-risk incidents. All Captains and 13 additional personnel have taken the Incident Safety Officer Class over the past two years.

The largest North Area Fire Academy was held this past fall, graduating 41 new firefighters from five departments. Lt. Brereton will be the instructor at the Academy in 2018 and 2019.

Chief Williams reviewed the annual personnel training hours, which total 338 hours per firefighter, well above the standard of 192 hours per year. He reviewed topics for in house training in 2017, including ice rescue, forcible entry, auto extrication, firefighter rescue and driver operator.

Areas to be covered in 2018 include live burn training, joint training with police departments, gas and oil training, standpipe operations and engineer and officer development. Chief Williams lastly discussed promotional testing and assessments, which includes Driver Operator Certification.

Director Day noted that Chief Williams has superstar personnel in the Training Division. Chief Williams agreed.

President Abboud asked Chief Williams to provide dates of upcoming training to the Board of Directors in case they are interested in attending. He agreed to share these with the Board.

Chief Ramos thanked the crew at the Training Center for all they have accomplished with a small staff. He noted that he hears good things from other agencies about this group.

3. PIO Presentation

Chief Ramos noted that PIO Farris had a busy 2017 including redeveloping the District website in addition to increasing public activity and education. PIO Farris was recently presented the Public Information Officer of the Year by the Emergency Services Public Information Officers of Colorado from her peers in the State. Chief Ramos said the award was well deserved.

PIO Farris discussed a Federal Heights mobile home fire. The District hosted three Family and Friends CPR classes this month. She was able to use the new website's online registration for these events. There was a story on FOX 31 about patients' rights and how to self-advocate when paramedics respond. PIO Farris noted that the story was about a complaint call that turned into a positive education opportunity.

Upcoming events include Kops vs Kids in Northglenn. PIO Farris reviewed the District's role in oil and gas discussions in the Broomfield community.

President Abboud congratulated PIO Farris on her award.

Chief Ramos added that the Board would receive a more detailed update from Chief Bybee on the District's preparations for an oil and gas incident at the next Board meeting.

F. Staff Reports

1. December 31, 2017, YTD Financial Statements – All Funds

CFO Willis reviewed the end of year financials. She noted that the auditors just completed their site visit. The audited financial statements will be presented in May.

Revenues were 3.5% over budget for the year, the majority of which was specific ownership tax, Wildland and TIF income. Emergency Services overtime was \$432,000 for the year and under budget. Workers' compensation was over budget due to Wildland overtime. The District was at 95.9% of budget without interfund transfers and with interfund transfers at 96.5% of budget. CFO Willis discussed a chart of what happens when revenues are above budget and expenses are under budget and how it affects fund balance. For 2017, fund balance was \$2.1 million higher than anticipated.

CFO Willis reviewed legal expenses as of year-end 2017. She showcased a new chart that shows annual legal expenses by categories.

2. Old Hire Pension actuarial study

CFO Willis noted that she had sent out the RFP for an actuarial study for the Old Hire Pension to four firms. Buck Consultants, the company that has conducted the District's actuarial studies in the past, was bought by another company and no longer offers actuarial services. She reviewed the three proposals, all of which charged less than what Buck Consultants charged last year. GRS Retirement Consulting is the most interesting option as they conduct FPPA pension's actuarial study and are familiar with Colorado pension laws. Chief Ramos added that there was no action item seeking Board approval because hiring an actuary is within the contract amount management can approve unless the Board wishes to give direction on a specific matter. President Abboud thinks that the selection of the actuary and entering into a contract with an actuary is within the scope of the Chief's authority and that the Board does not need to be involved.

3. Station 63 Remodel

CFO Willis began by reviewing the Change Orders that have been received to date.

Chief Anderson shared some photos of the recent progress at Station 63. He discussed the signage that will be installed, and showed the location of the new natural gas generator as well as the new sidewalk and patio.

Director Murphy asked if there is tile in the kitchen floor. He stated the kitchen floor is tiled and there is tile in many of the rooms of the station. Director Murphy asked about an improvement to the stairs that required a Change Order. Chief Anderson showed a photo of red lights that are connected to the First In Alerting system so that not all the station lights have to be turned on for calls in the middle of the night. Chief Anderson also noted that safety stringers were installed between the stairway windows and the floor to prevent falls.

Director Day asked why there is no privacy wall between the urinal and the toilet. Chief Anderson replied that the bathrooms upstairs are made for one person at a time.

Chief Anderson discussed the Plymovent system in the new station. They were able to recycle two units and add one more for full exhaust removal in the bay. There will be an extractor in the new station. The extractor is part of the District's cancer prevention initiative.

Chief Anderson said he is comfortable that the crews will move into the building in the middle of March. The timing of the removal of the temporary housing trailer is not yet determined.

Director Murphy asked about the temporary tent that shelters the engine. Chief Anderson replied that it will be moved to the Training Center as the District owns this structure.

President Abboud asked why the generator is powered by natural gas instead of propane. He noted that during an emergency, it could be possible to lose access to natural gas as well as electricity. Chief Anderson responded that all generators at the stations are powered by natural gas. President Abboud would be interested to know what it would take to convert the District's generators to propane. Chief Ramos offered to provide the information.

4. Employee Rules and Regulations

Chief Ramos told the Board that he had no more presentations on the Rules and Regulations. He thanked Ms. Gomez and Attorney Shearer for their outstanding work over the past year. All direction from the Board has been included in the draft that is being presented for approval.

5. May 2018 Board of Directors Election

Chief Ramos updated the Board that the notice of the election was posted in the local newspapers on February 8. He noted that Mr. Rob Shively, candidate, was in attendance at the meeting after turning in his self-nomination form tonight. The deadline for self-nomination forms is March 2.

If there are more than two candidates, the lot drawing to determine the order of the candidates on the Ballot will take place on March 7.

6. HB 18-1039, Changing Special District Elections to May of Odd Years

Chief Ramos had updated the Board in the packet. This bill would change elections for Special Districts. This was requested by County Clerks who are overextended in even years with federal, state and local elections at the same time as special district elections. Moving special district elections to odd years would allow the County Clerks to assist special districts more easily. The bill is supported by SDA and passed the house unopposed. He does not expect any roadblocks to the bill. The changes would take place in 2020, with terms of three years for those elected in 2020. Directors elected in 2022 also would be elected for three-year terms. Beginning in 2023, and every odd year thereafter, the Directors will again be elected for four-year terms.

Director Nielsen asked if this bill is going to pass. Chief Ramos replied that he thinks the bill will pass.

7. Project Updates

Chief Ramos had nothing further.

President Abboud asked for a motion excusing the absence of Director Long for this meeting.

A MOTION TO EXCUSE THE ABSENCE OF DIRECTOR LONG WAS MADE BY DIRECTOR DAY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR DAY. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 45960 through 46144 and online Bill Pay 2018-01 through 2018-16 for a net total of \$872,268.99. Voided checks: 45974, 46050, 46104, 46105, 46106, 46107, 46108, 46109, 46110, 46111 and 46122.
 - b) Approval of Minutes from the January 17, 2018 Regular Board meeting.
2. MOTION TO APPROVE AND ADOPT THE DISTRICT'S EMPLOYEE RULES AND REGULATIONS AS REVISED AND ATTACHED, TO BE EFFECTIVE MARCH 1, 2018 WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR DAY. THE MOTION PASSED UNANIMOUSLY.

H. Attorney's Report

Attorney Shearer advised the Board that he had nothing to add to his written report.

I. Public Comment

None.

J. Directors' Reports

Director Day acknowledged outstanding presentations tonight. He appreciated the information and congratulated PIO Farris on her award.

Director Nielsen asked if there is an Old Hire Pension meeting coming up. Chief Ramos noted that he is waiting for the actuarial study before scheduling the meeting.

Director Murphy also enjoyed the presentations and complimented Chief Anderson on his superstar team. She already knew PIO Farris deserved an award. Director Murphy noticed North Metro Fire trucks in the paper for the funeral procession for Deputy Gumm.

President Abboud enjoyed the presentations tonight and congratulated PIO Farris.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR DAY AND SECONDED BY DIRECTOR NIELSEN TO GO INTO EXECUTIVE SESSION AT 6:57 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B) AND (F) TO RECEIVE ADVICE OF LEGAL COUNSEL AND AUDITOR AND TO DISCUSS AN EMPLOYMENT MATTER. THE MOTION PASSED UNANIMOUSLY. ATTORNEY SHEARER CERTIFIED FOR THE RECORD THAT THE RECORDING DEVICE COULD BE TURNED OFF, AS THE MATTERS TO BE DISCUSSED WOULD CONSTITUTE PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS.

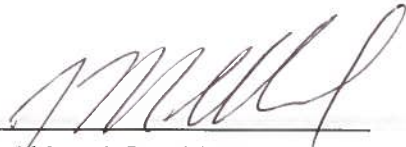


Richard Shearer, Esq.


A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 7:56 P.M. THE MOTION PASSED UNANIMOUSLY.

L. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR DAY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:56 P.M.

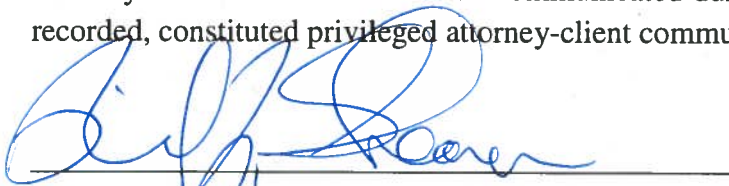


John Abboud, President



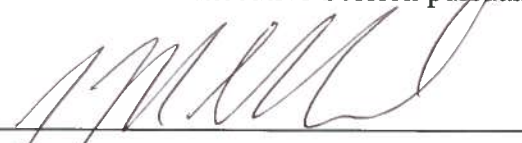
Jenni Murphy, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.



Richard Shearer, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4) (b) and (f).



John Abboud, President