

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

Date: July 10, 2018

**BOARD MEMBERS PRESENT:**

John Abboud, President  
Peter Billera, Vice President  
Tim Long, Treasurer  
Jenni Murphy, Secretary  
Richard Miller, Asst. 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

**LEGAL COUNSEL:**

Richard Shearer, Esq.  
Joan Fritsche, Esq.

**A. Call to Order**

President Abboud called the Board of Directors meeting to order at 5:00 p.m. on July 10, 2018.

**B. Pledge of Allegiance – Led by Director Miller**

**C. Additions/Deletions to Agenda**

None.

**D. Public Comment (Agenda Items Only)**

Mr. Larry Licht would like to speak on Skystone. Chief Ramos noted that Chief Bybee would be discussing response times into Skystone. President Abboud suggested that Mr. Licht could make comments after Chief Bybee's presentation.

## **E. Presentations**

### **1. EMS Ventilator Grant**

Captain Ross Riley, EMS Coordinator, discussed the EMS Ventilator Grant that the District was recently awarded by the Colorado Department of Health. Engineer Paramedic Mike Dawson identified the need for this new portable technology for patients who depend on ventilators to breathe for them. The portable ventilators can also be used for cardiac arrest victims to improve patient care. Capt. Riley reviewed the current bag valve mask tool that is used during transportation. This offers for manual push of oxygen, which is different than the pressures and volumes the patient is accustomed to. The portable ventilator will improve safety and efficiency by freeing up personnel. Capt. Riley noted that the new protocols for cardiac arrest patients allow paramedics to work a patient 30-45 minutes to resuscitate them before transporting to a hospital.

Capt. Riley announced that the District had been awarded \$42,705 for the purchase of six ventilators. The District will be responsible for a 50% match, totaling \$21,352.50. The items must be purchased by June 30, 2019.

Lt. Delaney offered to answer questions or concerns. President Abboud asked if this is a tented system. Lt. Delaney replied that this ventilator has hoses that connect to the ET tube and mask applied directly to the patient's face. The portable unit has fewer adjustments than a home unit, but can adjust rate and volume.

Director Long asked if the medic units would still carry Ambu bags. Lt. Delaney said that they would because they don't require batteries and are required equipment for ambulance licensing. Director Long asked about protocols and when the hospital protocol applies to the paramedics. Lt. Delaney replied that the District's protocols last until the patient is delivered to the hospital. Common practice is for paramedics to resuscitate patients pre-hospital and stabilize before transporting to the hospital. The latest changes to the Denver Metro EMS Protocols state that paramedics are to provide 30 minutes of ALS level care to a potentially viable cardiac arrest victim at the scene before considering termination of resuscitation if the patient is not responding to CPR and pharmacological interventions. Director Long asked about the protocols from the medical director. Lt. Delaney noted that the protocol from the medical director influenced the choice of a ventilator unit that can control volume, rate and back pressure. Before the district submitted the grant request, Lt. Delaney and Capt. Riley had discussions with Dr. Vellman and his staff regarding deploying ventilators. These units have color coding based on age and weight. Director Long asked if the training would be in accordance with medical director protocols. Lt. Delaney replied that the firefighters would be trained similarly to current training on LUCAS mechanical CPR devices and cardiac monitors, intubations, etc.

Director Murphy asked if other fire departments have ventilators already. Lt. Delaney replied that Platte Valley Ambulance just added ventilators, and PVA provides ALS transport for Brighton Fire. Director Murphy asked if the ventilator unit is portable. Lt. Delaney replied that the ventilator is portable, and stated the ventilator is a little smaller than a football. The ventilator runs off O2 supply and a backup battery.

Director Billera asked about the life expectancy of the units. Lt. Delaney replied that they should last ten years. This model has been out for about 20 years. Director Billera asked about maintenance costs such as calibration. Lt. Delaney responded that the unit self-calibrates when it is turned on and also adjusts for altitude. He would recommend preventative maintenance annually and replacement of the special battery every five years.

Chief Ramos added that this is cutting edge technology in transport units in the street. Lt. Delaney added that interfacility transfer ambulances are required to have this technology but it is not required for 911 response medic units.

2. PIO Presentation

PIO Farris reviewed activities from the previous two to three months, including Chief Day's passing, Station 63 reopening mention in Northglenn Connection, Memorial Day, flag retirement ceremony, and Red and Blue BBQ cook-off (which raised about \$7,500 for charity). This inaugural event was launched by Engineer Dawson who is a cancer survivor who wanted to help others. North Metro Fire won the whole hog contest against Northglenn police, and North Metro firefighter Paul Strongwater won the grand champion award. Director Miller was a bar-b-que judge for the event. North Metro firefighters also provided musical entertainment.

PIO Farris discussed a recent home fire in Broomfield. The District participated in events in Broomfield and Northglenn on 4<sup>th</sup> of July. Upcoming events include National Night Out, Family and Friends CPR on August 18 and 9/11 memorial ceremony.

Director Murphy thanked PIO Farris for her hard work on the Red and Blue BBQ event.

F. Staff Reports

1. Response into Skystone neighborhood

Chief Ramos asked Chief Bybee to update the Board on response times into the Skystone neighborhood.

Chief Bybee showed a map of the District. The map was used to help explain the response time challenge due to the location of the neighborhood. He discussed response time components that are part of the response times: dispatch, turnout time, emergency response vehicle routes and mutual aid considerations. Chief Bybee noted that mutual aid delays should be eliminated when regional CAD-to-CAD is implemented in about 12 months. Chief Bybee also noted that there were 50 responses to Skystone over the past 18 months, 35 in 2017 and 15 so far in 2018. The average response time is 9:13, which is longer than the District average of 5:18. Chief Bybee noted that the District responded to 18,169 calls throughout its total response area during in the same 18 month period.

Chief Bybee explained that he asked firefighters to conduct driving tests using engines from the nearest stations to the Skystone neighborhood. The fastest response was from Westminster Station 5 at 5:19, but until the new CAD to CAD system is online there could be approximately two additional minutes for mutual aid from Westminster Station 5. The fastest North Metro Fire response engine arrived in 7:19 from Station 65. Medic 61 arrived in 8:45.

Chief Bybee concluded with a discussion of possible solutions for decreasing the response time, including activation of the new regional CAD-to-CAD system. Chief Bybee finished by stating the District is doing what it can to respond to the Skyestone area as expeditiously as possible considering the location of the development and the response routes, and it will continue to improve the response times to the area with technological advancements and automatic aid agreements.

President Abboud asked about the type of response from the closest Westminster station. Chief Bybee confirmed that Westminster 5 has an engine. No medic unit is located at this station. President Abboud asked if there were plans to add a medic unit to this Westminster fire station. Chief Bybee replied that he did not think so as Westminster also has light call volumes in this area. President Abboud summarized that currently Westminster response time into Skyestone is 7:19 and when CAD-to-CAD is implemented, the District's response time average to the Skyestone community will improve. The medic unit would usually arrive around 8:45.

Director Billera asked about the SOP for a structure fire in the Skyestone area. Chief Bybee replied that four engines, a truck, two medic units and a Battalion Chief are available to respond to a structure fire call. Director Billera asked where these units would come from. Chief Bybee replied that he did not have this information with him, that the District would use a combination of mutual aid and District engines. He noted that the area around Station 65 is difficult to assemble resources into and may become more problematic with a new subdivision that is scheduled to be built north of Skyestone along the response route.

Director Miller asked if the 12 month timeline for CAD-to-CAD implementation is realistic. Chief Bybee said he and Chief Ramos are 95% confident that this will happen in the next year. The grant match money is in the bank, and the RFP language is being cleaned up before it is launched. The IGA has been signed by all four agencies, and the first governance meeting was held last month. GIS work has begun already for the main map. He doesn't see any obstacles at this point.

Director Murphy asked for a recap of the number of calls to Skyestone this year and last year. Chief Bybee replied that there were 35 calls into Skyestone in 2017 and 15 so far through June 30, 2018.

Chief Ramos added that standards of coverage are an important topic to address in the next Strategic Plan. Staff will identify any weak areas and make recommendations to the Board regarding funding improved services in specific areas over the next five years. He plans to begin discussions with the Board by October, and continue working on solutions to address service issues.

President Abboud ask Mr. Larry Licht, resident of Skyestone, for his Public Comments on this matter. Mr. Licht stated that he has firefighting experience in New York as well working with FEMA and the intelligence community. His concern is that the data that was presented was for one unit on scene. NFPA 1710 requires a full complement in eight minutes. Taylor Morrison is purchasing land north of Skyestone and plans to build 1,000 high density homes, which could amount to 2,000 additional residents. He thanked the Board for letting him join the station tour last month. He believes station maintenance is "behind the curve." He said the District needs to be "ahead of the curve" so it is ready when future development is complete. He thinks the District should have a solution to improve response time to Skyestone now, not in 12 or 24 months. He

stated that the worst outcome would be for the District to be served with a wrongful death lawsuit. He discussed his personal understanding of the difference between negligence and gross negligence. He also stated that he does not think one engine responding from Westminster for a structure fire in Skystone would be enough. He noted that Westminster Engine 5 responding to an incident in the new development would have to drive through Skystone. Mr. Licht did not address the portion of Chief Bybee's presentation showing the response route from Station 65 going past the new subdivision. Mr. Licht noted that the homes will be semi-attached, and fire may spread quickly.

President Abboud thanked Mr. Licht for his comments.

## 2. Residential Assessment Rate

Chief Ramos noted that the Board and staff had previously discussed some of the solutions being considered by other special districts in Colorado to address the anticipated loss of revenue due to the Gallagher and Tabor State Constitutional Amendments. Chief Ramos stated that many fire districts are considering ballot issues for this November to ask voters for permission to increase their mill levies by the amount that would keep revenue the same as it is even if the Residential Assessment Rate decreases. Chief Ramos also advised the Board that he needed to correct something he said last month: the District can only participate in an election to increase revenue during a November election or during its regular direction election in May (regular director elections have been in even-numbered years, but will be in odd-numbered years beginning in May 2023). The options available to the District are November 2018, November 2019 and May 2020, but not May 2019. The error has been corrected in the draft minutes of the last meeting. He asked the Board to approve the corrected version of the minutes under the Consent Calendar.

## 3. Construction Repairs at Station 62

Chief Ramos was hoping to have a contract to bring before the Board for repairs from the April 17 wind storm. He has been discussing costs to fix the station with the insurance company so that he may move forward with a contract. He noted that the Board will receive legal advice regarding the potential of a sole source for the repair contract in Executive Session.

## 4. Board Technology Reimbursement

Chief Ramos had nothing to add to the conversation from last month. He is waiting for direction from the Board. If he hears nothing, the District will offer iPads to new directors.

## 5. Firefighter Hiring Process

Chief Ramos reminded the Board that they approved the hiring of five firefighters for the academy in August. Chief Anderson provided an update on the hiring process. He noted that the District has already sent out conditional offers. He reviewed the 2018 schedule that the District had followed so far. Next steps include background investigations, medical examinations and physical fitness examinations followed by final job offers around July 21. There are four other agencies committed to this year's academy, and a class size of 30 is expected.

Director Miller asked about the pool of applicants. Chief Anderson replied that it's roughly 1,000 applicants but there has been a lot of hiring in the metro area in the past few years. Also, the District considers whether an applicant is a paramedic or an EMT. The District invited all available paramedics to the Assessment Center. Director Miller asked if Chief Anderson thinks he is getting quality applicants. Chief Anderson stated he is absolutely comfortable with the quality of the

applicants. Chief Anderson also noted that the process weeds out those that aren't qualified. Those on the list of applicants eligible for hire at the end are the cream of the crop and would fit in this organization. Chief Ramos added that he is very pleased with the five applicants who received conditional job offers.

6. Project Updates

None.

**G. 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 46659 through 46762 and online Bill Pay 2018-51 through 2018-60 for a net total of \$703,870.64. Voided checks: 46664 and 46709.
- b) Approval of minutes from the June 19, 2018 regular district board meeting.

**H. Attorney's Report**

Attorney Shearer advised the Board that other than the anticipated discussion in Executive Session, he had nothing to add to his written report.

**I. Public Comment**

None.

**J. Directors' Reports**

Director Murphy thanked Capt. Riley for the work to obtain the ventilator grant. She appreciated Mr. Licht's comments on Skystone; she will look at this harder. The Justice Center for Northglenn opens on 9/11.

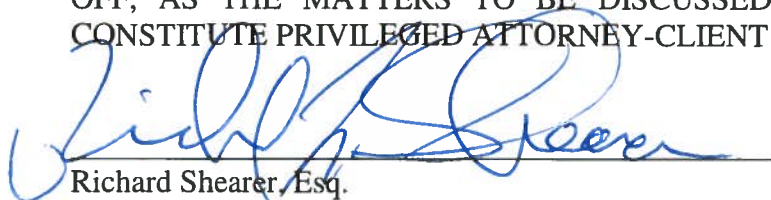
Director Long congratulated the team for the grant writing success. He noted that he had attended a Ward 4 get together. He is upset that there is not a city ordinance prohibiting open fires in residential areas in backyards. He observed four such fires in his own neighborhood over 4<sup>th</sup> of July weekend. He will be carrying this issue to the City Council in Northglenn. In light of full disclosure, he informed the Board that he had written a letter to the SDA Board extolling the virtues of revisiting mineral severance tax. He did this as a personal citizen, not on behalf of North Metro Fire. He also has written a Bill for consideration by the State legislature.

Director Miller thanked the Board for the SDA training that he and Director Billera attended last month.

President Abboud also thanked PIO Farris for her efforts and work on the BBQ.

**K. Executive Session**

A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR BILLERA TO GO INTO EXECUTIVE SESSION AT 6:04 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B) AND (E) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING LEGAL ISSUES RELATED TO ELECTIONS TO PRESERVE DISTRICT REVENUES IF THE RESIDENTIAL ASSESSMENT RATE DECREASES, STATION 62 ROOF REPAIR CONTRACT AND LEGAL ISSUES RELATED TO THE FINAL PAYMENT OF THE CONTRACT FOR REMODELING STATION 63, AND FOR THE BOARD TO GIVE DISTRICT NEGOTIATORS DIRECTION REGARDING THE STATION 62 AND 63 CONTRACTS. THE MOTION PASSED UNANIMOUSLY. ATTORNEY SHEARER CERTIFIED FOR THE RECORD THAT THE RECORDING DEVICE COULD BE TURNED OFF, AS THE MATTERS TO BE DISCUSSED IN EXECUTIVE SESSION WOULD CONSTITUTE PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS.



Richard Shearer, Esq.

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR MILLER TO COME OUT OF EXECUTIVE SESSION AT 8:23 P.M. THE MOTION PASSED UNANIMOUSLY.

A MOTION TO AUTHORIZE CHIEF RAMOS TO NEGOTIATE A SOLE SOURCE EMERGENCY CONTRACT TO PROTECT THE HEALTH, SAFETY AND WELFARE OF CITIZENS AND EMPLOYEES FOR THE REPAIR OF THE ROOF AT STATION 62 WITH JIM BLACK CONSTRUCTION, WITH THE UNDERSTANDING THAT JIM BLACK WILL WORK WITH THE DISTRICT'S INSURANCE PROVIDER AND ITS CONSULTANT TO MAKE SURE THE CONTRACT AMOUNT IS REASONABLE, AND IN NO EVENT WILL IT EXCEED \$300,000 WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

A MOTION TO NOTIFY THE COUNTY CLERKS OF ALL FIVE COUNTIES IN WRITING THAT THE DISTRICT MAY PARTICIPATE IN A COORDINATED ELECTION ON NOVEMBER 6, 2018 WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MILLER. THE MOTION PASSED UNANIMOUSLY.

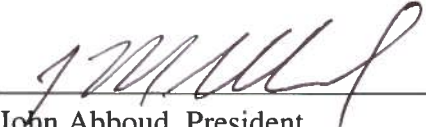
A MOTION TO AUTHORIZE CHIEF RAMOS TO ENTER INTO A CONTRACT UP TO \$30,000 WITH GEORGE K. BAUM AS CONSULTANT FOR THE NOVEMBER 2018 COORDINATED ELECTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

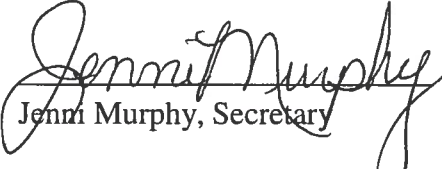
A MOTION TO CANCEL THE JULY 17, 2018 BOARD MEETING WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

A MOTION TO MOVE THE AUGUST BOARD MEETING TO AUGUST 14, 2018 WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

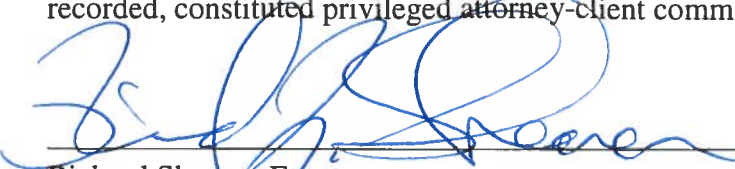
L. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:35 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 (e).

  
John Abboud, President