

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

Date: April 17, 2018

BOARD MEMBERS PRESENT:

John Abboud, President
Robert Nielsen, Vice President
Tim Long, Treasurer
Jenni Murphy, Secretary

STAFF PRESENT:

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

EXCUSED:

Dennis Day, Asst. Secretary

LEGAL COUNSEL:

Richard Shearer, Esq.

A. Call to Order

President Abboud called the Board of Directors meeting to order at 4:30 p.m. on April 17, 2018.

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

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

B. Pledge of Allegiance – Led by Director Long

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Public Hearing – 2017 Supplemental Budgets

CFO Willis noted that the District required Supplemental Budgets for three funds because the actual expenditures exceeded the budgeted expenditures: Compensated Absence Reserve, Ambulance Membership and Debt Service Fund. The Supplemental Budgets will be filed with the state and will be addressed in the audit that will be presented next month.

The Compensated Absence Reserve Fund experienced more employees separating than expected. The Ambulance Membership program had higher member transports than budgeted. The Debt Service Fund had higher than anticipated refunds and abatements property taxes.

No member of the public asked to address the Board regarding the Supplemental Budgets, and President Abboud closed the public hearing.

F. Convene as Old Hire Paid Pension Trustees Board

President Abboud re-convened the Board meeting at 5:26 pm.

G. Presentations

1. Presentation by Shawn Fowler, Managing Director, Private Wealth Advisor – Morgan Stanley

Mr. Fowler reviewed the three portfolios he manages for the District. He works with CFO Willis to understand the District's cash flow needs. The funds are currently invested in 34 securities with no unnecessary credit risk.

President Abboud commented that it must take an incredible amount of time to monitor these investments. He appreciates this effort.

Director Long noted that the District had a lot of Certificates of Deposit, but has now switched to Treasuries.

2. Fire Prevention Division update

Division Chief Gosselin presented an update on activities in the Fire Prevention Division. He began by showing a total loss house fire, which belonged to his brother-in-law out of state. He wanted to remind the Board that fires don't always happen in older homes and that fire sprinklers could have prevented the total loss.

He reviewed the organizational chart for the Division and explained the various sections and the areas of responsibility. He discussed LSEO Kutchen and her public education outreach. Director Long asked how tours are scheduled. Chief Gosselin replied that LSEO Kutchen schedules tours with the crews and is now able to receive requests through the District's website. Chief Gosselin intends to fill the new Life Safety Educator position in the second half of 2018. LSEO Kutchen is planning a Citizens Life Safety Academy for the fall.

For Engineering Services, the notable events in 2017 included the hiring of Lilia Pinales as Administrative Assistant and Wayne Belohlavy as Fire Inspector. The Division is preparing to move to the ImageTrend software later this year. Chief Gosselin reviewed the statistics of plan reviews, noting that 2017 was the third busiest out of the last 10 years.

The District began receiving online submission of plans when the new website launched. In the beginning, 50% of all submittals came from online. That number has increased to 75%. The 2017 plan turnaround time was 27.8 days, up from 23.9 days in 2016.

Director Long asked what is the turnaround time target. Chief Gosselin replied that the city expects 14 days. Chief Gosselin is comfortable with the current time frame, and he would need to increase staffing to reduce the turnaround days. Director Long asked how this turnaround time compared with other fire departments in the metro area. Chief Gosselin responded that North Metro Fire is not the fastest, but not the slowest either.

President Abboud remarked that the City and County of Broomfield does not allow the District to set its own plan review fees. He would like Chief Ramos to work with the City and County to accept a Fire Code that would allow the District to set its own fees.

Director Nielsen asked what is the turnaround time at the City Building Department. Chief Gosselin replied that this depends, but that Broomfield averages 5-6 weeks to review plans.

Director Long asked which Fire Code the City of Northglenn is using. Chief Gosselin replied that the City of Northglenn operates under the 2009 Fire Code. The City and County of Broomfield has adopted the 2015 Fire Code and is looking to adopt the 2018 Fire Code next year.

Chief Gosselin reviewed some interesting construction projects including Adams County and Boulder Valley School Districts buildings, Atria office/warehouse/flex, Northglenn Justice Center and Swisslog/Interpark.

Director Nielsen asked if the new schools would have fire sprinklers. Chief Gosselin replied that all new buildings, including schools, will have fire sprinklers.

Chief Gosselin noted that his engineering goal for 2018 is to reduce turnaround time and improve convenience factors. Upcoming construction projects include IKEA, Viega headquarters and Partners Group headquarters in Interlocken, JP Morgan Chase Data Center, Flatiron Marketplace redevelopment and expansion of the Children's Hospital facility.

Chief Gosselin next reviewed the fire investigation area. In 2018, he has appointed two shift fire investigators per shift to share the burden with office inspectors. He discussed notable fire losses in 2017, including a single fire loss of \$500,000 on Irving Street.

Chief Gosselin concluded with 1st Bank event center support.

Director Murphy commented that she thinks the Fire Prevention Division needs more help.

3. PIO Presentation

PIO Farris reviewed activities from the previous month including A Precious Child bowling event which the District won this year. There was new first aid training on March 31 called Stop the Bleed. She noted that she was holding a youth essay contest for the annual flag retirement ceremony, which would be held on June 16. She reviewed a house fire in Broomfield and a fatal auto accident. The District won the firefighter challenge at the Frank Shorter 5K race. She noted that there were articles in the Northglenn Connection about the upcoming board of directors election and the ambulance membership program. Upcoming events include Friends and Family CPR in Northglenn on May 5, Station 63 grand reopening on May 12, local heroes BBQ in Northglenn, Broomfield Rotary Police and Fire golf tournament on May 29 and the Red and Blue BBQ cookoff in June.

PIO Farris noted that there was damage to the roof at Station 62 from the recent high winds.

H. Staff Reports

1. March 31, 2018, YTD Financial Statements – All Funds

CFO Willis reviewed the financial statements for all funds, ending March 31, 2018. She commented that Morgan Stanley charges no fees for the general fund investments, unlike the fee agreement for the Old Hire Pension investments. Director Long asked to see an updated cash flow analysis. CFO Willis was planning to deliver this analysis after the new Board members are elected.

2. Residential Assessment Rate

Chief Ramos noted that early indicators from the state economic report indicate that the residential assessment rate might be reduced again to 6.1%. The Special District Association (SDA) is looking for solutions to the problem, including the proposal of a freeze of assessments. There has been legislation drafted that proposes the freeze. CFO Willis reviewed a chart, which modeled revenue scenarios for the District if assessments are frozen.

President Abboud asked if the SDA had a position. Chief Ramos replied that SDA strongly favors this bill and has taken a lead role in lobbying for it. President Abboud asked about the timing for a resolution of support. Chief Ramos replied that once the legislation is introduced, he would like to conduct a phone Board meeting for approval of a resolution of support.

President Abboud asked when the legislative session ends. Chief Ramos noted that it would end May 9. The proposed legislation will be a late session Bill.

3. Station 63 Remodel

Chief Ramos stated the crews have moved into the renovated Station 63 and are getting settled in. The place looks beautiful. The District will need to replace two trees that were cut down during construction. The crews are working hard to get the station in shape. Chief Ramos appreciated what the crews went through living in a trailer for so long. Their positive attitude was much appreciated.

4. Civil Service Committee Appointment

Chief Ramos noted that there was an action item for the Board to consider for an appointment to the Civil Service Committee.

5. ISO Reassessment

Chief Ramos informed the Board that he had been contacted by ISO and that it was time for reassessment. The District was rated a 4 during the last reassessment. The new scale is friendlier, and the District is hoping to move up. The reassessment occurs every five years, although the District's last assessment was in 2012. The ISO assessment should be complete in the next two months.

6. May 2018 Board of Directors Election

The absentee ballots have been mailed and are being returned. Election Day is May 8. Chief Ramos noted that the May Board meeting will be a transition meeting, with both the outgoing and incoming Board members attending.

7. Project Updates

None.

I. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 46245 through 46375 and online Bill Pay 2018-29 through 2018-30 for a net total of \$170,507.75. Voided checks: 46261, 46316, 46327 and 46340.
 - b) Approval of minutes from the February 20, 2018 regular District Board meeting.
 - c) Approval of minutes from the March 20, 2018 regular District Board meeting.
2. A MOTION TO APPROVE RESOLUTION #NM18-003, APPROVING SUPPLEMENTAL BUDGETS FOR FISCAL YEAR 2017, FOR THE PURPOSE OF INCREASING APPROPRIATIONS TO MEET EXPENDITURES FOR THE COMPENSATED ABSENCE RESERVE FUND, AMBULANCE MEMBERSHIP PROGRAM FUND AND DEBT SERVICE FUND WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE THE APPOINTMENT OF DENNIS D. DAY TO THE CIVIL SERVICE COMMITTEE, EFFECTIVE IMMEDIATELY, FOR THE SIX-YEAR TERM ENDING ON DECEMBER 31, 2023 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY.

J. Attorney's Report

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

K. Public Comment

None.

L. Directors' Reports

Director Long thanked Chief Ramos for looking at oil and gas work by Staff. He enjoyed seeing this work quantified. He thanked Chief Gosselin for an excellent report.

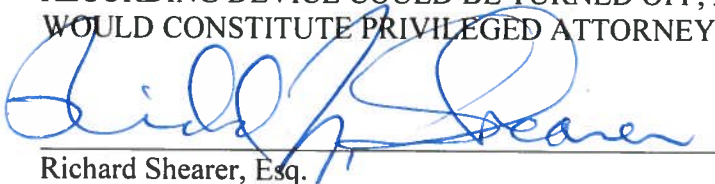
Director Nielsen apologized to the Board for cancelling the dinner due to his illness. He is looking forward to the rescheduled dinner next week. He asked to be put on the agenda next month as this would be his last meeting. He added that McWhinney keeps advancing the projected date for the Wind Crest retirement community in Anthem. The senior apartment complex is not expected for at least five years.

Director Murphy echoed the other Directors' comments. She complimented Chief Gosselin on his 28 day plan review turnaround. She noted that CFO Willis did a great job at simplifying a complex topic. She is excited to see the interior of Station 63 during the reopening ceremony.

President Abboud thanked Chief Gosselin for his excellent presentation. He felt that the Morgan Stanley and actuarial presentations help the Board's understanding of the District's financial position.

M. Executive Session

A MOTION WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 7:02 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B) TO RECEIVE ADVICE OF LEGAL COUNSEL. 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 8:43 P.M. THE MOTION PASSED UNANIMOUSLY.


A MOTION TO APPROVE RESOLUTION #NM18-004 TO APPROVE A 1.5% INCREASE IN BENEFIT PAYMENTS TO PARTICIPANTS OF THE "OLD HIRE" DEFINED BENEFIT

PLAN WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

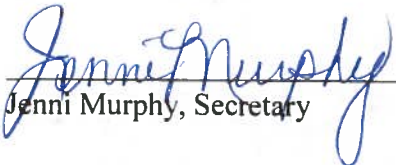
A MOTION TO INCREASE THE DISTRICT'S GENERAL FUND CONTRIBUTION TO THE "OLD HIRE" DEFINED BENEFIT PLAN UP TO \$500,000 TOTAL FOR 2018 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR NIELSEN. THE MOTION PASSED UNANIMOUSLY.

N. **Recess/Adjournment**

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR NIELSEN AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:46 P.M.

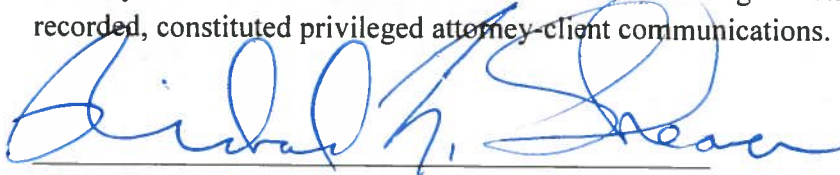


John Abboud, President




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).



John Abboud, President